

Application: Westminster Community Charter School

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2021-2022 Annual Report

Summary

ID: 0000000076
Status: Annual Report Submission
Last submitted: Nov 1 2022 03:53 PM (EDT)
Labels: Buffalo BOE

Entry 1 School Info and Cover Page

Completed Jul 31 2022

[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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

WESTMINSTER COMMUNITY CHARTER SCHOOL 800000057945

a1. Popular School Name

Westminster Community Charter School

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BUFFALO BOARD OF EDUCATION

d. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

e. DATE OF INITIAL CHARTER

8/2004

f. DATE FIRST OPENED FOR INSTRUCTION

9/2004

c. School Unionized

Is your charter school unionized?

Yes

c. Name of Union

Provide the name of the union:

Buffalo Teachers Federation

c. Date Unionized

Provide the date of unionization:

8/2004

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

MISSION STATEMENT

To challenge the status quo - to encourage people to think differently about their situation in life. We do this through assuring that there are high levels of learning, by creating a safe and caring environment, and promoting community involvement in order to prepare students for a successful secondary experience.

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

Balanced Literacy: In primary grades, the instructional program includes phonics instruction, Reading and Writing, read aloud, guided reading, shared reading, interactive writing, shared writing, and word study. Students in K-3 used Foundations for Phonics Instruction which allowed for a systematic approach to teaching phonic concepts. Students in grades K-8 used Wit & Wisdom for their Reading and Writing curricular program. Wit & Wisdom students are invited to read content-rich and complex texts that build their knowledge of important topics as they master literacy skills. Core texts are wide ranging, varied, and provide a careful balance of literary, informational, and fine art texts. Students also attend library classes in Westminster's state-of-the-art library with the librarian and they shop for books once a week. Students are continuously exposed to books from the 'literary canon', high-interest texts, and culturally responsive texts. Wit & Wisdom was chosen for its emphasis on content knowledge such as NYS social studies and science topics, high level of rigor, multicultural texts, supports for diverse learners including ELL and coherence with Foundations. Reading and writing are heavily emphasized in Amplify Science and the social studies classrooms while students complete Document-Based Question tasks.

KDE 2

Mathematics Instruction and Balanced Numeracy Model: The school uses the Common Core-based Eureka modules for grades K-5. Students complete work in fluency, application, mathematical reasoning, and problem solving. A 30-minute block focused on math fluency for all students in grades K-6 and the school wrote and implemented Checks for Understanding for each module topic aligned to power standards. In grades 6-8, the school uses Illustrative Math curriculum. The materials of this program help students develop conceptual understanding, procedural skill and fluency, and application with a balance of the aspects of rigor. The school maintained a continued partnership with Greg Tang and all math teachers have

attended his workshops about math fluency, intervention strategies and word problems. The school was unable to put on their annual Pi Day program, a program Greg Tang typically participates in for the school's math night. However, Mr. Tang was able to provide professional development to the staff.

KDE 3

Extended Day, Weekend and Evening Opportunities: Westminster Community Charter School extends its learning day by thirty-five minutes each day to enable extra reading and math time. Starting in February the school brought back afterschool activities for students. Students could participate for 1.5 hours daily. After school activities include a wide range of activities from sports to academics. This year the following were offered: basketball, flag football, track, Girls on the Run, dance, chorus, tutoring, Spanish Proficiency, cooking, board game club, kindness club and girls club. The clubs that were offered were driven by a student interest survey. Additionally, the school is open select evenings and weekends to engage families with hands-on learning, field trips, to educational and cultural institutions in Buffalo, educational evenings such as Literacy, Math, Science, and Social Emotional Learning Night, and community events such as Independent Health's Good for the Neighborhood. Some of the aforementioned activities had to be suspended due to pandemic, but the school did bring back the Good for the Neighborhood events and Saturday Open Houses.

KDE 4

Health and Wellness: Westminster Community Charter School is deeply committed to nutrition and fitness as keys to our students' success and wellbeing. The school has a made-from-scratch food service program that features fresh produce from the local farms. A Fresh Fruit & Vegetable program offers students a chance to try two new fruits and vegetables per week. The school features a full gym with a rock-climbing wall and a large outdoor park on school grounds. Throughout the year, the Independent Health Foundation hosts

Good for the Neighborhood programs at the school, attended by 525+ in 2021-2202. Kaleida Health has an on-site clinic with a nurse and full-time social worker. The school also has a full-time social worker to provide additional support to students. The school uses the Devereux Student Strengths Assessment (DESSA) as a universal screener for social-emotional needs. This assessment is completed for all students three times per year. The school's Reflection Room was staffed with an employee who was able to help students reflect on their behaviors using restorative practices. Restorative practices are embedded in the school-wide community with restorative circles being used in the classroom and other parent, staff, and student meetings. 7th and 8th graders had an advisory period where teachers worked with their students on goals and effective use of their time. WCCS partners with University of Buffalo School of Dental Medicine to offer free dental services to students and Lions See for eye screenings. Through a cooking club, students learn to prepare healthy dishes from around the world. The school has partnered with Massachusetts Avenue Project to offer a mobile market providing a farmer's market of fresh produce weekly to school families and the community.

KDE 5

Technology: Westminster Community Charter School integrates technology into its curriculum and instruction. Every student in grades K-8 has a Chromebook. Students use Google Classroom as well as online learning tools such as IXL and MobyMax. The Amplify Science curriculum uses technology exclusively. The school also has a collection of technology for STEM instruction including Little Bits. The school has an ongoing partnership with the University of Buffalo for Science, Technology, Engineering and Math (STEM) program where the university students provide various STEM lessons and activities at Westminster and on their University campus.

KDE 6

Staff Development: The focus was on providing a deep and on-going instructional capacity, building

supports focused on ELA and math planning and implementation and data-driven instruction plus supporting the design, development, deployment, and refinement of high-quality instructional systems, with a focus on strengthening the school's efficacy in analyzing interim data and student work. In the spring additional training was given to the staff on Restorative practices. In January the school brought in a new assessment system, iReady, and the teachers received extensive training on the use of the program to support individual students' educational needs. Teachers received in-depth training on the next generation learning standards and were taught a process for unpacking the standards to get impactful objectives. The school leadership was all training by Harvard in the Datawise process to ensure that all data collected is used to drive decisions.

KDE 7

Community Partnerships: Westminster Community Charter School has the support of M&T Bank for over 29 years. M&T's support includes in-kind gifts, student mentors, management assistance, professional development, and connections to other institutions within the Buffalo area who can further contribute to providing excellent educational opportunities to students. Additionally, Westminster Community Charter School is one of four schools within Buffalo Promise Neighborhood (BPN). The original federal grant was geared toward developing a cradle-to-career opportunities for students and their families within the surrounding community. This support includes collaboration with the other member schools. It also included a Two-Generation program, an initiative that continues and offers career, financial, parenting, and educational support to families.

KDE 8

Special Classes: Part of Westminster Community Charter School's commitment to holistic education includes special classes. Students take art, Spanish, music, band, physical education, technology, and library. These classes often

reinforce classroom learning. All special area classes meet existing state standards. Moreover, these classes provide students the opportunity to build new knowledge, develop interests, explore their cultures and others, and hone critical thinking skills necessary for lifelong success.

KDE 9

Academic & Instructional Support: To promote academic achievement, Westminster Community Charter School offers many academic and instructional supports. Data Wise protocols are used to examine a broad range of student data. Data is examined to identify a learner-centered problem, identify a problem of practice, and research and identify an action plan. The instructor will implement the action plan, reflect, and adjust. Three full time instructional coaches provide classroom support and work closely with administration to support student achievement. The school used baseline data from diagnostic assessments (STAR, iReady) as well as teacher input to establish students in need of intervention. The school has interventionists who supported students in Tier 2 and Tier 3 intervention with push in and pull-out services. During their small groups, the intervention specialists use frequent data collection and progress monitoring, aligned to state standards, to promote growth. Additionally, across grade levels, students split into groups for Response to Intervention (RTI) block when students work with classroom, special education, and intervention teachers on reading and math. A 5-week, 20-hour summer program is also in place to help students, many of whom have been impacted by learning loss due to the pandemic.

KDE 10

(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.westminsterccs.org/>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

550

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

451

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

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

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 2022-2023?

No, just one site.

WESTMINSTER COMMUNITY CHARTER SCHOOL 800000057945

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	24 Westminster Ave. Buffalo, NY 14215	7168163450	Buffalo	K-8	N/A

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Teresa Gerchman	Principal	716-816-3454		tgerchman@westminsterccs.org
Operational Leader	Laura Ferrino	Chief Operating Officer	716-848-7531		lmancuso@mtb.com
Compliance Contact	Margaret Letzelter	Director of Business Operations	716-954-6633		mletzelter@mtb.com
Complaint Contact	Teresa Gerchman	Principal	716-816-3454		tgerchman@westminsterccs.org
DASA Coordinator	Teresa Gerchman	Principal	716-816-3454		tgerchman@westminsterccs.org
Phone Contact for After Hours Emergencies	Teresa Gerchman	Principal	716-816-3454		tgerchman@westminsterccs.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

[WCCS Cert of Occ 4-1-2022 to 4-1-2023.pdf](#)

Filename: WCCS Cert of Occ 4-1-2022 to 4-1-2023.pdf **Size:** 81.7 kB

Site 1 Fire Inspection Report

[PS 68 Fire Safety Report-07262022153743.pdf](#)

Filename: PS 68 Fire Safety Report-07262022153743.pdf **Size:** 415.8 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Pamela Hokansen
Position	President
Phone/Extension	716-848-5634
Email	phokanson@mtb.com

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

Responses Selected:

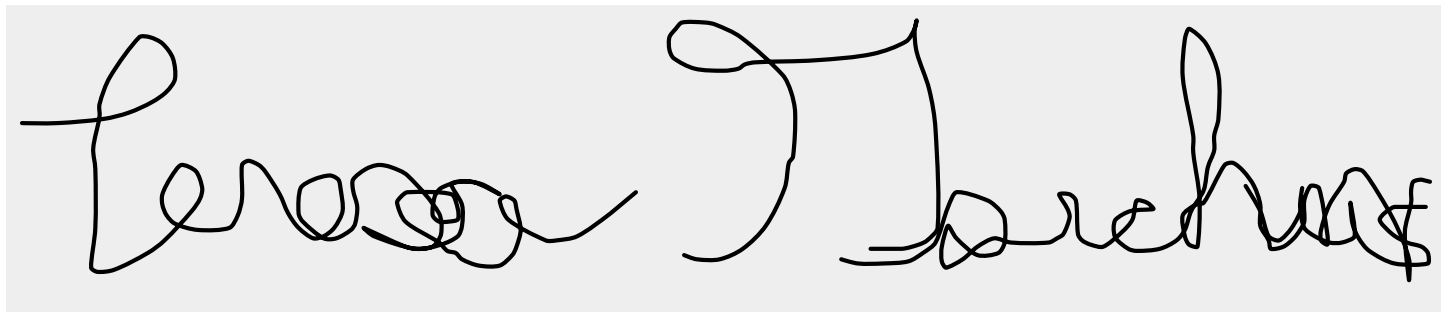
Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature reads "Teresa J. Tarcher" in a cursive, flowing script.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature reads "Rita M. Sanders" in a cursive, flowing script.

Date

Jul 23 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 28 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-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, 2022.

WESTMINSTER COMMUNITY CHARTER SCHOOL 800000057945

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 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	Aggregate ELA proficiency for grades 3-8 will perform at or above the Buffalo District	NYSED	Met	Westminster Community Charter School's proficiency was 25% while Buffalo achieved 24%. Westminster's proficiency improved from 22% in 18-19, the last year of comparable results. The school partnered with SchoolWorks, hired a new Principal and Administrative team (3 Assistant Principals) with a focus on teaching and learning, assessment and student culture. Rigorous and differentiated deep and ongoing instructional capacity building focused on ELA and math planning, implementation and data driven instruction. Additional AIS

				<p>staff, teacher PD trainings built into the instructional calendar, Instructional Coaches, Harvard Data Wise, interim assessments (iReady) implemented in the 21-22 school year.</p>
Academic Goal 2	<p>Aggregate Math proficiency for grades 3-8 will perform at or above the Buffalo District</p>	NYSED	Not Met	<p>Westminster Community Charter School's proficiency was 10% while Buffalo achieved 15%. Westminster's proficiency declined from 18% in 18-19, the last year of comparable results. The school partnered with SchoolWorks, hired a new Principal and Administrative team (3 Assistant Principals) with a focus on teaching and learning, assessment and student culture. Rigorous and differentiated deep and ongoing instructional capacity building focused on ELA and math planning, implementation</p>

				and data driven instruction. Additional AIS staff, teacher PD trainings built into the instructional calendar, Instructional Coaches, Harvard Data Wise, interim assessments (iReady) implemented in the 21-22 school year.
Academic Goal 3	Aggregate ELA proficiency for students enrolled in at least their second year in grades 3-8 will perform at or above Buffalo grades 3-8 district proficiency	NYSED	Met	Westminster Community Charter School's proficiency for students enrolled in at least their second year in grades 3-8 was 34% (comparing 18-19 to 21-22) whereas Buffalo was 24%.
Academic Goal 4	Aggregate Math proficiency for students enrolled in at least their second year in grades 3-8 will perform at or above Buffalo grades 3-8 district proficiency	NYSED	Not Met	Westminster Community Charter School's proficiency for students enrolled in at least their second year in grades 3-8 was 6% (comparing 18-19 to 21-22) whereas Buffalo was 15%.
Academic Goal 5	Aggregate subgroup students in ELA that are Economically	NYSED	Unable to Assess	Westminster Community Charter School's

	Disadvantaged will perform at or above the Buffalo District			proficiency was 24%. Buffalo District is unknown
Academic Goal 6	Aggregate subgroup students in Math that are Economically Disadvantaged will perform at or above the Buffalo District	NYSED	Unable to Assess	Westminster Community Charter School's proficiency was 10%. Buffalo District is unknown
Academic Goal 7	ELA grade level proficiency will perform at or above the Buffalo District	NYSED	Not Met	<p>Westminster and Buffalo by Grade:</p> <p>Grade 3 11% 24% Grade 4 12% 19% Grade 5 23% 16% Grade 6 33% 36% Grade 7 46% 22% Grade 8 23% 28%</p> <p>Rigor and differentiation by grade, iReady implementation, full roll out of Wit and Wisdom, prioritized coaching, frequent feedback, new grade band level AP's focused on standards mastery. ELA curriculum review in K-2 to increase mastery</p>
				<p>Westminster and Buffalo by Grade:</p> <p>Grade 3 12% 23% Grade 4 14% 15%</p>

Academic Goal 8	Math grade level proficiency will perform at or above the Buffalo District	NYSED	Not Met	<p>Grade 5 12% 13%</p> <p>Grade 6 7% 17%</p> <p>Grade 7 12% 12%</p> <p>Grade 8 4% 12%</p> <p>Rigor and differentiation by grade, iReady implementation, Engage NY and Illustrative Math, prioritized coaching, frequent feedback, new grade band level AP's focused on standards mastery. Math curriculum review to increase achievement</p>
Academic Goal 9	iReady targets are established for each student utilizing the Winter vs. Spring assessments with 75% of all students reflecting growth	iReady Curriculum Associates	Met	<p>77% of students reflected growth between the winter and spring assessments. 75% in Reading and 80% in math. iReady implemented in January 2022</p>
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 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”.

2021-2022 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	<p>School Leadership: The school has an effective leadership team that obtains staff commitment to a clearly defined mission and set of goals, allowing for continued improvement in student learning. Roles and responsibilities for leaders, staff, management, and board members are clearly defined. The school has clear and well established communication</p>	<p>School Works; The Board of Trustees meets monthly and regularly monitors the progress of its students, teachers, and engagement with parents and families. Board has committees that monitor academic,</p>	Met	

	<p>systems and decision making processes in place which ensure effective communication across the school. The school successfully recruits, hires, and retains key personnel and makes decisions, when warranted, to remove ineffective staff members.</p>	<p>governance, finance, and school culture. The Board problem solves and plans for school-wide growth.</p>		
Org Goal 2	<p>Professional Climate: The school is fully staffed with high quality personnel to meet all educational and operational needs. The school has established structures for frequent collaboration among teachers. The school ensures that staff has requisite skills, expertise, and professional development necessary to meet student needs. The school has systems to monitor and maintain organizational and instructional</p>	<p>Teacher Surveys; Ongoing master checks (monitor lesson plans for NYS standards, skills, and strategies to meet needs of all students); Quality of student work utilizing a data driven culture; PDS offered in the summer and throughout the</p>	Met	

	<p>quality, including a formal process for teacher evaluation geared toward improving instructional practice. The school has mechanisms to solicit teacher feedback and gauge teacher satisfaction.</p>	<p>year; Mentor teach program</p>		
<p>Org Goal 3</p>	<p>Contractual Relationships The board of trustees and school leadership establish effective working relationships with M&T Bank Changes in the school's charter managment or comprehensive service provider contract comply with required charter amendment procedures The school monitors the efficacy of contracted service providers or partners</p>	<p>MOU's are in place with M&T Bank and Buffalo Public School System Ongoing monitoring of contract compliance</p>	<p>Met</p>	
	<p>Behavior Management and Safety. Westminster has</p>	<p>Restorative Justice</p>		

Org Goal 4	<p>a clear approach to behavior management, safe and systems in place to ensure the environment is free from harassment and discrimination. Classroom environments are conducive to learning and generally free from disruption</p>	<p>practices, Reflection Room, Write-ups and Suspensions School written conduct of behavior Met policy, anti bullying policy and school wide expectations as part of PBI system.</p>	Met	
Org Goal 5	<p>Family Engagement and Communications Westminster teachers communicate with parents to discuss student's strengths and needs. The school has a system for responding to parent or community concerns, the school shares school based academic data with the broader school community to promote transparency and accountability among parents, students and school constituents.</p>	<p>Parent Survey and focus groups Classroom Dojo, weekly planners that allow parents to 'see what is being done with each student' two parent teacher conference days, teacher regular communication home. i-Ready student profiles sent home to each child</p>	Met	

Org Goal 6	<p>Social Emotional Supports</p> <p>School leaders collect and use data to track the socio emotional needs of students. School leaders collect and use data regarding the impact of programs designed to promote students' social and emotional health</p>	<p>Student referrals, RTI, and DESSA</p> <p>Met</p> <p>Comp SEL system</p>	Met	
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

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Financial Condition	Audited Financial Statements	Met	
Financial Goal 2	Financial Management	Unmodified Audit, monthly budgets, surpluses, written fiscal policies, internal controls	Met	
Financial Goal 3	Board Oversight and Governance	Board provides competent stewardship and oversight. Members have expertise in urban education and fiscal management. Annual board retreat to review and discuss strategic priorities.	Met	
Financial Goal 4	Legal and Compliance	Compliance record with the state and federal laws. Unmodified audit for federal programs. No corrective action or approval for significant revisions required.	Met	
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

[2022 Financial Statements - FINAL](#)

Filename: 2022 Financial Statements FINAL ga5E8Nv.pdf **Size:** 761.1 kB

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

Completed Nov 1 2022

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

[21](#)

Filename: 21.22 WCCS auditedfinancialrepor ZRUFhtD.xlsx **Size:** 89.9 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

[2022 Required Communications Letter - FINAL](#)

Filename: 2022 Required Communications Lette wbR9Hrr.pdf Size: 248.4 kB

[2022 Management Letter - FINAL](#)

Filename: 2022 Management Letter FINAL.pdf Size: 275.9 kB

Entry 4d - Financial Services Contact Information

Completed Oct 24 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Laura Ferrino	lmancuso@mtb.com	716-848-7531

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Sarah Hopkins			18

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Oct 24 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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

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

[WCCS final-2022-2023-ar-budget-template](#)

Filename: WCCS final 2022 2023 ar budget template.xlsx **Size:** 40.7 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 31 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)

- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.pdf **Size:** 788.6 kB

Entry 7 BOT Membership Table

Completed Jul 31 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

WESTMINSTER COMMUNITY CHARTER SCHOOL 800000057945

Authorizer:

Who is the authorizer of your charter school?

Buffalo BOE

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Terenda Brown		Parent Rep	School Culture	Yes	17	06/30/2021	06/22/2022	12
2	Diane Cozzo		Vice Chair	Academic	Yes	7	06/30/2021	06/22/2022	10
3	Liz Czarnacki		Trustee/Member	Academic	Yes	4	06/30/2021	06/22/2022	12
4	Rita Eisenbeis		Chair	Academic, Governance/HR, Finance	Yes	16	06/30/2021	06/22/2022	12
5	Callie Johnson		Trustee/Member	School Culture	Yes	1	08/18/2021	06/22/2022	9
6	Thomas Kim		Trustee/Member	Academic, Governance/HR	Yes	1	12/15/2021	06/22/2022	7
7	James Oblatz		Trustee/Member	Governance/HR, Finance	Yes	4	06/30/2021	06/22/2022	6

8	Rosalyn Taylor		Trustee/Member	Governance/HR, School Culture	Yes	7	06/30/2021	06/22/2022	12
9	Amy Mesi		Secretary		No	4	06/30/2021	06/22/2023	12

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Richard Gold		Other		No	3	06/30/2021	06/22/2022	5 or less
11									
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	8
b.Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2021-2022

14

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

8

Total number of Voting Members added during the 2021-2022 school year:

2

Total number of Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

15

Total number of Non-Voting Members on June 30, 2022:

2

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

NA

Board members attending 8 or fewer meetings during 2021-2022

1

Thank you.

Entry 8 Board Meeting Minutes

Completed Jul 31 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 1, 2022**.

[WCCS Board Meeting Minutes July 2021-June 2022](#)

Filename: WCCS Board Meeting Minutes July 20 YikJPeM.pdf **Size:** 347.0 kB

Entry 9 Enrollment & Retention

Completed Jul 31 2022

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>Many recruitment efforts established to maintain safety precautions during the COVID-19 pandemic were continued to ensure safety of school staff and the community-at-large. Social media platforms were utilized to publicize virtual events and application deadlines. As in previous years, WCCS continued collaborating with Enroll Buffalo Charter by utilizing the SchoolMint application portal to solicit new student applications. School staff visited the Buffalo Promise Neighborhood Academies. Children from the Academies were invited to participate in special programming to meet the kindergarten teachers and visit the school. Multiple in-person Open House events were offered to the community on Saturday mornings; offering opportunities to tour the school, meet staff, and participate in enrichment activities. A free breakfast and lunch were provided to Open House participants. Recruitment flyers were distributed to over 20 local businesses, places of workshop, shopping centers, coffee shops, and at community events. Additionally, a billboard was placed in the neighborhood, advertising Westminster. The SchoolMint platform was used to maintain open communication</p>	<p>Partnerships with the local community to WCCS will continue. Recruitment at Buffalo Promise Neighborhood's Early Learning Children's Academies and with our community partnerships will begin in October to prepare for application submissions in December and the lottery in early April. Open houses, advertisements, flyers, social media, website, and personal letters to current students to refer friends/family will begin in September 2022 and continue through summer 2023. WCCS will provide evening and weekend programming to open the school to the community for opportunities to learn about WCCS and meet the staff. These events will continue to be publicized on social media platforms as well as in print</p>

	<p>with applicants throughout the admissions process. Targeted emails and phone calls were made to encourage acceptance of admissions offers and to complete the registration process.</p> <p>Representatives of the school participated in the Charter School Fair, tabled at local community fairs, and partnered with the Massachusetts Avenue Project to increase awareness at a weekly farmer's market.</p>	<p>materials.</p>
<p>English Language Learners</p>	<p>Formal recruitment began in January where Westminster expanded its recruitment efforts within the local community and into other nearby communities where English language learners reside. Advertisements for open registration were created and the school offered private school tours. Westminster expanded recruitment efforts by placing brochures, applications and advertisements in over 20 locations; many which were visited in person by a school representative. An ELL school parent also partnered with WCCS to distribute information among the community. Expanded community partnerships encouraged further recruitment efforts than in years past. Distribution of information included community centers, places of worship, shopping centers, and area businesses and coffee shops. Locations were strategically identified as visited frequently by immigrant and</p>	<p>Westminster Community Charter School will meet and attempt to exceed enrollment and retention targets for English Language Learners. Outreach to families begins in early fall 2022 where families have the option to meet with staff, review the expectations of the school, and will be provided a private tour. Interested families submit applications through the SchoolMint platform. New outreach strategies include recruiting younger ELL families to our early learning campuses (Buffalo Promise Neighborhood's Children's Academies) as these centers are a feeder to Westminster. We also will continue to work with our</p>

	<p>refugee families. School representatives and staff presented and advertised the school at local community spaces, cultural centers, events, and places of worship. Additionally, a billboard featuring a current ELL student was placed in the neighborhood, advertising Westminster.</p> <p>Representatives of the school participated in the Charter School Fair, tabled at local community fairs, and partnered with the Massachusetts Avenue Project to increase awareness at a weekly farmer's market.</p>	<p>families to identify additional locations to advertise and promote the school. We will further promote the school at Westminster sponsored neighborhood events such as the neighborhood weekly Farmers Market. Continued efforts are in place to direct flyers and advertisements to the ELL community to notify them of such events.</p>
<p>Students with Disabilities</p>	<p>The school's printed materials clearly indicate that enrollment is open without regard to ethnicity, national origin, gender, disability and/or limited English proficiency. Our teachers recruit at our early education campuses (Buffalo Promise Neighborhood Children's Academies), the Western New York Center and Parent Network of WNY (resource for parents with students with special needs). Teachers also present at the Family Help Center and table at a variety of Headstart locations, Pre-K centers and community events. WCCS participated in the Charter School fair, offered multiple Open House opportunities, provided tours to interested families, and advertised that each grade-level has a special education certified teacher available to support their</p>	<p>Westminster Community Charter School continues to strive to meet and attempt to exceed enrollment and retention targets for students with disabilities. The school's printed materials clearly indicate that enrollment is open without regard to ethnicity, national origin, gender, disability and/or limited English proficiency. Our teachers continue to recruit at our early education campuses (Buffalo Promise Neighborhood Children's Academies), other early childhood and pre-k centers, the Western New York Center and Parent Network of WNY (resource for parents with students with special needs). We will continue to advertise that a certified special education teacher will be available to each grade-level, in addition to the</p>

	students. Additionally, a billboard was placed in the neighborhood, advertising Westminster.	special education coordinator.
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>WCCS has a 92.8% retention rate for our students entering grades 1-8. Call campaigns are made to families who are not returning to identify top reasons and assess areas of improvement. The most common reason for attrition is families who move out of the district. WCCS provides numerous opportunities to support students. Students receive free breakfast, lunch, and a snack, waivers for field trip costs, programming for families that includes free breakfast and/or lunch and uniform cost waivers. Students continue to have access to academic support systems such as AIS, small student to teacher ratios, tutoring, and after school clubs.</p>	<p>Westminster will continue to provide numerous opportunities to students. Students will continue to receive free breakfast, lunch and a snack; waivers of field trip costs; programming for families that includes free breakfast and/or lunch; and uniform cost waivers. Students will continue having access to academic supports such as AIS/RTI, small class sizes, and tutoring. After school clubs and programming will also be offered.</p>
English Language Learners	<p>Call campaigns are made to families who are not returning to identify top reasons and assess areas of improvement. The most common reason for attrition is families who move out of the district. English Language Learners at Westminster work daily with the ENL teachers. The teacher provides pull-out and push-in services. Students will receive accommodations/modifications</p>	<p>The school will continue to provide appropriate services based on the responses provided on the Home Language Questionnaire that is provided during the time of registration at WCCS. Students who are English Language Learners will continue to work with the full time ENL teacher.</p>

	necessary to promote their success in the classroom and beyond.	
Students with Disabilities	Call campaigns are made to families who are not returning to identify top reasons and assess areas of improvement. The most common reason for attrition is families who move out of the district. A special education coordinator provides teachers with professional development, research-based strategies, and progress monitoring tools to help students with disabilities succeed. There is a special education teacher in each grade-level to support students with disabilities.	Professional development opportunities and resources will continue to be provided to best serve students with disabilities.

Entry 10 - Teacher and Administrator Attrition

Completed Jul 31 2022

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

A. TEACH System - Employee Clearance

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Jul 31 2022

Instructions

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	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, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	4

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	50

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	54

Thank you.



Entry 12 Organization Chart

Completed Jul 31 2022

Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

Organizational Chart 2021-22

Filename: Organizational Chart 2021 22.pdf **Size:** 273.0 kB

Entry 13 School Calendar

Completed Jul 31 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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

Board of Regents-authorized charter schools also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

Westminster 2022-2023 Calendar

Filename: Westminster 2022 2023 Calendar.pdf **Size:** 53.6 kB

Entry 14 Links to Critical Documents on School Website

Completed Jul 31 2022

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Westminster Community Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.westminsterccs.org/reportsformslinks
2. Board meeting notices, agendas and documents	https://www.westminsterccs.org/board-of-education
3. New York State School Report Card	https://www.westminsterccs.org/reportsformslinks
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.westminsterccs.org/resources
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.westminsterccs.org/resources
6. Authorizer-approved FOIL Policy	https://www.westminsterccs.org/foil
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.westminsterccs.org/foil

Thank you.



Entry 15 Staff Roster

Completed Jul 28 2022

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

[15 Staff Roster - NOT REQUIRED - Blank Template](#)

Filename: 15 Staff Roster NOT REQUIRED 71Hid4o.xlsx **Size:** 18.0 kB



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Westminster Community Charter School
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	Buffalo City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Laura Ferrino
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Lumsden & McCormick
School Audit Contact Name:	Sarah Hopkins
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2021-22
Prior Year:	2020-21

The following items are required to be included:

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

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

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Form 990	in process - will submit when available
Federal Single Audit (A-133)	
Corrective Action Plan	N/A

Westminster Community Charter School
Statement of Financial Position
as of June 30

	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 9,909,869	\$ 11,405,909
Grants and contracts receivable	577,703	636,802
Accounts receivables	155,707	325,386
Prepaid Expenses	97,298	64,674
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	<u>10,740,577</u>	<u>12,432,771</u>
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 3,929,624	\$ 4,178,745
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	<u>3,929,624</u>	<u>4,178,745</u>
TOTAL ASSETS	<u>14,670,201</u>	<u>16,611,516</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 734,192	\$ 1,779,750
Accrued payroll, payroll taxes and benefits	673,778	856,973
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	44,958	-
Deferred Revenue	-	-
Other Current Liabilities	3,635,067	4,824,455
TOTAL CURRENT LIABILITIES	<u>5,087,995</u>	<u>7,461,178</u>
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	<u>-</u>	<u>-</u>
TOTAL LIABILITIES	<u>5,087,995</u>	<u>7,461,178</u>
<u>NET ASSETS</u>		
Unrestricted	\$ 9,572,206	\$ 9,150,338
Temporarily restricted	10,000	-
Permanently restricted	-	-
TOTAL NET ASSETS	<u>9,582,206</u>	<u>9,150,338</u>
TOTAL LIABILITIES AND NET ASSETS	<u>14,670,201</u>	<u>16,611,516</u>

Westminster Community Charter School
Statement of Activities
as of June 30

	2022			2021
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 6,048,827	\$ -	\$ 6,048,827	\$ 7,139,169
State and Local Per Pupil Revenue - SPED	227,823	-	227,823	246,214
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	1,653,731	-	1,653,731	1,001,700
State and City Grants	102,176	-	102,176	120,994
Other Operating Income	-	-	-	1,171,882
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	8,032,557	-	8,032,557	9,679,960
EXPENSES				
Program Services				
Regular Education	\$ 6,598,488	\$ -	\$ 6,598,488	\$ 6,204,862
Special Education	1,053,147	-	1,053,147	956,258
Other Programs	732,265	-	732,265	617,077
Total Program Services	8,383,900	-	8,383,900	7,778,197
Management and general	1,094,304	-	1,094,304	1,056,346
Fundraising	-	-	-	-
TOTAL EXPENSES	9,478,204	-	9,478,204	8,834,543
SURPLUS / (DEFICIT) FROM OPERATIONS	(1,445,647)	-	(1,445,647)	845,417
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ 935	\$ -	\$ 935	\$ 4,558
Contributions and Grants	10,000	-	10,000	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	1,866,581	-	1,866,581	(124,658)
TOTAL SUPPORT AND OTHER REVENUE	1,877,516	-	1,877,516	(120,100)
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	431,869	-	431,869	725,317
NET ASSETS - BEGINNING OF YEAR	\$ 9,150,338	\$ -	\$ 9,150,338	\$ 8,425,021
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 9,582,206	\$ -	\$ 9,582,206	\$ 9,150,338

**Westminster Community Charter School
Statement of Cash Flows**

as of June 30

	<u>2022</u>	<u>2021</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 6,357,033	\$ 7,365,936
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	1,932,260	953,183
Prepaid Expenses	-	-
Accounts Payable	(9,679,905)	(7,692,198)
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	73,105	26,821
Deferred Revenue	-	-
Interest payments	-	-
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ (1,317,507)	\$ 653,742
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(178,533)	(95,978)
Other	-	-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (178,533)	\$ (95,978)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ (1,496,040)	\$ 557,764
Cash at beginning of year	11,405,909	10,848,145
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 9,909,869	\$ 11,405,909

**Westminster Community Charter School
Statement of Functional Expenses
as of June 30**

		2022							2021	
		Program Services				Supporting Services				
No. of Positions		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs										
Administrative Staff Personnel	7.00	364,457	43,093	16,504	424,054	-	34,383	34,383	458,437	494,362
Instructional Personnel	59.00	3,525,495	526,562	61,706	4,113,763	-	-	-	4,113,763	3,413,721
Non-Instructional Personnel	15.00	144,192	18,160	196,131	358,483	-	4,722	4,722	363,205	329,729
Total Salaries and Staff	81.00	4,034,144	587,815	274,341	4,896,300	-	39,105	39,105	4,935,405	4,237,812
Fringe Benefits & Payroll Taxes		1,617,209	231,030	57,757	1,905,996	-	19,252	19,252	1,925,248	2,009,401
Retirement		319,481	45,640	11,410	376,531	-	3,803	3,803	380,334	361,877
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	173,819	173,819	173,819	297,413
Accounting / Audit Services		-	-	-	-	-	15,200	15,200	15,200	15,211
Other Purchased / Professional / Consulting Services		-	118,502	-	118,502	-	671,513	671,513	790,015	615,194
Building and Land Rent / Lease					-	-	18,577	18,577	18,577	9,359
Repairs & Maintenance		(53,204)	(4,256)	(7,803)	(65,263)	-	(5,675)	(5,675)	(70,938)	207,379
Insurance		-	-	-	-	-	101,504	101,504	101,504	84,817
Utilities		65,851	13,545	23,965	103,361	-	834	834	104,195	67,524
Supplies / Materials		138,222	15,061	16,605	169,888	-	5,159	5,159	175,047	160,263
Equipment / Furnishings		-	-	-	-	-	-	-	-	-
Staff Development		63,405	10,969	46,168	120,542	-	-	-	120,542	166,828
Marketing / Recruitment		-	-	-	-	-	6,644	6,644	6,644	1,495
Technology		64,705	6,470	1,618	72,793	-	8,088	8,088	80,881	56,715
Food Service		-	-	243,819	243,819	-	-	-	243,819	134,709
Student Services		-	-	8,377	8,377	-	-	-	8,377	337
Office Expense		1,609	204	45	1,858	-	200	200	2,058	6,837
Depreciation		320,741	25,659	47,042	393,442	-	34,212	34,212	427,654	392,943
OTHER		26,324	2,509	8,921	37,754	-	2,071	2,071	39,825	8,428
Total Expenses		\$ 6,598,487	\$ 1,053,148	\$ 732,265	\$ 8,383,900	\$ -	\$ 1,094,306	\$ 1,094,306	\$ 9,478,206	\$ 8,834,542

WESTMINSTER COMMUNITY CHARTER SCHOOL

SINGLE AUDIT REPORTING PACKAGE

JUNE 30, 2022

Table of Contents

June 30, 2022

Financial Statements

Independent Auditors' Report

Financial Statements

Notes to Financial Statements

Additional Information

Schedule of Expenditures of Federal Awards and Related Notes

Reports on Federal Award Programs

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance

Schedule of Findings and Questioned Costs

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Westminster Community Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying balance sheets of Westminster Community Charter School (the School) as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2022 and 2021, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for one year after the date the financial statements are issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Additional Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2022 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



October 31, 2022

WESTMINSTER COMMUNITY CHARTER SCHOOL

Balance Sheets

June 30,	2022	2021
Assets		
Current assets:		
Cash	\$ 9,909,869	\$ 11,405,909
Receivables (Note 2)	733,410	962,188
Prepaid expenses	97,298	64,674
	<u>10,740,577</u>	<u>12,432,771</u>
Property and equipment, net (Note 3)	<u>3,929,624</u>	4,178,745
	<u>\$ 14,670,201</u>	<u>\$ 16,611,516</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 272,959	\$ 890,306
Accrued expenses	1,135,011	1,746,418
Refundable advances	44,958	-
	<u>1,452,928</u>	<u>2,636,724</u>
Postemployment health care benefit obligation (Note 5)	<u>3,635,067</u>	4,824,455
	<u>5,087,995</u>	<u>7,461,179</u>
Net assets:		
Without donor restrictions	9,572,206	9,150,337
With donor restrictions	10,000	-
	<u>9,582,206</u>	<u>9,150,337</u>
	<u>\$ 14,670,201</u>	<u>\$ 16,611,516</u>

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Activities

For the years ended June 30,	2022	2021
Changes in net assets without donor restrictions:		
Enrollment fees:		
Revenue - resident student enrollment	\$ 6,048,827	\$ 7,139,169
Revenue - students with disabilities	227,823	246,214
Contributions:		
Federal awards	1,653,731	974,519
State and local awards	25,208	59,281
In-kind	76,968	88,894
Paycheck Protection Program (Note 4)	-	1,171,882
Other income	46,105	26,821
Total support and revenue	8,078,662	9,706,780
Expenses:		
Program expenses:		
Regular education	6,598,488	6,204,862
Special education	1,053,147	956,258
Other programs	732,265	617,077
Total program expenses	8,383,900	7,778,197
Supporting services:		
Management and general	1,094,304	1,056,346
Total expenses	9,478,204	8,834,543
Changes in net assets without donor restrictions	(1,399,542)	872,237
Changes in net assets with donor restrictions:		
Contributions - state and local awards	10,000	-
Postemployment health care benefit adjustment (Note 5)	1,821,411	(146,921)
Change in net assets	431,869	725,316
Net assets - beginning	9,150,337	8,425,021
Net assets - ending	\$ 9,582,206	\$ 9,150,337

Statement of Functional Expenses

For the year ended June 30, 2022

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	7.0	\$ 364,457	\$ 43,092	\$ 16,503	\$ 34,382	\$ 458,434
Instructional personnel	59.0	3,525,495	526,562	61,706	-	4,113,763
Non-instructional personnel	15.0	144,192	18,160	196,131	4,722	363,205
Total salaries	81.0	4,034,144	587,814	274,340	39,104	4,935,402
Salaries		4,034,144	587,814	274,340	39,104	4,935,402
Payroll taxes and employee benefits		1,617,210	231,030	57,758	19,252	1,925,250
Retirement benefits		319,481	45,640	11,411	3,803	380,335
Professional and staff development		63,405	10,969	46,168	-	120,542
Professional fees		-	-	-	189,019	189,019
Contracted services		-	118,502	-	671,513	790,015
Student and staff recruitment		-	-	-	6,644	6,644
Curriculum and classroom expenses		87,447	10,717	9,001	-	107,165
Supplies and materials		50,775	4,344	7,603	5,158	67,880
Food service		-	-	243,819	-	243,819
Student transportation services		-	-	8,377	-	8,377
Postage, printing, and copying		1,609	204	45	200	2,058
Insurance		-	-	-	101,504	101,504
Information technology		64,705	6,470	1,618	8,088	80,881
Repairs and maintenance		(53,204)	(4,256)	(7,803)	(5,675)	(70,938)
Occupancy		-	-	-	18,577	18,577
Telephone and utilities		65,851	13,545	23,965	834	104,195
Other		26,324	2,509	8,921	2,071	39,825
		6,277,747	1,027,488	685,223	1,060,092	9,050,550
Depreciation		320,741	25,659	47,042	34,212	427,654
Total		\$ 6,598,488	\$ 1,053,147	\$ 732,265	\$ 1,094,304	\$ 9,478,204

Statement of Functional Expenses

For the year ended June 30, 2021

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	5.0	\$ 393,018	\$ 46,470	\$ 17,797	\$ 37,077	\$ 494,362
Instructional personnel	61.0	2,925,560	436,956	51,206	-	3,413,722
Non-instructional personnel	13.0	130,902	16,486	178,055	4,286	329,729
Total salaries	79.0	3,449,480	499,912	247,058	41,363	4,237,813
Salaries		3,449,480	499,912	247,058	41,363	4,237,813
Payroll taxes and employee benefits		1,687,897	241,128	60,282	20,094	2,009,401
Retirement benefits		303,977	43,425	10,856	3,619	361,877
Professional and staff development		87,752	15,181	63,895	-	166,828
Professional fees		-	-	-	312,624	312,624
Contracted services		-	92,279	-	522,915	615,194
Student and staff recruitment		-	-	-	1,495	1,495
Curriculum and classroom expenses		80,086	9,814	8,244	-	98,144
Supplies and materials		46,465	3,976	6,957	4,721	62,119
Food service		-	-	134,709	-	134,709
Student transportation services		-	-	337	-	337
Postage, printing, and copying		5,347	677	150	663	6,837
Insurance		-	-	-	84,817	84,817
Information technology		45,372	4,537	1,134	5,672	56,715
Repairs and maintenance		155,534	12,443	22,812	16,590	207,379
Occupancy		-	-	-	9,359	9,359
Telephone and utilities		42,675	8,778	15,531	540	67,524
Other		5,570	531	1,888	439	8,428
		5,910,155	932,681	573,853	1,024,911	8,441,600
Depreciation		294,707	23,577	43,224	31,435	392,943
Total		\$ 6,204,862	\$ 956,258	\$ 617,077	\$ 1,056,346	\$ 8,834,543

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Cash Flows

For the years ended June 30,

	2022	2021
Operating activities:		
Cash received from enrollment fees	\$ 6,357,033	\$ 7,365,936
Cash received from federal, state and local grants	1,932,260	953,183
Cash received from other sources	73,105	26,821
Payments to employees for services and benefits	(6,778,566)	(6,084,073)
Payments to vendors and suppliers	(2,901,339)	(1,608,125)
	<hr/>	
Net operating activities	(1,317,507)	653,742
Investing activities:		
Property and equipment expenditures	(178,533)	(95,978)
	<hr/>	
Net change in cash	(1,496,040)	557,764
Cash - beginning	11,405,909	10,848,145
	<hr/>	
Cash - ending	\$ 9,909,869	\$ 11,405,909

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

Westminster Community Charter School (the School) is a conversion charter school in the City of Buffalo, New York (the City). The School, which previously existed as a public school in the City of Buffalo School District (the District), was chartered by the District in 2004. As the authorizing organization, the District retains ongoing responsibility for oversight and evaluation of the School. The School currently offers classes from kindergarten through grade 8.

In May 2021, the District voted to not renew the School's charter after the 2020-21 school year. The School filed a lawsuit against the District and was granted a temporary restraining order which permitted the School to operate as an authorized charter school for the entirety of the 2021-22 school year. In January 2022, the School and the District came to a settlement agreement, which renewed the School's charter through June 2024. The settlement agreement contains certain conditions the School must meet for it to be eligible to seek renewal of its charter after June 2024.

Due to the matter with the District, the School experienced declines in student enrollment which led to a decrease in enrollment fees revenue during fiscal year 2022. At the beginning of the 2022-23 school year, enrollment had increased from the previous year.

The School seeks to create and maintain a successful partnership between students and their parents, staff, the community and private industry. In order to achieve success, strong emphasis is placed on effective leadership, high expectations, parental involvement and the communication of clear goals in an orderly school climate.

M&T Bank (the Bank) is an institutional partner of the School with representatives serving on the School's Board of Trustees.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 31, 2022, the date the financial statements were available to be issued.

Management and Operations:

Pursuant to a memorandum of understanding (MOU) between the School, the District, the Bank, and Westminster Foundation dba Buffalo Promise Neighborhood will each continue to provide the School with certain services and resources in support of its mission.

The School has the use of all District furnishings, books, supplies and equipment existing at the facility at the time of its conversion from a public school operated by the District without charge. To the extent such assets are still in use at the end of the term of the charter, they will be returned to the District.

Pursuant to the MOU, the right to use the school building and grounds was transferred from the District to the School. However, the District retains all rights, title and interest in the property, including all current and future non-removable improvements, and the District agrees to pay the first \$50,000 in annual facilities-related services throughout the term of the charter which are estimated to be approximately \$350,000 each year. At June 30, 2021, accrued expenses included \$600,000 due to the District for the anticipated cost of facilities-related services for the years ended 2020 and 2021. During 2022, the School paid the District \$298,280 based on a final invoice for 2021 and 2020, which resulted in a reduction of repairs and maintenance in the accompanying 2022 statement of functional expenses.

The MOU also stipulates that the District will provide textbooks, library materials, computer hardware and software, and certain other services to the same extent as provided to nonpublic schools.

The School entered into a Business Services Agreement (the Agreement) with the Bank to provide certain management operations, including accounting, financial reporting, and other general management consulting and support. Pursuant to the Agreement, the Bank is paid in the subsequent year for services provided in any year in which the School has ended the year with an accumulated non-designated cash operating surplus. For the years ended June 30, 2022 and 2021, the School recognized expenses of \$452,764 and \$446,594 for services provided under the Agreement.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk, since it may exceed insured limits at various times throughout the year.

Property and Equipment:

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

Revenue Recognition:***Enrollment Fees:***

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

Contributions:

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

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

In-kind contributions represent donated goods and services which would typically be purchased if not contributed. These goods and services are recognized as revenue and expense at estimated fair value when received.

Net assets with donor restrictions at June 30, 2022 are available for software training.

Receivables:

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

Transportation:

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

Tax Status:

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

Use of Estimates:

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

Functional Expense Allocation:

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

2. Receivables:

	2022	2021
Contributions	\$ 663,214	\$ 811,609
Enrollment fees	70,196	150,579
	<u>\$ 733,410</u>	<u>\$ 962,188</u>

3. Property and Equipment:

	2022	2021
Building and improvements	\$ 1,642,980	\$ 1,471,347
Furniture and equipment	7,381,988	7,375,088
	<u>9,024,968</u>	8,846,435
Less accumulated depreciation	5,095,344	4,667,690
	<u>\$ 3,929,624</u>	<u>\$ 4,178,745</u>

4. Paycheck Protection Program:

During 2020, the School received a loan totaling \$1,171,882 from the Small Business Administration under the Paycheck Protection Program of the Coronavirus Aid, Relief and Economic Security (CARES) Act, in response to the pandemic described in Note 9. The loan was forgiven in December 2020 and recognized as revenue in the accompanying 2021 statement of activities.

5. Postemployment Health Care Benefits:

The School provides postemployment health care benefits to eligible employees. The benefits are partially contributory for some participants. The School’s policy is to fund these benefits as paid.

The status of the postemployment health care benefit plan as of and for the years ended June 30, 2022 and 2021 (the measurement dates) is as follows:

	2022	2021
Accumulated postemployment benefit obligation (APBO)	\$ 3,635,067	\$ 4,824,445
Accrued postemployment health benefits	\$ 3,635,067	\$ 4,824,455
Accumulated adjustment to unrestricted net assets	\$ 5,248,313	\$ 3,426,902
Benefit cost	\$ 632,023	\$ 595,552
	<u>2022</u>	<u>2021</u>
Weighted average assumptions used to determine benefit obligation:		
Annual health care premium increases	5.0-6.5%	5.0-6.5%
Discount rate	4.75%	3.5%
Weighted-average assumptions used to determine periodic benefit cost:		
Discount rate	3.5%	4.0%

Expected future benefit payments:

2023	\$ 15,581
2024	42,312
2025	60,198
2026	71,135
2027	81,820
2028-2032	517,171
	<u>\$ 788,217</u>

6. Retirement Plans:

The School participates in the New York State Teachers’ Retirement System (TRS) and the New York State and Local Employees’ Retirement System (ERS) (the Systems), which are cost-sharing multiple employer, public employee retirement systems. The Systems offer a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

New York State Teachers’ Retirement System:

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

New York State and Local Employees’ Retirement System:

ERS provides retirement benefits as well as death and disability benefits. New York State Retirement and Social Security Law governs obligations of employers and employees to contribute and provide benefits to employees. ERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained from ERS at www.osc.state.ny.us/retire.

Funding Policies:

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

Pursuant to Article 11 of Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate is 9.80% of the annual covered payroll for the year ended June 30, 2022, and 9.53% for the year ended June 30, 2021. The required contributions for TRS were \$342,913 and \$323,114 for the years ended June 30, 2022 and 2021.

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by the School to the pension accumulation fund. The rates ranged from 10.6% to 18.1% for 2022 and 9.6% to 16.1% for 2021, dependent on the participant's tier. Required contributions for ERS were \$37,422 and \$38,763 for the years ended June 30, 2022 and 2021.

7. Financial Assets Available for Operations:

The School's primary sources of financial assets are enrollment fees and contributions which are acquired throughout the year to help meet the School's cash needs for general expenditures.

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

	2022	2021
Cash	\$ 9,909,869	\$ 11,405,909
Receivables	733,410	962,188
	\$ 10,643,279	\$ 12,368,097

8. Contingencies:

The School is involved in claims and lawsuits which arise in the normal course of business. Management of the School anticipates these matters will not have a material adverse effect upon the financial condition of the School.

9. Risks and Uncertainties due to COVID-19:

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

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

WESTMINSTER COMMUNITY CHARTER SCHOOL

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Grantor Number	Expenditures
<u>U.S. Department of Education:</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-22-4272	\$ 303,212
Supporting Effective Instruction State Grants	84.367	0147-22-4272	40,979
Student Support and Academic Enrichment Program	84.424	0204-22-4272	21,281
Student Support and Academic Enrichment Program	84.424	0204-21-4272	24,087
Education Stabilization Fund:			
Elementary and Secondary School Emergency Relief Fund	84.425D	5890-21-4272	71,557 ¹
Elementary and Secondary School Emergency Relief Fund	84.425D	5891-21-4272	560,941 ¹
American Rescue Plan Elementary and Secondary School Emergency Relief Fund	84.425U	5880-21-4272	165,919 ¹
Total U.S. Department of Education			<u>1,187,976</u>
<u>U.S. Department of Agriculture:</u>			
Passed through New York State Education Department:			
Child Nutrition Cluster:			
School Breakfast Program	10.553	N/A	102,087 ²
National School Lunch Program	10.555	N/A	351,249 ²
Summer Food Service Program	10.559	N/A	11,818 ²
			<u>465,154</u>
Pandemic EBT Administrative Costs	10.649	N/A	601
Passed through New York State Office of General Services:			
Child Nutrition Cluster:			
National School Lunch Program	10.555	N/A	26,864 ²
Total U.S. Department of Agriculture			<u>492,619</u>
Total Expenditures of Federal Awards			<u>\$ 1,680,595</u>

¹ Total Education Stabilization Fund - \$798,417

² Total Child Nutrition Cluster - \$492,018

Notes to Schedule of Expenditures of Federal Awards

1. Summary of Significant Accounting Policies:

Basis of Presentation:

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal award programs administered by Westminster Community Charter School (the School), an entity as defined in Note 1 to the School's financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included on the Schedule of Expenditures of Federal Awards.

Basis of Accounting:

The School uses the accrual basis of accounting for federal programs. The amounts reported as expenditures generally were obtained from the appropriate financial reports for the applicable programs and periods. The amounts reported in these federal financial reports are prepared from records maintained for each program, which are periodically reconciled with the School's financial reporting system.

Indirect Costs:

The School does not use the 10% de minimis indirect cost rate permitted by the Uniform Guidance.

Non-Monetary Federal Program:

The School is the recipient of federal award programs that do not result in cash receipts or disbursements, termed "non-monetary programs." During the year ended June 30, 2022, the School used \$26,864 worth of commodities under the National School Lunch Program (Assistance Listing Number 10.555).

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

The Board of Trustees
Westminster Community Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Westminster Community Charter School (the School), which comprise the balance sheet as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2022.

Report on Internal Control over Financial Reporting

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

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

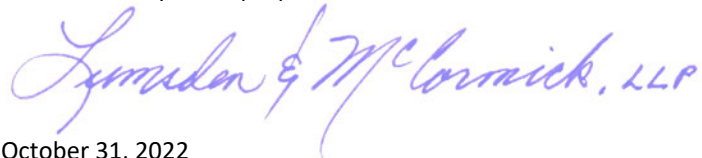
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Report on Compliance and Other Matters

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

Purpose of this Report

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

A handwritten signature in blue ink that reads "Lunden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 31, 2022

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Board of Trustees
Westminster Community Charter School

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Westminster Community Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Lunden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 31, 2022

Schedule of Findings and Questioned Costs

For the year ended June 30, 2022

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Type of auditors' report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)? No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>Assistance Listing Number</u>	<u>Amount</u>
Education Stabilization Fund	84.425	<u>\$ 798,417</u>

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

Section II. Financial Statement Findings

No matters were reported.

Section III. Federal Award Findings and Questioned Costs

No matters were reported.

MANAGEMENT LETTER

October 31, 2022

The Board of Trustees and Management
Westminster Community Charter School

In planning and performing our audit of the financial statements of Westminster Community Charter School (the School) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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

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



COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

October 31, 2022

The Board of Trustees
Westminster Community Charter School

We have audited the financial statements of Westminster Community Charter School (the School) as of and for the year ended June 30, 2022, and have issued our report thereon dated October 31, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated September 2, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible to communicate significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

Our audit planning and risk assessment identified management override of controls and improper revenue recognition as significant audit risks, both of which are presumptive risks in all financial statement audits. Our audit procedures were designed to address these risks and no matters of concern were identified as a result of our procedures.

Qualitative Aspects of the School's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the School is included in Note 1 to the financial statements. Other than the adoption of ASU 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, there were no initial selection of or changes in significant accounting policies or their application during 2022. No matters have come to our attention that would require us, under professional standards, to inform you about the methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

- Collection of receivables
- Accrued expenses
- Depreciable lives and methods
- Valuation of postemployment health care benefit obligation

These estimates are based on management's knowledge and experience about past and current events and assumptions about future events. We evaluated the key factors and assumptions used to develop the estimates above and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We evaluated all disclosures in relation to the financial statements as a whole and determined that they are reasonable.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. We discovered no such misstatements during the audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- Decrease pension accrual and related expense by \$87,500
- Decrease postemployment health care benefit obligation by \$1,189,000

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the School's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated consistent with the financial statement audit report date.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, business conditions affecting the School, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the School's auditors.

With respect to the additional information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the additional information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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

A handwritten signature in blue ink that reads "Lyman & McCormick, LLP". The signature is written in a cursive, flowing style.

Terenda Brown

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Terenda I. Brown

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

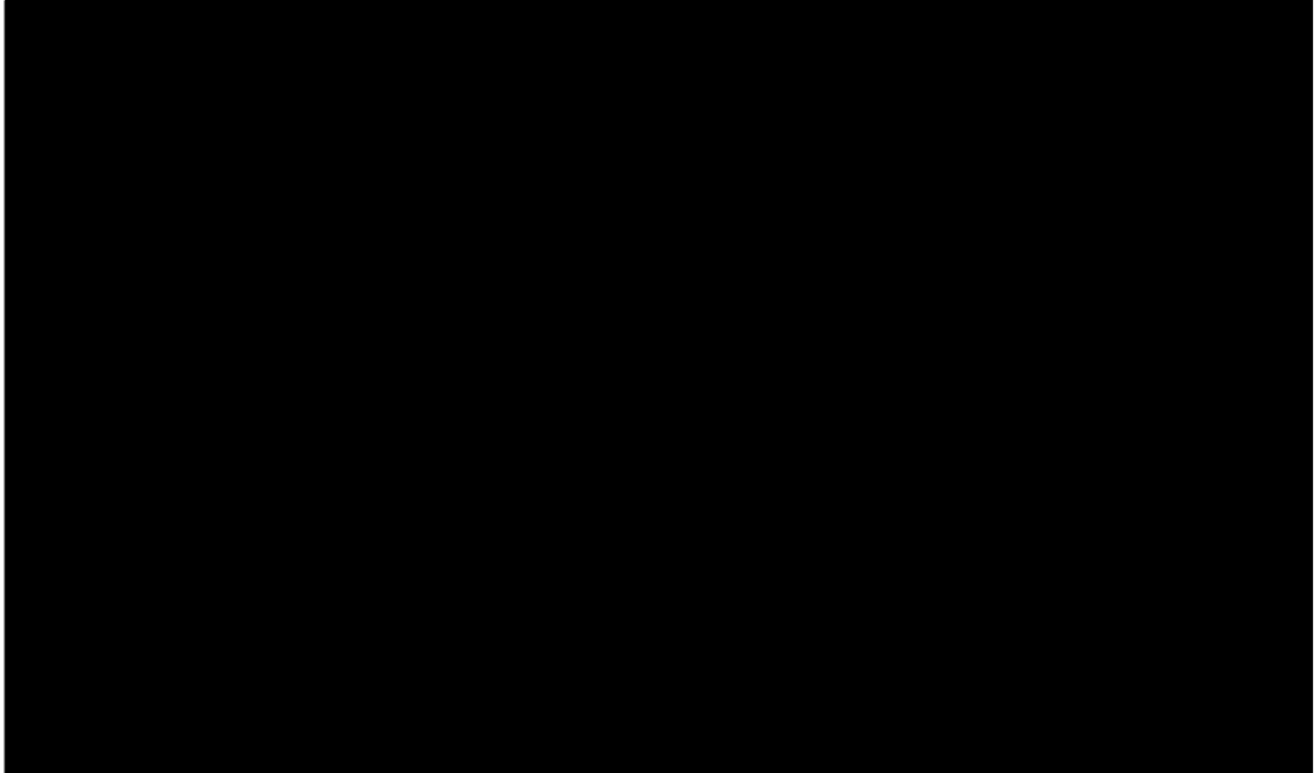
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

Handwritten signature of Terenda I. Brown.

7-13-2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Diane Cozzo

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Diane Cozzo

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Academic Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

Liz Czarnecki

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Elizabeth A. Garnecki

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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 <i>you</i>

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

Rita Eisenbeis

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Rita M. Eisenbeis

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chairperson

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

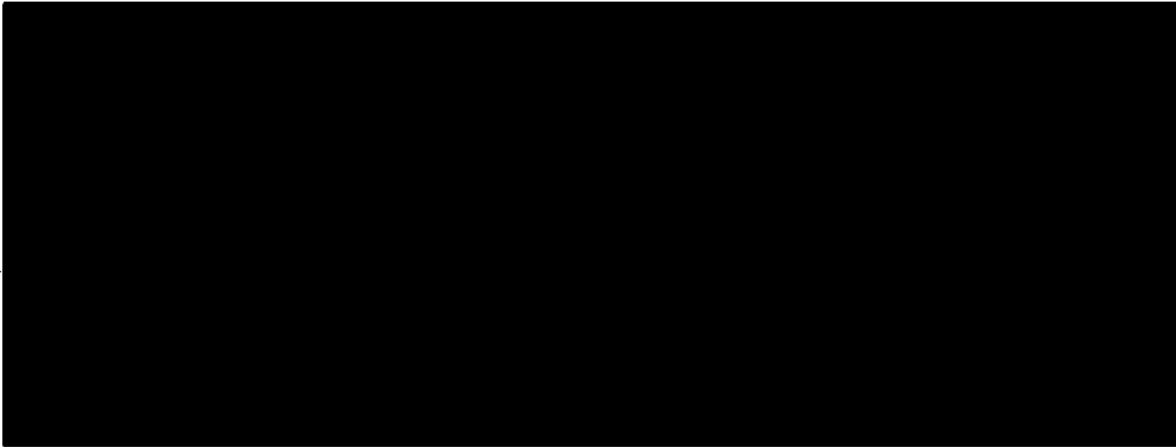
This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

NA

Business Address:

NA



Rita M. Eisenbeis

July 8, 2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Callie Johnson

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Callie Johnson

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

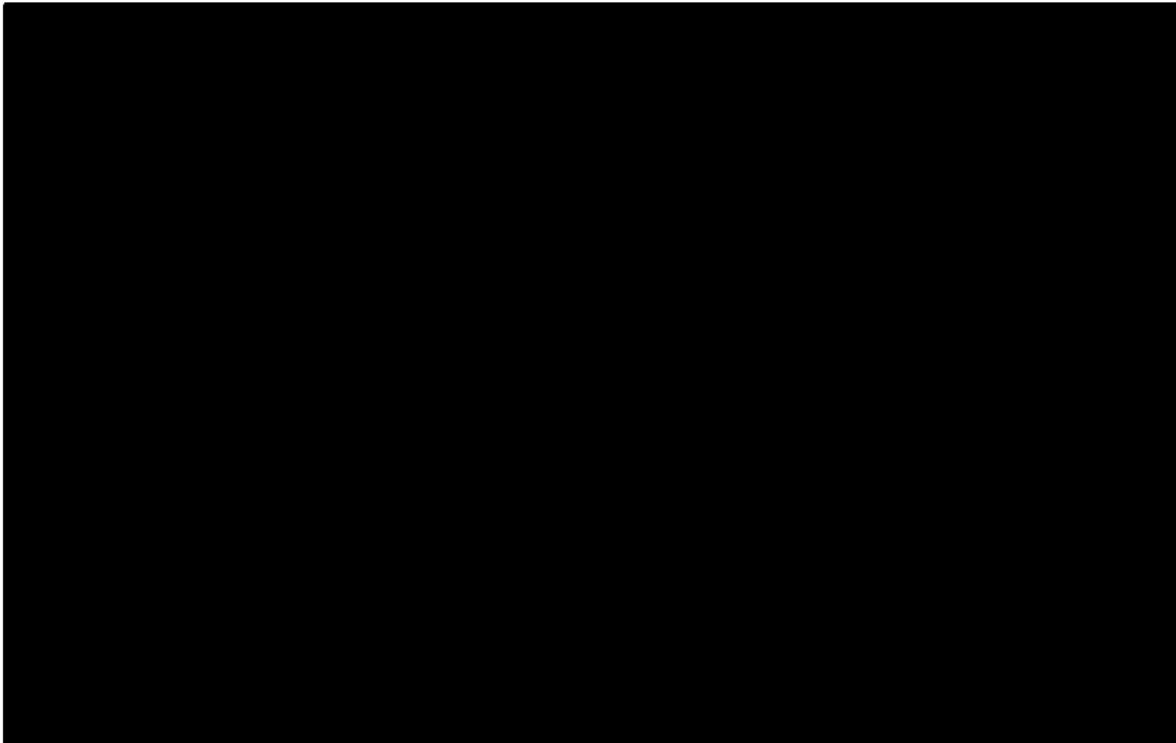
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.



Callie Johnson

7/12/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Thomas Kim

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Thomas U Kim

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

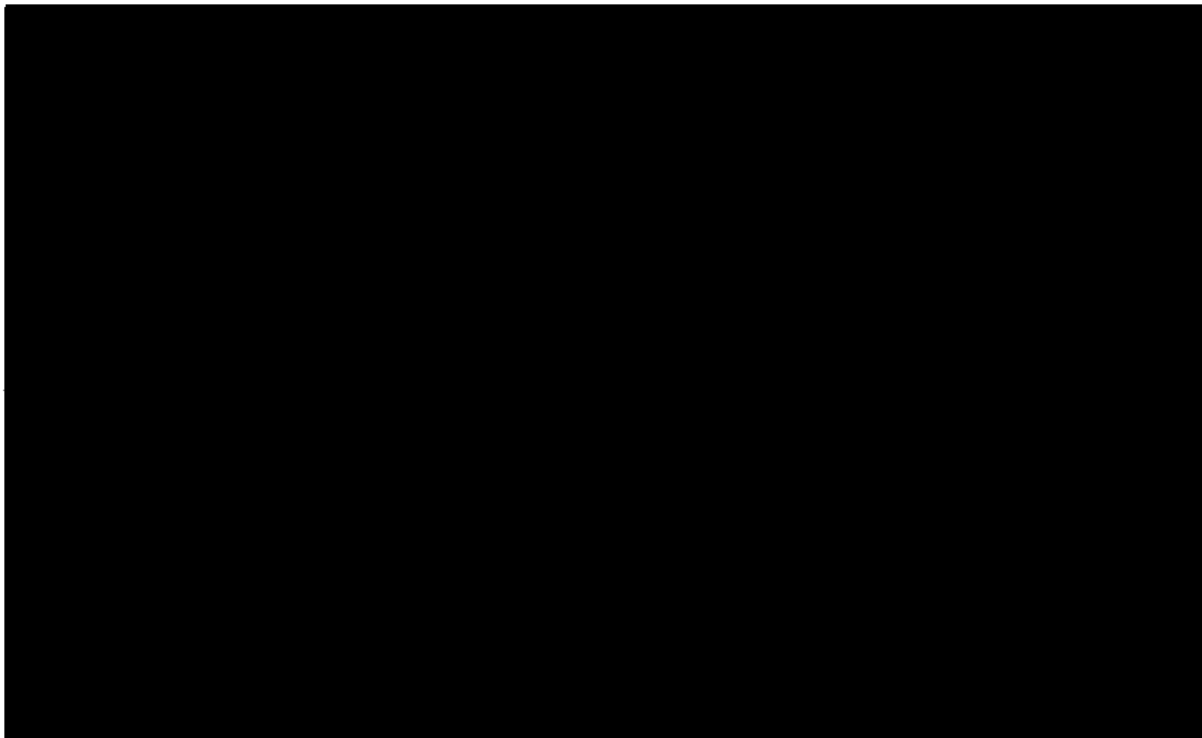
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.



Digitally signed by Thomas U. Kim
DN: cn=Thomas U. Kim, o=CAOWNY, ou=President
& CEO, email=tkim@caowny.org, c=US
Date: 2022.07.11 11:41:21 -0400

7/8/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Jamie Obletz

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Jamie Oblatz

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

N/A

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

None

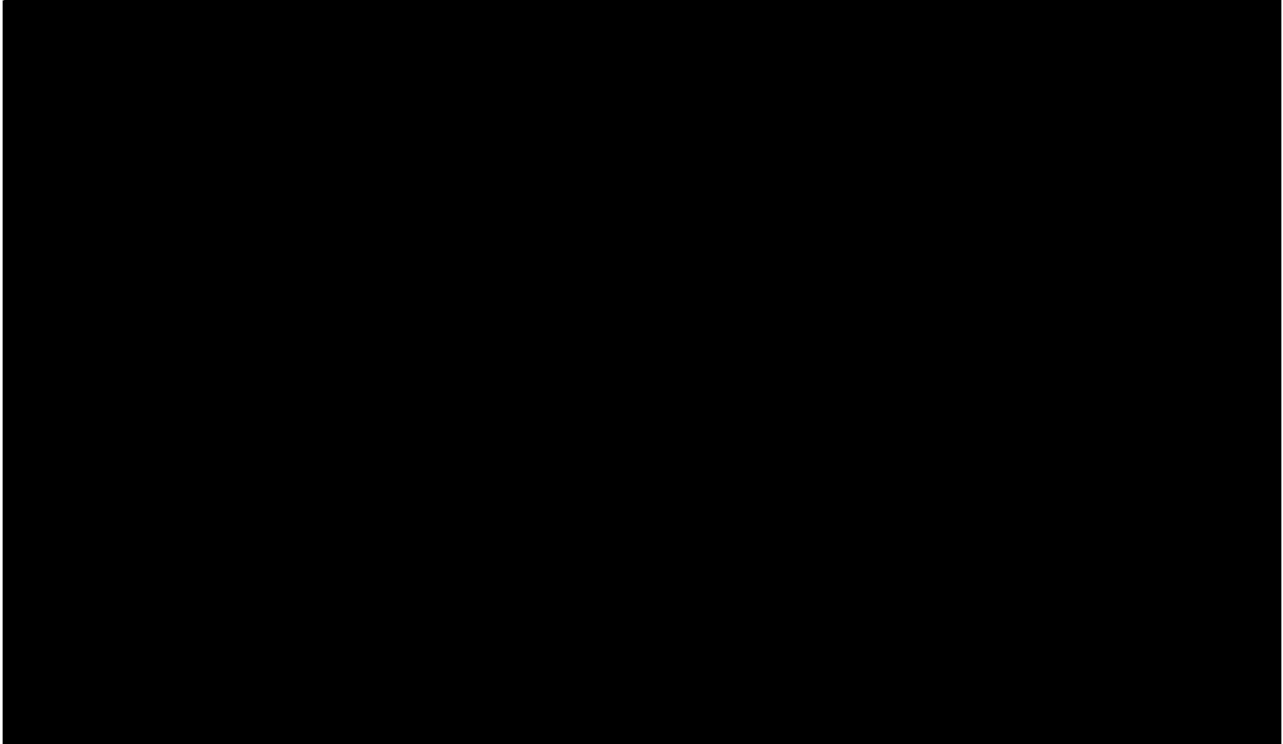
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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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

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. The personal contact information provided below will be redacted.



James Obletz Digitally signed by James Obletz
Date: 2022.07.09 07:43:48
-04'00' 7.9.22

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Rosalyn Taylor

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Rosalyn Taylor

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

Building Type:

INSTRUCTIONAL

Name & Address:PUBLIC SCHOOL #68
24 WESTMINSTER
BUFFALO, NY 14215**Inspection History****Date Created:**

Mar 1, 2022

Created By:

yvette.gordon

Date Modified:

Mar 31, 2022

Modified By:

tonja.williams2

Date Certified:

Mar 31, 2022

Certified By:

tonja.williams2

Certificate History

Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Mar 31, 2022	tonja.williams2

Non-conformances

No non-conformances reported.

General Information and Fire/Life Safety History

Inspection Date:

2/17/22

1. Primary Use:

INSTRUCTIONAL

2. Fire Sprinkler System?

Yes

2a. Sprinkler alarm?

Yes

3. Fire Hydrant System?

Yes

3a. Hydrant Ownership:

Public owned

4. Building Ownership:

Owned

5. Leased To Others?:

No

6. Square footage:

75413

8a. Fire drill manuals distributed?

Yes

8d. Average evacuation time:

2 minutes 35 seconds

8e. Arson/Fire Prevention?

Yes

8f. Prevention/Evacuation Training?

Yes

9. Fire Dept. notified via alarm?

Yes

10. Any Fires?

No

10a. Number of fires:

Not Applicable

10b. Number of injuries:

Not Applicable

10c. Cost of Damage:

Not Applicable

Inspector Notified of previous fire report?

Yes

FIRE & EMERGENCY DRILLS

Date

Type

	Date	Type
1	Oct 23, 2020	Evacuation
2	Oct 23, 2020	Evacuation
3	Oct 23, 2020	Evacuation
4	Nov 9, 2020	Evacuation
5	Nov 9, 2020	Evacuation
6		
7		
8		
9		
10		
11		
12	Nov 9, 2020	Evacuation

Insufficient Fire & Emergency Drills Reason

- INCOMPLETE REPORT DRILLS WERE COMPLETED

Initial Inspector

PATRICK LEWIS

Phone #: (Phone Number) (716) 289-5672

Certification #: (Certification Number) 0610-7035



Building Administrator

JUAN PEREZ

Phone #: (Phone Number) (716) 816-3564

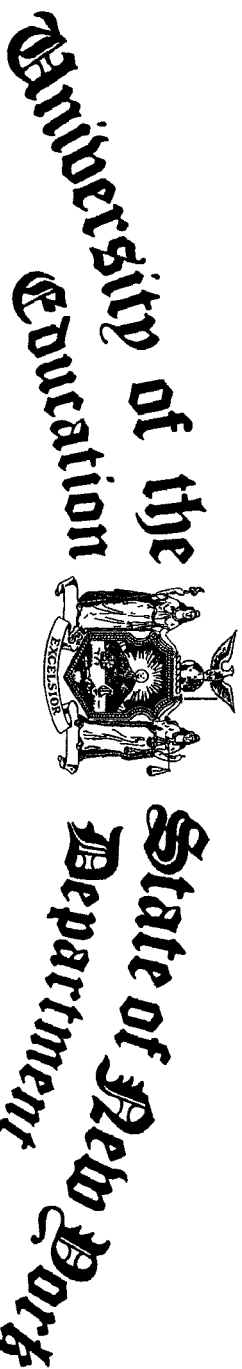
Building Overview

ID:

140600010068

District Location:

BUFFALO CITY SD



CERTIFICATE OF OCCUPANCY

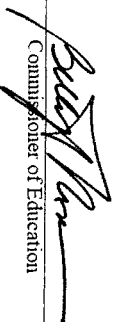
VALID FOR FACILITY:
PUBLIC SCHOOL #68
24 WESTMINSTER
BUFFALO, NEW YORK 14215

Building ID: 140600010068

DISTRICT:
BUFFALO CITY SD
TONJA WILLIAMS
712 CITY HALL
BUFFALO, NEW YORK 14202

Issuance Date: March 31, 2022
Effective Date: April 01, 2022
Expiration Date: April 01, 2023

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE


Community Folder of Education

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

New York State Education Department

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

2022-2023 Budget & Cash Flow Template

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

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

Westminster Community Charter School

PROJECTED BUDGET FOR 2022-2023

July 1, 2022 to June 30, 2023

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

PROJECTED BUDGET FOR 2022-2023							Assumptions
July 1, 2022 to June 30, 2023							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	8,284,801	218,026	575,855	-	12,250	9,090,932	
Total Expenses	5,947,335	1,091,867	1,174,902	-	1,467,305	9,681,410	
Net Income	2,337,466	(873,841)	(599,047)	-	(1,455,055)	(590,478)	
Actual Student Enrollment	455	16					
Total Paid Student Enrollment	520					520	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$13,417.00						
School District 2 (Enter Name)							
School District 3 (Enter Name)							
School District 4 (Enter Name)							
School District 5 (Enter Name)							
	6,947,335	168,026	-	-	-	7,115,361	
Special Education Revenue							
Grants							
Stimulus	935,447					935,447	CRRSA 333,000; ARPA 597,447; ARP_HCY 5,000
Other							
Other State Revenue							
TOTAL REVENUE FROM STATE SOURCES	7,882,782	168,026	-	-	-	8,050,808	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		50,000				50,000	
Title I	288,051					288,051	
Title Funding - Other	63,968					63,968	Title II 41,094; Title IV 22,514; Title II carryover 21-22 8.579
School Food Service (Free Lunch)			555,352			555,352	
Grants							
Charter School Program (CSP) Planning & Implementation							
Other							
Other Federal Revenue							
TOTAL REVENUE FROM FEDERAL SOURCES	352,019	50,000	555,352	-	-	957,371	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising							
Erate Reimbursement							
Interest Income, Earnings on Investments,					2,000	2,000	
NYC-DYCD (Department of Youth and Community Developmt.)							
Food Service (Income from meals)			10,003			10,003	
Text Book	25,000					25,000	
Other Local Revenue	25,000		10,500		10,250	45,750	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	50,000	-	20,503	-	12,250	82,753	
TOTAL REVENUE	8,284,801	218,026	575,855	-	12,250	9,090,932	
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL CC							
	No. of Positions						
Executive Management	1.00	58,853	17,036	15,488	63,499	154,876	Gerchman
Instructional Management	1.00	77,439	6,961	2,610	-	87,010	Klos
Deans, Directors & Coordinators	3.00	259,484	14,416	14,416	-	288,315	Peld, Makowski, Wilson
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	-	-	-	-	-	-	
Administrative Staff	3.00	-	-	-	128,664	128,664	Clencal
TOTAL ADMINISTRATIVE STAFF	8	395,775	38,413	32,514	192,163	658,865	List exact titles and staff FTE's (Full time equiivalent)
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	36.00	2,277,373	-	46,477	-	2,323,850	
Teachers - SPED	9.00	-	498,244	-	-	498,244	
Substitute Teachers	2.00	34,450	3,828	-	-	38,278	
Teaching Assistants	3.00	80,297	10,950	-	-	91,247	
Specialty Teachers	14.00	854,209	44,958	-	-	899,167	

Westminster Community Charter School

PROJECTED BUDGET FOR 2022-2023

Assumptions

July 1, 2022 to June 30, 2023

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	8,284,801	218,026	575,855	-	12,250	9,090,932
Total Expenses	5,947,335	1,091,867	1,174,902	-	1,467,305	9,681,410
Net Income	2,337,466	(873,841)	(599,047)	-	(1,455,055)	(590,478)
Actual Student Enrollment	455	16				
Total Paid Student Enrollment	520					520

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Aides	9.00	191,580	23,678	-	-	215,258
Therapists & Counselors	4.00	158,592	66,654	4,597	-	229,843
Other	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	77	3,596,501	648,313	51,074	-	4,295,887
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	5.00	-	157,530	-	-	157,530
TOTAL NON-INSTRUCTIONAL	5	-	157,530	-	-	157,530
SUBTOTAL PERSONNEL SERVICE COSTS	90	3,992,276	686,726	241,118	192,163	5,112,282
PAYROLL TAXES AND BENEFITS						
Payroll Taxes	-	301,927	49,185	24,047	13,907	389,066
Fringe / Employee Benefits	-	788,888	128,512	62,831	36,337	1,016,568
Retirement / Pension	-	412,776	67,242	32,876	19,013	531,907
TOTAL PAYROLL TAXES AND BENEFITS	-	1,503,591	244,939	119,754	69,257	1,937,541
TOTAL PERSONNEL SERVICE COSTS	-	5,495,867	931,665	360,872	261,420	7,049,823
CONTRACTED SERVICES						
Accounting / Audit	-	-	-	-	17,250	17,250
Legal	-	-	-	-	20,000	20,000
Management Company Fee	-	-	-	-	400,000	400,000
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	-	-	-	18,000	18,000
Special Ed Services	-	80,000	-	-	-	80,000
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	50,776	4,231	-	537,379	592,386
TOTAL CONTRACTED SERVICES	-	50,776	84,231	-	992,629	1,127,636
SCHOOL OPERATIONS						
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	32,160	-	1,340	-	33,500
Special Ed Supplies & Materials	-	-	24,000	-	-	24,000
Textbooks / Workbooks	-	38,880	9,120	-	-	48,000
Supplies & Materials other	-	42,435	4,715	-	-	47,150
Equipment / Furniture	-	29,440	2,560	-	-	32,000
Telephone	-	1,165	350	233	4,078	5,825
Technology	-	72,221	8,441	1,876	11,255	93,793
Student Testing & Assessment	-	10,568	1,441	-	-	12,009
Field Trips	-	4,100	350	550	-	5,000
Transportation (student)	-	3,975	575	450	-	5,000
Student Services - other	-	3,649	456	31,020	-	35,125
Office Expense	-	1,638	364	1,183	5,915	9,100
Staff Development	-	43,541	7,684	-	-	51,225
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	-	-	-	295,000	-	295,000
Travel (Staff)	-	4,050	500	-	-	4,550
Fundraising	-	-	-	-	-	-
Other	-	-	-	2,000	33,494	35,494
TOTAL SCHOOL OPERATIONS	-	287,822	60,556	333,652	54,742	736,771

Westminster Community Charter School

PROJECTED BUDGET FOR 2022-2023

Assumptions

July 1, 2022 to June 30, 2023

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	8,284,801	218,026	575,855	-	12,250	9,090,932
Total Expenses	5,947,335	1,091,867	1,174,902	-	1,467,305	9,681,410
Net Income	2,337,466	(873,841)	(599,047)	-	(1,455,055)	(590,478)
Actual Student Enrollment	455	16				-
Total Paid Student Enrollment	520					520

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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FACILITY OPERATION & MAINTENANCE

Insurance	-	-	-	-	102,500	102,500
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	35,581	35,581
Repairs & Maintenance	-	-	5,472	-	12,179	17,650
Equipment / Furniture	-	-	-	-	-	-
Security	41,371	5,516	6,619	-	1,655	55,161
Utilities	71,500	9,900	22,000	-	6,600	110,000
TOTAL FACILITY OPERATION & MAINTENANCE	112,871	15,416	34,091	-	158,514	320,892

DEPRECIATION & AMORTIZATION

	-	-	446,288	-	-	446,288
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DISSOLUTION ESCROW & RESERVES / CONTIGENCY

	-	-	-	-	-	-
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under Cash Flow Adjustment in the renewal application.

TOTAL EXPENSES

	5,947,335	1,091,867	1,174,902	-	1,467,305	9,681,410
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NET INCOME

	2,337,466	(873,841)	(599,047)	-	(1,455,055)	(590,478)
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ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			520
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	-	-	520
REVENUE PER PUPIL	-	-	1,107
EXPENSES PER PUPIL	-	-	2,259

**WESTMINSTER COMMUNITY CHARTER SCHOOL
SPECIAL BOARD MEETING
JULY 19, 2021 MINUTES**

In attendance at the Special Board meeting were:

Terenda Brown;
Diane Cozzo;
Liz Czarnecki;
Rita Eisenbeis;
James Oblatz
Rosalyn Taylor

The meeting was convened constituting a majority and a quorum.

Chairman Eisenbeis called for a special meeting of the WCCS Board regarding the preliminary injunction and the employment history of a particular employee of the school. The meeting was called to order at 2:40 p.m.

The Board, on motion duly made, seconded by Liz Czarnecki and unanimously carried, went into Executive Session at 2:41 p.m. to discuss the preliminary injunction and the employment history of a particular employee with Board members, legal counsel, and Pamela Hokanson.

The Board, on motion duly made, seconded by Diane Cozzo, and unanimously carried, exited Executive Session at 4:17 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:20 p.m.

Respectfully submitted

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JULY 28, 2021 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Diane Cozzo;
Liz Czarnecki;
Rita Eisenbeis

- 1) Chairman Eisenbeis called the meeting to order at 4:15 p.m.
- 2) The June 30, 2021 minutes were reviewed and approved
- 3) Public Comment Period
- 4) **Principal Report** – an overview included a staffing update, approved 2021-22 school year calendar, summer school statistics, professional development plan and summer training schedule. The board suggested that open house(s) for families be scheduled so students and families can get reacquainted with the school after a year of being remote/hybrid. Counselors and social worker should begin to develop coping skills for students that struggle with reentry. Additionally, we recognize that the first 30 days may see students working at a slower pace while they adjust back to fully in-person instruction. The board instructed Mr. Ross to send out the Back to School Principal letter no later than Friday, July 30 and all social media aspects be utilized in addition to robo calls etc.
- 5) **Board Committee Reports**
 - Academics – the committee did not meet in June and July, but meetings have been scheduled for August-December 2021.
 - A general discussion will be held at the August board meeting to discuss a possible reorganization of all board committees. Overview and responsibilities will be shared at that time.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of June 30, 2021 and July 1, 2020 to June 30, 2021 actual vs. budget year to date.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 021 CHANGES TO CALENDAR. Resolved: That the following changes to the Westminster Community Charter School 2021-22 calendar be approved.

Date	WCCS Calendar		BPS Calendar	
Sept 1-3	Full Days	0	No School	3
Sept 6	No School	0	No School	0
Sept 7	Full Day	0	No School	1
Oct 11	No School	0	No School	0
Nov 1	No School	1	Full Day	0

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JULY 28, 2021 MINUTES**

Nov 2	No School	0	No School	0
Nov 11	No School	0	No School	0
Nov 24	Early Release	.5	Full Day	0
Nov 25-26	No School	0	No School	0
Dec 24-31	No School	0	No School	0
Jan 17	No School	0	No School	0
Feb 21-25	No School	0	No School	0
Apr 1	No School	1	Full Day	0
Apr 5	Full Day	0	Early Release	.5
Apr 6	Full Day	0	No School	1
Apr 11-18	No School	0	No School	0
May 3	No School	1	Full Day	0
May 4	Full Day	0	Early Release	.5
May 5	Full Day	0	No School	1
May 6	No School	1	Full Day	0
May 27	No School	1	Full Day	0
May 30	No School	0	No School	0
Jun 20	No School	0	No School	0
Jun 22	Last Day	0	Full Day	0
Jun 23	No School	1	Last Day	0
TOTAL		6.5		7

2021 – 022 APPROVAL OF 2021-22 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2021-22 Professional Development Plan be approved.

2021 – 023 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER. Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services (\$61.75 per hour rate) to students at Westminster Community Charter School (WCCS) for the 2021-2022 school year be approved.

2021 – 024 CONTRACT FOR STUDENT WORKER SERVICES. Resolved: That one student worker perform various summer work duties from July 1 to August 30, 2021 be approved.

2021 – 025 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross & Blue Shield – July Invoice \$85,450.41
- Cheektowaga Maryvale School District \$27,432.34
- Hodgson Russ – Legal Fees \$123,274.34

8) Other Business – per the request from the board in July the 2021-22 New Hire/Resignation list was shared.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JULY 28, 2021 MINUTES**

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:26 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
AUGUST 18, 2021 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Diane Cozzo;
Liz Czarnecki;
Rita Eisenbeis
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:00p.m.
- 2) The July 19 and July 28, 2021 minutes were reviewed and approved
- 3) Public Comment Period
- 4) **Strategic Discussion** – an overview was provided by Paul Difonzo and Lauree Pless from WNY Educational Service Council. The board agreed to conduct an open search for a Principal replacement that will involve the school community to include online survey(s) and focus group meetings.
- 5) **Restructure Board Committees** – Rita Eisenbeis has asked all board members to review the board committee objectives and be prepared to discuss a full restructure of the existing committees at the September 22, 2021 board meeting.
- 6) **School Opening Protocols** – Pam Hokanson reviewed the current school opening protocols in compliance with current CDC guidelines as well as state and county advice.
- 7) **Financial Update** – Pam Hokanson reviewed the following financial reports: the summary balance sheet as of July 31, 2021 and the one-month period ending July 31, 2021 actual vs. budget year to date.
- 8) **Exit Interview Update** – Pam Hokanson reviewed 2020-21 staff departures to include employment experience, areas for improvement, opportunities for growth and the overall description of working conditions at WCCS.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 026 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross & Blue Shield – August Invoice \$78,268.51
- Hodgson Russ et al – June Expenses \$106,885.68

2021 – 027 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: That Callie Johnson, PhD, be elected as a member of the Board of Trustees until the next annual meeting, subject to approval by the Charter Authorizer, the Buffalo Board of Education.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
AUGUST 18, 2021 MINUTES**

2021 – 028 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES. Resolved: That the contract with Optimal Therapy Associates Services (OTAS) to provide therapy services to students at Westminster Community Charter School (WCCS) for the 2021-2022 school year be approved.

2021 – 029 APPROVAL OF CONTRACT WITH MOLLENBERG-BETZ, INC. Resolved: that the contract with Mollenberg-Betz, Inc. to replace the vacuum-condensate unit be approved. The cost for these services will not exceed \$43,000.

2021 – 030 AGREEMENT WITH INDEPENDENT HEALTH FOUNDATION. Resolved: That the site agreement with the Independent Health Foundation for Good for the Neighborhood events at Westminster Community Charter School (WCCS) be approved. There is no cost to WCCS for this program.

2021 – 031 CONTRACT WITH WNY EDUCATIONAL SERVICE COUNCIL. Resolved: That the contract with WNY Educational Service Council (WNYESC) to provide the consultant services of Mr. Paul Difonzo at \$550 per day from approximately August 9, 2021 to December 31, 2021 at Westminster Community Charter School be approved.

2021 – 032 APPROVAL OF 2021-22 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2021-22 District Safety Plan and Emergency Response Procedures be approved.

2021 – 033 CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to provide professional development at Westminster Community Charter School from August 19, 2021 to August 25, 2021 be approved. The cost for these services is \$150 per hour, not to exceed a total of \$2,250.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 22, 2021 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 4:00p.m.
- 2) The August 18, 2021 minutes were reviewed and approved.
- 3) Public Comment Period
- 4) **Principal Report** – an overview was provided by Denise Cronyn and Corey Wilson to include current enrollment numbers, summer professional development, current staff openings, building safety, STAR testing, Covid-19 protocols, and post-pandemic SEL challenges. The school is looking to hire 4 School Culture Officers to assist with positive student relationships.

- 5) **Principal Search Update** – Rita Eisenbeis shared the vacancy notice and reminded board members to complete the online principal survey prior to the deadline of September 24, 2021. On September 28, WNY Educational Services Council will have an open forum meeting with the staff at WCCS followed by a virtual meeting with parents to discuss the principal search and learn more about what they are looking for in a school leader.

Karen Geelan, Interim Principal candidate spoke about her philosophies and how she would begin to lead the school on an interim basis followed by a questions and answer period with board members.

- 6) **Restructure Board Committees** – Rita Eisenbeis led the team in a discussion to restructure the current board committees. It was agreed that the Governance and Human Resources committees will be combined. Additionally, it was proposed that the Academic and School Culture committees be combined. Decision was tabled until the objectives and goals were redefined to see if it made sense for School Culture to continue to stand on its own. Board members were asked to review the 2020-21 objectives for each committee and work on redefining goals for each committee. This information will be shared at the next board meeting.
- 7) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of August 31, 2021 and the two-month period ending August 31, 2021 actual vs. budget year to date.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 22, 2021 MINUTES**

2021 – 034 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross & Blue Shield – September Invoice \$75,448.79
- NYS Teacher Retirement System \$65,936.56
- GovConnection (Chromebooks) \$31,127.17

2021 – 035 CONTRACT WITH WNY EDUCATIONAL SERVICE COUNCIL. Resolved: That an amendment to the contract with WNY Educational Service Council (WNYESC) to provide consultant services of Mr. Paul Difonzo at \$750 per day from approximately August 9, 2021 to December 31, 2021 at Westminster Community Charter School be approved.

2021 – 036 CONTRACT WITH GAIL SMITH. Resolved: That an amendment to the contract with Gail Smith to provide professional development at Westminster Community Charter School from August 19, 2021 to August 25, 2021 be approved. The cost for these services is \$1,200 per day for three days, not to exceed a total of \$3,600.

2021 – 037 CONTRACT WITH VISTA SECURITY GROUP. Resolved: That the contract with Vista Security Group (VSG) to provide a NYS unarmed Security Guard from 7:45a-10:00a and 3:00p-5:30p (or 6:30p depending on school hours) at the rate of \$38.50 per hour at Westminster Community Charter School beginning September 1, 2021 be approved.

2021 – 038 CONTRACT WITH WNY EDUCATIONAL SERVICE COUNCIL. Resolved: That the contract with WNY Educational Service Council (WNYESC) to conduct a School Leader search and screening process to the Board of Trustees of Westminster Community Charter School be approved. The cost will be \$13,000 plus additional expenses not to exceed \$5,000. The total cost shall not exceed \$18,000.

2021 – 039 CONTRACT WITH SCHOOL MINT. Resolved: That the contract with School Mint to provide enrollment services for the 2021-22 school year not to exceed \$4,200 for Westminster Community Charter School be approved. Additional services are available at hourly rates, if applicable.

2021 – 040 CONTRACT WITH SYNERGY IT SOLUTIONS. Resolved: That the contract with Synergy IT Solutions to install a Hyper V server, upgrade physical servers to virtual machines and install and configure backup service powered by Acronis not to exceed \$28,043.49 for Westminster Community Charter School be approved. Additional maintenance to monitor the system will be \$516.80 per month.

2021 – 041 CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to deliver professional development September 15-16 for Westminster Community Charter School be approved. The cost for these services is \$1,200 per day not to exceed \$2,400.

2021 – 042 CONTRACT WITH SCHOOLWORKS. Resolved: That the contract with School Works, LLC be approved. The cost for these services is \$42,500.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 22, 2021 MINUTES**

2021 – 043 ADOPT WCCS DATA PRIVACY AND SECURITY POLICY. Education Law §2-d requires each educational agency to develop and adopt a Data Privacy and Security Policy. This policy must be posted on the agency’s website along with its Bill of Rights for Data Privacy and Security (“Bill of Rights”) and Supplemental Information about each contract for services between the agency and a third-party contractor where the contractor receives personally identifiable information protected by Education Law §2-d (“Supplemental Information”).

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
OCTOBER 20, 2021 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:00p.m.

Board Chair, Rita Eisenbeis made an announcement to the board that we were entering Executive Session.

The Board, on motion duly made, seconded by Liz Czarnecki and unanimously carried, went into Executive Session at 3:05 p.m.

The Board, on motion duly made, seconded by Rosalyn Taylor, and unanimously carried, exited Executive Session at 3:30 p.m.

The Board, on motion duly made, seconded, and unanimously carried, went back into regular session.

- 2) The September 22, 2021 minutes were reviewed and approved.
- 3) Public Comment Period
- 4) **Principal Report** – Dr. Geelan’s presentation included updates on attendance, student discipline, learning, staffing, facilities, and school pride. Highlights included regular child study teams, suspensions and discipline, response to intervention, math fluency, ELA decoding and fine tuning the master schedule. Staffing update: one new teacher and teacher aide have been hired. At this time there is one vacant teacher position. Items still open are the after-school program, clerical position, and clubs. Further review will include determining if there is a need to hire a full-time school nurse. Safety drills are being conducted, the Operations Team meeting has been reinstated, the PA system is being repaired and beautification efforts are underway throughout the school. As part of WCCS pride initiatives, Dr. Geelan has created a Principal Advisory Committee, 8th grade Student Council is underway and there is an ongoing Let’s Meet for Lunch program for staff and students.
- 5) **Restructure Board Committees** – Rita Eisenbeis reviewed the updated board committee roles and responsibilities. The Academic and School Culture committees were asked to create a specific role for their individual committees. The updated roles and responsibilities will be shared at the next board meeting.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
OCTOBER 20, 2021 MINUTES**

- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of September 30, 2021 and the three-month period ending September 30, 2021 actual vs. budget year to date.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 044 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross & Blue Shield October Invoice \$61,136.79
- New York State Teachers Retirement \$65,936.56
- Hertz Furniture \$41,022.00
- Philadelphia Insurance \$93,799.00

2021 – 045 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2021 – 046 CONTRACTS WITH RASHAD FISHER, LATASHA LEEPER AND KEION PARIS. Resolved: That the contracts with Rashad Fisher, Latasha Leeper and Keion Paris to serve as School Culture Officers and render services as scheduled during school days from 10:00am-2:00pm at \$20 per hour not to exceed 4 hours per day unless authorized and approved by an Administrator at Westminster Community Charter School be approved.

2021 – 047 CONTRACT WITH DR. KAREN GEELAN. Resolved: That the Interim Principal contract with Dr. Karen Geelan to perform all services and duties pertinent to the position of a Principal of Schools in NYS from September 23, 2021 to December 31, 2021 be approved. The cost for these services is \$35,000.

2021 – 048 APPROVAL OF CONTRACT WITH BISON PAINTING Resolved: that the contract with Bison Painting to replace ceiling tiles in various locations throughout the school be approved. The cost for these services will not exceed \$6,900.

2021 – 049 APPROVAL OF CONTRACT WITH BISON PAINTING Resolved: that the contract with Bison Painting to makes repairs and paint the Library corridor be approved. The cost for these services will not exceed \$4,500.

- 8) Other Business – 2022 board meeting dates were shared with the board. At this time the meetings will be scheduled for 3:00pm at One M&T Plaza. However, with advance notice may be moved to Westminster Community Charter School.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
NOVEMBER 17, 2021 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Callie Johnson
Jamie Oblatz
Rosalyn Taylor

- 1) Vice Chairman Cozzo called the meeting to order at 3:09p.m.
- 2) The October 20, 2021 minutes were reviewed and approved.
- 3) Public Comment Period
- 4) **Principal Report** – Dr. Geelan’s presentation included updates on attendance, student discipline, learning, staffing, facilities, and school pride. Highlights included regular child study teams, class balance and discipline. A recent uptick in discipline issues are being addressed and closely monitored following all applicable protocols. Current staffing needs include the reflection room, behavior intervention and 5 current openings. Dr. Geelan also shared the details from the staff professional development day on November 1, to include review of the vision and mission statement and working toward a climate where students and staff are encouraged to promote consistency, belonging and relationship building. Dr. Geelan has been asked to focus her December principal report on attendance, discipline, and suspensions. Data as of October 2021 was shared with the board and the board secretary will mail copies of the slides to the board prior to the December meeting.
- 5) **Principal Search Update** – Pam Hokanson updated the board on the current principal search. Additional interviews will be held the week of November 29. Scheduling details and candidate submissions will be sent to the board.
- 6) **Restructure Board Committees** – Due to Chairman Eisenbeis’ absence Vice-Chair Cozzo asked that discussion be tabled until the December 15, 2021 meeting. Pam Hokanson shared Northeast Charter Schools Network recommended board committees for review and discussion at the December meeting.
- 7) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of October 31, 2021 and the four-month period ending October 31, 2021 actual vs. budget year to date.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 050 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross & Blue Shield - November \$55,592.49
- New York State Teachers Retirement \$65,936.56

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
NOVEMBER 17, 2021 MINUTES**

2021 – 051 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: That Thomas Kim, be elected as a member of the Board of Trustees until the next annual meeting, subject to approval by the Charter Authorizer, the Buffalo Board of Education.

2021 – 052 REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER. Resolved: That pursuant to the terms of the Business Services Agreement, effective July 1, 2014, between M&T Bank (“M&T”) and Westminster Community Charter School (“WCCS”), it is hereby determined by the Board of Trustees that WCCS shall pay to M&T the amount of \$435,829 out of its aggregate accumulated cash operating surplus as reimbursement of M&T’s contributions and the value of the in-kind services provided during the 2019-20 school year; provided, that it is the Board of Trustees’ understanding that M&T intends on contributing these funds to the Westminster Foundation for future educational purposes related directly or indirectly to WCCS or as designated within the purposes outlined in the Certificate of Incorporation of the Westminster Foundation.

2021 – 053 APPROVAL OF CONTRACT WITH RW DAKE. Resolved: that the contract with RW Dake to remove power outlets from 6 computer tables in Westminster Library be approved. The cost for these services will not exceed \$1,253.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,
Amy J. Mesi
Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 15, 2021 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Thomas Kim
Jamie Oblatz
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 12:13p.m.
- 2) The November 17, 2021 minutes were reviewed and approved.
- 3) Public Comment Period
- 4) **2020-21 Audit Report** – Ms. Hopkins and Ms. Torella from Lumsden & McCormick presented the 2020-21 audit report.
- 5) **Principal Report** – Dr. Geelan’s presentation included updates on attendance, student discipline, learning, staffing, facilities, and school pride. Some recent attendance issues are being addressed and suspensions are currently down. Prime discipline issues include social media bullying, aggression and name calling. The schedule change has helped with some of the discipline issues, and it continues to be a work in progress. The last STAR assessment will be held on January 10, 2022 and the changeover to iReady will begin shortly after. There continue to be some facility issues pertaining to recent updated COVID protocols, general school cleanliness and issues with bathroom plumbing. Most items are being addressed as they occur, and others are awaiting BPS intervention.
- 6) **Restructure Board Committees** – Pam Hokanson will look into having a consultant, possibly SchoolWorks, conduct a session with the board committee members in the new year to assess and update current roles and responsibilities and determine what changes are needed to be compliant.
- 7) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of November 30, 2021 and the five-month period ending November 30, 2021 actual vs. budget year to date. November 2021 year to date actuals were also presented.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 054 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Hodgson Russ \$44,967.50
- New York State Teachers Retirement \$39,672.00

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 15, 2021 MINUTES**

- Blue Cross Blue Shield (December) \$68,743.94

2021 – 055 CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to deliver professional development December 2, 7-8 and 14-15 for Westminster Community Charter School be approved. The cost for these services is \$1,200 per day not to exceed \$6,000.

2021 – 056 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Westminster Community Charter School with network server, desktop, printer, and hardware support from November 1, 2021 to October 31, 2022 not to exceed \$3,600 be approved.

2021 – 057 CONTRACT WITH RESURGENCE BREWING CO. Resolved: That the contract with Resurgence Brewing Co. for the 2021 Westminster Community Charter School Holiday Party be approved. The cost is not to exceed \$4,500.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
SPECIAL BOARD MEETING
JANUARY 19, 2022 MINUTES**

In attendance at the Special Board meeting were:

Terenda Brown;
Diane Cozzo;
Liz Czarnecki;
Rita Eisenbeis;
Callie Johnson;
Thomas Kim;
James Oblatz;

The meeting was convened via web conferencing Zoom constituting a majority and a quorum.

Chairman Eisenbeis called the special meeting of the WCCS Board for the purpose of discussing the status of the litigation against the Buffalo Public School District. The meeting was to order at 4:00 p.m.

The Board, on motion duly made, seconded by Thomas Kim and unanimously carried, went into Executive Session at 4:03 p.m. to discuss the charter renewal with Board members, legal counsel Pamela Hokanson and Amy Mesi.

WHEREAS, the Westminster Community Charter School (Westminster”) has been a party to litigation involving Enterprise Charter School and a group of parents as additional petitioners and the Buffalo Public Schools as a respondent; and

WHEREAS, the parties have been negotiating a settlement of the claims raised by the petitioners; and

WHEREAS, on May 5, 2021 the Buffalo Public School District Board of Education President notified Westminster of its decision not to renew its charter; and

WHEREAS, the parties have come to a mutually agreeable resolution to resolve the issues raised in the litigation against the Buffalo Public Schools.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees approves the settlement agreement with the Buffalo Public Schools. **FURTHERMORE**, the Board of Trustees authorizes the Board Chair to execute the settlement agreement on behalf of the Board and Westminster Community Charter School.

The Board, on motion duly made, seconded by Thomas Kim, and unanimously carried, exited Executive Session at 4:59 p.m.

The Board, on motion duly made, seconded by Thomas Kim, and unanimously approved the settlement agreement put forward with Buffalo Public Schools at 5:01 p.m.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
SPECIAL BOARD MEETING
JANUARY 19, 2022 MINUTES**

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JANUARY 26, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Thomas Kim
Rosaly Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:04p.m.
- 2) The December 15, 2021 minutes were reviewed and approved.
- 3) Public Comment Period
- 4) **Principal Report:** Teresa Gerchman provided an update on attendance, and academic progression to include Star and iReady assessments. Additional focus is being provided in the areas of classroom practice and student achievement. April 1 and May 6 will be used for staff professional development (next generation standards; restorative practices and iReady Part II). Behavior and suspension data was reviewed to include current work in progress (restorative justice training, SEL grade level meetings; Admin team working with individual grade levels, clear expectations and reinforcement of dress code and observation of classroom circles). Staffing update to include open positions, resignations, and new hires. Afterschool and clubs will begin to come online in February and March. Tutoring program is in discussion phase to determine staff readiness and student participation. Teresa held her first Parent Session on January 21 and will continue to host every other week for the foreseeable future. Meeting stats: parents/44; students represented/61 and staff/7.
- 5) **Board Committee Updates**
 - Academic – committee continues to meet monthly with the Principal the week preceding the board meeting. Supporting iReady rollout, referrals and union reps discussions when needed.
 - Finance – this committee is not meeting regularly. Financials are reviewed at the monthly meeting during the financial update.
 - HR & Governance – committee is meeting the first week of February to discuss Principal performance objectives and board training.
 - School Culture – new leadership at the school will help to determine what direction is needed for committee focus.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of December 31, 2021 and the six-month period ending December 31, 2021 actual vs. budget year to date.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JANUARY 26, 2022 MINUTES**

2022-001 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Hodgson Russ \$41,305.00
- Blue Cross Blue Shield (January) \$64,992.90

2022-002 APPROVAL TO REINSTATE THE TUITION REIMBURSEMENT PROGRAM. Resolved: That the Tuition Reimbursement Program be reinstated effective immediately.

2022-003 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM. Resolved: That the teacher tuition assistance (Fall 2021) for Brian Macey totaling \$2,520 be approved.

2022-004 APPROVAL OF GOVERNMENT RECORDS RETENTION SCHEDULE. Resolved that the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all employees in legally disposing of valueless records listed therein. Further resolved, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

2022 – 005 APPROVAL OF CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to deliver professional development January 1, 6, 11-12, 20 and 25-26 for Westminster Community Charter School be approved. The cost for these services is \$1,200 per day not to exceed \$8,400.

The Board, on motion duly made, seconded by Terenda Brown, and unanimously carried, entered Executive Session at 4:05p.m. to discuss external consultant matters.

The Board, on motion duly made, seconded by Liz Czarnecki, and unanimously carried, exited Executive Session at 4:10p.m.

8) Other Business

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:16p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
FEBRUARY 16, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Callie Johnson
Rita Eisenbeis
Thomas Kim
Jamie Oblatz
Rosaly Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:02p.m.
- 2) The January 19, 2022 and January 26, 2022 minutes were reviewed and approved.
- 3) Public Comment Period
- 4) **Principal Report:** Teresa Gerchman provided an update on attendance with a specific focus on chronic absenteeism. WCCS is working on implementing the Test-to-Stay program to help with absenteeism due to quarantine requirements. Discussed the focus of the upcoming parent meeting on February 17th will be student absences and tardiness. Presented suspensions which are higher than past years but expected to decrease. Presented on academic progression and iReady results. Discussed classroom practices and what is expected in lesson planning. Professional development was given for iReady and a second professional development session will be held on February 28th. April 1 and May 6 will be used for staff professional development (iReady toolbox, restorative practices, and unpacking standards to be ready for the 2022-23 school year). A deeper dive was given into the iReady assessment process and included student completion rates and an explanation of reasons for non-completion and student supports. Behavior was reviewed to include current work in progress (re-establish expectations for circles, making counselors available to students who need more support when there are acts of violence at other schools, lesson plans and how strong lesson plans can help as behavior plans). Gave an update on school committee meetings including the Principal Advisory Committee, Datawise Leadership Team, SEL Committee and Safety Committee. Teacher involvement is strong in these committees. Discussed extracurricular activities starting up at the school after February break. These include after school clubs, Buffalo Bills flag football and a UB basketball game outing. Staffing update included open positions, resignations, and new hires.
- 5) **SchoolWorks Update:** Provided by Pam Hokanson who gave an overview to the Board of the proposed services agreement for a school review.
- 6) **Board Committee Updates**
 - Academic – committee continues to meet monthly with the Principal the week preceding the board meeting. Lesson plans are being addressed and phonics is another area for improvement and focus as it is recognized as an area of improvement across the country and at WCCS.
 - Finance – this committee is not meeting regularly. Financials are reviewed at the monthly meeting during the financial update.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
FEBRUARY 16, 2022 MINUTES**

- HR & Governance – committee met and are looking at a Board retreat in July to further address governance. The retreat may have an outside facilitator. The committee is also looking at setting performance benchmarks for the Principal. It was mentioned that the committee will be reviewing the scheduling of future Board meetings.
- School Culture – no committee meeting in the past month. Terenda mentioned the start of after school clubs will be a positive change in culture. The Board inquired about a school musical performance this academic year. The committee will look at the possibility of a production such as a talent show in exchange for the play this year.

7) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of January 31, 2021 and the seven-month period ending January 31, 2022 actual vs. budget year to date. A review of the full year forecast for fiscal year 2021-22 was also provided.

8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022-006 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield (February) \$77,672.06
- CDW Government \$47,100.00
- M&T Bank \$435,829.00

2022 – 007 APPROVAL OF CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to deliver professional development February 1-2, 7, 9, and 15-16 for Westminster Community Charter School be approved. The cost for these services is \$1,200 per day not to exceed \$7,200.

9) **Other Business**

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:08p.m.

Respectfully submitted,

Laura A. Ferrino

Treasurer

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MARCH 23, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Liz Czarnecki;
Rita Eisenbeis;
Callie Johnson;
Thomas Kim;
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:03 p.m.
- 2) Public Comment Period
- 3) The 02-16-22 minutes were approved
- 4) **Principal Report** – overview included an update on academics– improving classroom practice and student achievement, professional development, attendance, suspensions, and write-up summaries. Strategies are being utilized to improve attendance and decrease tardies as well as current work being performed to address behavior issues. Additionally, the calendar of events for March/April were shared as well as current staffing progress to date. The remainder of the presentation was a demonstration of iReady conducted through the online portal.
- 5) **Evening Board Meeting Discussion** – a motion was made to move the location and time of the May 25 and October 26, 2022, board meetings to be held at Westminster Community Charter School at 6:00pm allowing parents and staff to attend if they so choose. The motion was unanimously passed.
- 6) **Board Committee Updates**
 - Academic – committee continues to meet monthly with the Principal the week preceding the board meeting. Recent meeting topics included upcoming NYS Math and ELA testing, Restorative Justice practices, attendance and RTI. Where applicable, retention letters were sent home and response from parents has been positive. Formal observations are underway with the thought of possible AP assistance once they are fully trained. Principal Gerchman was able to obtain funding from the Cullen Foundation to cover some Datawise training needs.
 - Finance – this committee is not meeting regularly. Financials are reviewed at the monthly meeting during the financial update.
 - HR & Governance – committee met and finalized the performance benchmarks for the Principal. A formal date has not been chosen for the board retreat. Coordinating board member and facilitator calendars. After a board poll was conducted it was agreed that the May and October meetings will be moved to Westminster Community Charter School and would begin at 6:00pm to allow staff and parents to attend.
 - School Culture – no committee meeting in the past month.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MARCH 23, 2022 MINUTES**

- 7) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of February 28, 2022 and July 1, 2021 to February 28, 2022 actual vs. budget year to date year.
- 8) **Annual Conflict of Interest Statement** – Amy Mesi requested the Board review the document provided in the board materials and requested signature by each board member on page 18. Signature pages can be sent to Amy Mesi directly by mail.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 - 008 APPROVAL OF EXPENDITURES OVER \$25,000.

- Hodgson Russ \$29,972.11
- Blue Cross Blue Shield (March) \$69,947.87

2022 – 009 APPROVAL OF CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to deliver professional development March 2, 8, 15 and 21, 2022 for Westminster Community Charter School be approved. The cost for these services is \$1,200 per day not to exceed \$4,800.

2022 – 010 REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER. Resolved: That pursuant to the terms of the Business Services Agreement, effective July 1, 2019, between M&T Bank (“M&T”) and Westminster Community Charter School (“WCCS”), it is hereby determined by the Board of Trustees that WCCS shall pay to M&T the amount of \$446,593.75 out of its aggregate accumulated cash operating surplus as reimbursement of M&T’s contributions and the value of the in-kind services provided during the 2020-21 school year; provided, that it is the Board of Trustees’ understanding that M&T intends on contributing these funds to the Westminster Foundation for future educational purposes related directly or indirectly to WCCS or as designated within the purposes outlined in the Certificate of Incorporation of the Westminster Foundation.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:17p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
APRIL 27, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Liz Czarnecki;
Rita Eisenbeis;
Jamie Oblatz;
Thomas Kim;
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:04 p.m.
- 2) Public Comment Period
- 3) The 03-23-22 minutes were approved
- 4) **Principal Report** – overview included an update on academic progression with a focus on math and reading; YTD attendance summary by grade and measures to improve and decrease tardy absences. NYSED 3-8 assessments for Math and Science, iReady growth monitoring K-2 and Spring Diagnostic dates were shared. A communication plan was developed to assist teachers with test taking strategies that included grade level meetings, practice Math assessments and standards-based assessments through iReady. The step-by-step plan for improving classroom practice and student achievement was reviewed. A high-level overview on suspensions (down 2% since March) and writeups (up slightly since March) was shared. In order to address behavior issues, a new matrix was developed along with a school wide PBIS rollout and use of the Reflection Room is proving successful. After school detention is in place. Additional updates included current after school activities, tutoring program, calendar of events for April/May, staffing, recruitment initiatives as well as application and enrollment projections for SY 2022-23. Finally, a Parent Advisory Council has been established. The first meeting is on April 27, 2022. The agenda will be used to define the mission and vision, define goals, and identify potential officers.
- 5) **SchoolWorks Update** – Pam Hokanson updated the Board on the upcoming SchoolWorks two-day on-site at Westminster Community Charter School scheduled May 24-25, 2022. During that time board member interviews will be scheduled along with individual focus groups with parents, students, and staff.
- 6) **Board Committee Updates**
 - Academic – committee continues to meet monthly with the Principal the week preceding the board meeting. Recent meeting topics included continued focus on previously identified areas, and turnaround efforts. The Principal is looking to identify other opportunities for ELA and Math curriculum.
 - Finance – this committee is not meeting regularly. Financials are reviewed at the monthly meeting during the financial update. Laura Ferrino will be setting up a meeting to discuss the 2022-23 budget with Rita Eisenbeis and Jamie Oblatz.
 - HR & Governance – no committee meeting in the past month.
 - School Culture – no committee meeting in the past month.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
APRIL 27, 2022 MINUTES**

- 7) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of March 31, 2022 and July 1, 2021 to March 31, 2022 actual vs. budget year to date year. Additionally, an overview of Pandemic Relief Funding to include expenditures to date and planned uses for remaining funds. Finally, she shared WCCS teacher turnover rates comparing 2017-18 through 2021-22.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 - 011 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross Blue Shield (April) \$73,201.06

2022 – 012 CONTRACT WITH M&T BANK. Resolved: That the contract with M&T Bank for Westminster students to perform at the annual M&T Plaza Event series be approved.

2022 – 013 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2022 – 014 CONTRACT WITH SCHOOLWORKS. Resolved: That the contract with School Works, LLC to conduct a two-day, on-site document review including post-review action planning and progress monitoring for Westminster Community Charter School be approved. The cost for these services is \$46,400.

2022 – 015 CONTRACT WITH SCHOOLWORKS. Resolved: That the contract with School Works, LLC to conduct a customized board training (date and delivery method to be determined) for Westminster Community Charter School board members be approved. The cost for these services will not exceed \$4,300.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:54p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MAY 25, 2022 MINUTES**

In attendance at the Board meeting were:

Liz Czarnecki;
Rita Eisenbeis;
Callie Johnson

A quorum could not be achieved but the meeting was called to order for informational purposes. The meeting began with a moment of silence in honor of the recent tragedies in Buffalo and Texas.

- 1) Chairman Eisenbeis called the meeting to order at 6:00 p.m.
- 2) **Principal Report** – overview included an update on academic progression to include improving classroom practice and student achievement. Year to date attendance and tardies by grade through April 30, 2022 were reviewed. Specific methods to improve attendance by creating an attendance committee have helped develop an action plan. NYS Science for grades 4 and 8 will take place May 31-June 3 with the written test on June 6. iReady diagnostic assessments for grades K-8 ELA on June 7-8 and Math on June 9-10. Communication and strategies for test taking continue to take place. Suspensions were up in April for various reasons, but write-ups have gone down significantly. Work continues to focus on classroom behavior utilizing daily circles, reflection room when needed. PBIS committee has been reestablished and a school store is being set up. After school detention has been up and running for the past few months and will continue in the new school year. Additional updates included current after school activities, tutoring program, calendar of events for May/June, staffing, as well as application and enrollment projections for SY 2022-23.
- 3) **Board Committee Updates**
 - Academic – committee continues to meet monthly with the Principal and her Admin team the week preceding the board meeting. The Principal identified new ELA and Math curriculum for consideration. Liz Czarnecki will look to invite a professor from UB to the next meeting to discuss the programs with the full team.
 - Finance – the committee met with Laura Ferrino and Jen Rzepka to review the 2022-23 school year budget.
 - HR & Governance – no committee meeting in the past month.
 - School Culture – no committee meeting in the past month.
- 4) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of April 30, 2022 and July 1, 2021 to April 30, 2022 actual vs. budget year to date.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 7:10p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 22, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Thomas Kim
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The April 27 and May 25, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – an academic overview included Math and Reading iReady participation rates and growth assessments and comparisons as of June 17, SchoolWorks SQR take-aways, classroom observation data, attendance, behavior, suspensions, and disciplinary write-ups. A recap of destination schools for 8th grade graduates was reviewed, Summer School programming runs from July 11-August 12; Monday-Thursday from 8:30a to 12:30p. Eight classrooms, grades K-7 are scheduled. Currently 93 students have enrolled. Summer professional development plan: Wit & Wisdom grades 3-8, iReady Classroom Math, Into Reading grades K-2, Restorative Justice team training (two days), CHAMPS training and Effective Team Strategies. The presentation was rounded out with 2022-23 enrollment numbers and current staff openings.
- 5) **Board Committee Reports**
 - Academics – committee continues to meet monthly with the Principal the week preceding the board meeting. The School Improvement Plan (SIP) will be shared with the committee by Friday and questions etc. should be posed no later than Monday, June 27, 2022. The full board will receive the SIP and were asked to provide their updates no later than Tuesday, June 28, 2022. The SIP must be submitted to BPS no later than July 1, 2022. Additionally, the SchoolWorks overview will be shared in the coming days. This will be an area of focus at the Board Retreat on July 18, 2022.
 - Finance – the committee met with Laura Ferrino and Jen Rzepka to review the 2022-23 financial plan prior to review with the full board.
 - HR & Governance – review of the SIP and SchoolWorks overview.
 - School Culture – no update
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of May 31, 2022 and July 1, 2020 to May 31, 2022 actual vs. budget year to date. She also provided an overview of the 2022-23 financial plan, 2022-23 capital plan highlights and long-term capital investments for consideration.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 22, 2022 MINUTES**

7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 – 016 ELECTION OF BOARD OF TRUSTEES. Resolved: The following Trustees shall be elected until the next annual meeting of the Trustees:

- Terenda Brown
- Diane Cozzo
- Elizabeth Czarnecki
- Rita Eisenbeis
- Callie Johnson
- Thomas Kim
- James Obletz
- Rosalyn Taylor

2022 – 017 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Directors:

- Chairman - Rita Eisenbeis
- Vice Chairman – Diane Cozzo

2022 – 018 APPROVAL OF 2022-23 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2022-23 be approved.

2022 – 019 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross & Blue Shield (May) \$71,113.41
- Blue Cross & Blue Shield (June) \$78,307.51
- Buffalo Board of Education \$298,279.74
 - 2019-20 and 2020-21 annual maintenance
- M&T Bank \$446,593.78
 - 2020-21 Fee for Service
- NYSTRS \$245,392.00
 - 2020-21 Outstanding Balance

2022 – 020 APPOINTMENT OF COMPLIANCE OFFICER. Resolved: That Marnie Letzelter will serve as the Compliance Officer for the Westminster Community Charter School, effective May 25, 2022.

2022 – 021 APPROVAL OF 2022-23 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2022-23 Professional Development Plan be approved.

2022 - 022 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM. Resolved: That the teacher tuition assistance for Brittney Barnes to attend Empire State College Summer/Fall 2022 be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 22, 2022 MINUTES**

2022 – 023 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM. Resolved: That the teacher tuition assistance (Spring 2022) for Brian Macey totaling \$1,890 be approved.

2022 – 024 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES. Resolved: That the contract with Optimal Therapy Associates Services (OTAS) to provide therapy services to students at Westminster Community Charter School (WCCS) for the 2022-2023 school year be approved.

2022 – 025 CONTRACT WITH SCHOOL MINT. Resolved: That the contract with School Mint to provide enrollment services for the 2022-23 school year not to exceed \$4,410 for Westminster Community Charter School be approved. Additional services are available at hourly rates, if applicable.

2022 – 026 CONTRACT WITH PLAYWORKS. Resolved: That the contract with Playworks to provide staff Pro Training and Instructional Coaching during the Summer of 2022-(July 11-August 11) not to exceed \$9,000 for Westminster Community Charter School be approved.

2022 – 027 CONTRACT WITH NATIONAL SUMMER SCHOOL INITIATIVE. Resolved: That the contract with National Summer School Initiative (NSSI) to provide summer school curriculum during the Summer of 2022-(July 11-August 11) not to exceed \$6,750 for Westminster Community Charter School be approved.

2022 – 028 CONTRACT WITH CULLEN FOUNDATION. Resolved: that Westminster be awarded \$10,000 in grant funds to provide Datawise training and follow up support for 5 staff.

2022 - 029 WCCS 2022-23 CALENDAR. Resolved: That the Westminster Community Charter School 2022-23 calendar be approved.

WCCS Total-Calendar-Days					
	T	S		T	S
Aug	2	0	Feb	15	15
Sept	20	19	Mar	23	22
Oct	20	20	Apr	15	14
Nov	18	18	May	22	21
Dec	17	17	Jun	16	15
Jan	20	20	Total	188	181

BPS Total-Calendar-Days					
	T	S		T	S
Aug	1	0	Feb	15	15
Sept	21	19	Mar	23	23
Oct	20	20	Apr	15	14
Nov	18	18	May	22	21
Dec	17	17	Jun	16	15
Jan	20	20	Total	188	182

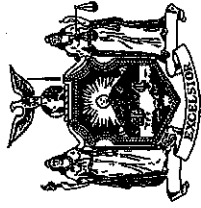
2022 – 030 APPROVAL OF CHAPTER 56 SECTION 103a OPEN MEETINGS LAW.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:26 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary



**University of the
Education**

**State of New York
Department**

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

PUBLIC SCHOOL #68
24 WESTMINSTER
BUFFALO, NEW YORK 14215

DISTRICT:

BUFFALO CITY SD
TONJA WILLIAMS
712 CITY HALL
BUFFALO, NEW YORK 14202

Building ID: 140600010068

Issuance Date: March 31, 2022

Effective Date: April 01, 2022

Expiration Date: April 01, 2023



Superintendent of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

WCCS Calendar 2022-2023

August
30 Staff Development Day
31 Staff Development Day

AUGUST 2022						
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			

FEBRUARY 2023						
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				

February
1 End of 2nd Quarter
20-24 Mid-Winter Recess

September
1 Classroom Day
5 Labor Day
6 First Day for Students
20 Open House - Late Day for staff

SEPTEMBER 2022						
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	

MARCH 2023						
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	

March
10 Progress Reports
16 ½ Day Staff Development
17 No school for students Parent Teacher Conferences

October
7 Progress Reports
10 Indigenous People Day
11 ½ Day Staff Development

OCTOBER 2022						
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					

APRIL 2023						
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						

April
3-7 Spring Recess
19-20 ELA Assessment
21 End of 3rd Quarter
27 Staff Development Day

November
7 ½ Day Staff Development
8 Election Day
11 Veteran's Day
15 End of 1st Quarter
16 ½ for students, Late Day for Parent Teacher Conferences
24-25 Thanksgiving Recess

NOVEMBER 2022						
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			

MAY 2023						
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			

May
3-4 Math Assessment
11 Staff Development Day
19 Progress Reports
29 Memorial Day

December
21 Progress Reports
26-30 Winter Recess

DECEMBER 2022						
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

JUNE 2023						
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	

June
5 - 8th Grade Science
19 Juneteenth
22 End of 4th quarter
22 Last Day for Students
23 Rating/Closing Day (LAST TEACHER DAY)

January
2 New Year's Holiday
16 M. L. King Jr. Day
17 ½ Day Staff Development

JANUARY 2023						
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				

Total Calendar Days					
	T	S	T	S	
Aug,	2	0	Feb.	15	15
Sept.	20	19	Mar..	23	22
Oct.	20	20	Apr.	15	14
Nov.	18	18	May	22	21
Dec.	17	17	June	16	15
Jan.	20	20	Total	188	181

Key
Total Teacher Days 188
Total Actual Student Days 181, Credit Student Days 185 (includes 4 allowed PD days)
½ Day for Students
No school students or staff
Staff Development Day no students

2021-2022 Westminster Community Charter School Organization Chart

