

# Application: Elm Community Charter School

Priscilla Walton - priscilla.walton@elmcharterschool.org  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** May 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 2020-2021 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### **a. SCHOOL NAME**

(Select name from the drop down menu)

ELM COMMUNITY CHARTER SCHOOL 342500861133

**a1. Popular School Name**

Elm Charter School

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

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

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

CSD #24 - QUEENS

**d. DATE OF INITIAL CHARTER**

10/2012

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2027

**h. SCHOOL WEB ADDRESS (URL)**

[www.elmcharterschool.org](http://www.elmcharterschool.org)

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

260

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

236

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

Check all that apply

Grades Served

K, 1, 2, 3

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

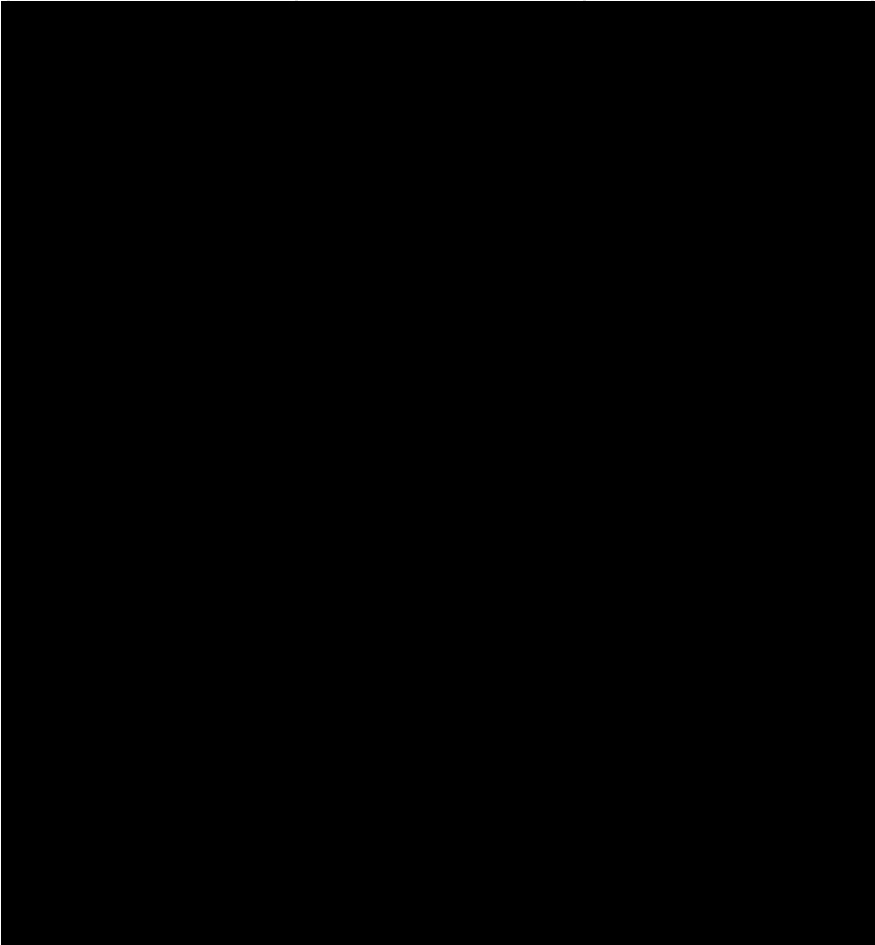
**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	69-20 Cooper Avenue, Glendale, NY11385	347-474-3288	NYC CSD 24	K-5	K-5

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Priscilla Walton			
Operational Leader	Kimberly Placencia			
Compliance Contact	Kimberly Placencia			
Complaint Contact	Kimberly Placencia			
DASA Coordinator	Priscilla Walton			
Phone Contact for After Hours Emergencies	Priscilla Walton			

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

Private Space

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

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

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

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy 138044 \(12.07.1960\).pdf](#)

**Filename:** Certificate of Occupancy 138044 (12.07.1960).pdf **Size:** 310.4 kB

**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

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

No

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

Yes

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Priscilla Walton
Position	Principal
Phone/Extension	646-886-0234
Email	<a href="mailto:priscilla.walton@elmcharterschool.org">priscilla.walton@elmcharterschool.org</a>

**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 is highly stylized, starting with a complex, scribbled initial and followed by several sharp, angular strokes that trail off to the right.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is fluid and cursive, with large, sweeping loops and a long, horizontal tail that ends in a small upward flick.

**Date**

May 31 2022

**Thank you.**



## **Entry 3 Progress Toward Goals**

**In Progress** Last edited: May 31 2022 Hidden from applicant

## **Instructions**

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**



For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

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

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

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

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### **2020-2021 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If
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				unable to assess goal, type N/A for Not Applicable
Academic Goal 1	All students will be proficient readers and writers in English Language Arts.			
Academic Goal 2	Students will demonstrate competency in the understanding and application of mathematical computation and problem solving.			
Academic Goal 3	Students will demonstrate competency in the understanding and application of the scientific method to design, conduct, and analyze experiments, and represent conclusions.			
Academic Goal 4	Due to COVID-19 and the subsequent changes to the state's testing, accountability, and federal reporting requirements, the 2020-21 school accountability statuses are the same as those			

	assigned for the 2019-20 school year. The 2019-20 accountability statuses were based on 2018-19 exam results. Assigned accountability designations and further context can be found here.			
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

(No response)

**2020-2021 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				

Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
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Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

#### 4. ORGANIZATION GOALS

**For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2020-2021 Progress Toward Attainment of Organization Goals

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

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

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

**2020-2021 Progress Toward Attainment of Financial Goals**

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

**7. Do have more financial goals to add?**

(No response)

## 2020-2021 Progress Toward Attainment of Financial Goals

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

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed May 31 2022

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the SUNY Epicenter system by **August 16, 2021**.

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

### **[2020-21-Accountability-Plan-Progress-Report](#)**

**Filename:** 2020 21 Accountability Plan Progre leYVyAC.pdf **Size:** 209.2 kB

## Entry 4 - Audited Financial Statements

Completed May 31 2022

### **Required of ALL Charter Schools**

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

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as



one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

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

## **[NYSED Annual Report Item No](#)**

**Filename:** NYSED Annual Report Item No. 4 A Onwv1uk.pdf **Size:** 4.2 MB

## **Entry 4a - Audited Financial Report Template (SUNY)**

**Completed** May 31 2022

### **[Instructions - SUNY-Authorized Charter Schools ONLY](#)**

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Report Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system by **November 1**.

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

## **[Elm - 2020-21 Audited Financial Template](#)**

**Filename:** Elm 2020 21 Audited Financial Template.xlsx **Size:** 176.7 kB

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

**Incomplete** Hidden from applicant

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

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

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

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

## **Entry 4c - Additional Financial Documents**

**Incomplete** Hidden from applicant

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

1. Advisory and/or Management letter
2. Federal Single Audit

3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> 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.**

## Entry 4d - Financial Services Contact Information

Completed May 31 2022 Hidden from applicant

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

### Form for "Financial Services Contact Information"

#### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Priscilla Walton	[REDACTED]	[REDACTED]

#### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Mike Schall	[REDACTED]	[REDACTED]	3

**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
	EdTec	Bryson Wilson	1410 62nd Street, #A Emeryville, CA 94608	[REDACTED]	[REDACTED]	2

## Entry 5 - Fiscal Year 2021-2022 Budget

**Completed** May 31 2022

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

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

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

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

### [Elm - 2021-22-Budget-and-Quarterly-Report-Template](#)

**Filename:** Elm 2021 22 Budget and Quarterl cRWnleH.xlsx **Size:** 529.9 kB

## Entry 6 - Board of Trustees Disclosure of Financial Interest Form

**Completed** May 31 2022

### **Required of ALL Charter Schools by August 2**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

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

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

accepted).

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

## [Portfolio\\_Elm Board Financial Disclosure Forms](#)

**Filename:** Portfolio Elm Board Financial Disc sKjF15l.pdf **Size:** 3.6 MB

### Entry 7 BOT Membership Table

**Completed** May 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.

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

Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meetings Attended During 2020-2021

1	Chris Kong		Chair	Executive, Finance	Yes	5	07/01/2020	06/30/2021	12
2	Debbie Thomas		Vice Chair	Executive, Facilities	Yes	5	07/01/2020	06/30/2021	12
3	Anupa Jacob		Treasurer	Executive, Finance	Yes	4	07/01/2020	06/30/2021	6
4	Michael Dorcelly		Secretary	Executive, Academic	Yes	5	07/01/2020	06/30/2021	12
5	Grace Yun		Trustee/ Member	Academic	Yes	5	07/01/2020	06/30/2021	9
6	Zaine Hussain		Trustee/ Member	Academic	Yes	2	07/01/2020	06/30/2021	10
7	Prijo Thomas		Trustee/ Member	Finance	Yes	5	07/01/2020	06/30/2021	11
8	Chelsea Kim		Trustee/ Member	Development	Yes	1	07/01/2020	11/30/2021	5 or less
9									

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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2021	7
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

**3. Number of Board meetings held during 2020-2021**

12

**4. Number of Board meetings scheduled for 2021-2022**

12

Thank you.

**Entry 8 Board Meeting Minutes**

Completed May 31 2022 Hidden from applicant

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school’s Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

**2020-21 Board Meeting Minutes**

**Filename:** 2020 21 Board Meeting Minutes.pdf **Size:** 718.3 kB

**Entry 9 Enrollment & Retention**

**Completed** May 31 2022

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

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

**Entry 9 Enrollment and Retention of Special Populations**

**[Instructions for Reporting Enrollment and Retention Strategies](#)**

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	At Elm, we believe that every child deserves to have all the	

<p>Economically Disadvantaged</p>	<p>same opportunities no matter the economic status. Education is a pathway to equity for many and it starts from an early age. Elm charter school was the first elementary charter school to open in district 24 and remains one of the few in an overcrowded district.</p> <p>Throughout 2020-21, Elm has implemented the following initiatives to recruit families identified as economically disadvantaged:</p> <ul style="list-style-type: none"> <li>-Providing enrollment sessions on non-school days</li> <li>-Allowing families to enroll online if their schedule does not permit them to attend an enrollment session in person.</li> <li>-Using translation services for families that do not speak English</li> <li>-Canvassing and giving out flyers in economically disadvantaged communities.</li> <li>-Providing Zoom information sessions for families that are not able to attend information sessions.</li> <li>-Partnering up with organizations</li> <li>-We continue to foster partnerships with the following local organizations in order to advertise to this population of families: <ul style="list-style-type: none"> <li>- New Life CDC, which includes food and clothing pantry, financial workshops.</li> <li>- Pan American Family Shelter</li> <li>- Rock Church</li> </ul> </li> </ul>	<p>Elm will continue to do the following in 2021-2022 to recruit the economically disadvantaged:</p> <ul style="list-style-type: none"> <li>--Advertise in economically disadvantaged communities.</li> <li>-Continue to foster partnerships with the following local organizations in order to advertise to this population of families: <ul style="list-style-type: none"> <li>- New Life CDC, which includes food and clothing pantry, financial workshops.</li> <li>- Pan American Family Shelter</li> <li>- Rock Church</li> </ul> </li> <li>-Provide different opportunities/options for families to enroll in person.</li> </ul>
	<p>At Elm, we want to make sure</p>	



<p>English Language Learners</p>	<p>every child has the tools to overcome barriers that impede their academic success. During recruitment, we have staff members that utilize translation services or speak another language other than English to screen all children and determine if they are ELL students. We also translate majority of our documents to serve the population we serve.</p> <p>Elm also connects and partners with neighborhood businesses and organizations that serve bilingual populations, including:</p> <ul style="list-style-type: none"> <li>- local medical centers</li> <li>- local chuches</li> <li>- local community centers offering English Language classes</li> <li>- bus shelter posters</li> <li>- neighborhood schools that are overcrowded</li> </ul>	<p>Elm will continue to foster relationships with neighborhood businesses and organizations that serve bilingual populations. We will also continue to provide translated flyers and information sessions for interested families. Elm will continue to hire staff that can service the language needs of the community we serve. Elm will continue to give families different options and opportunities to complete their enrollment forms.</p>
<p>Students with Disabilities</p>	<p>Elm recruitment efforts to attract students with disabilities for 20-21 were the following:</p> <ul style="list-style-type: none"> <li>-Offer application materials in a variety of formats</li> <li>-Spoke to families during information sessions about the services provided at Elm and how we would be able to accommodate their child's needs</li> <li>-During information sessions included building accessibility and transportation information.</li> </ul>	<p>Elm will continue to offer application materials in a variety of formats.</p> <ul style="list-style-type: none"> <li>-Elm will continue to provide information about services provided and how we accommodate learners' needs.</li> <li>-Elm will provide information regarding transportation and building accessibility during information sessions.</li> </ul>

**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>At Elm, we believe that retaining at-risk populations, including those economically disadvantaged, relies on the extra supports that the school offers to ensure these students' academic achievement. Overall, Elm has held onto its population of economically disadvantaged students.</p> <p>Throughout 2020-21, Elm has implemented the following initiatives to support families identified as economically disadvantaged:</p> <ul style="list-style-type: none"> <li>- Providing a majority of general school supplies throughout the year</li> <li>- Providing all workbooks, textbooks, and regularly used school materials</li> <li>- Providing additional resources for books, materials, and extracurricular activities</li> </ul>	<p>Elm will continue to market and advertise school choice in Elmhurst and Corona, two neighborhoods in district 24 that has indication of economically disadvantaged homes. We continue to foster partnerships with the following local organizations in order to advertise to this population of families:</p> <ul style="list-style-type: none"> <li>- New Life CDC, which includes food and clothing pantry, financial workshops.</li> <li>- Pan American Family Shelter</li> <li>- Rock Church</li> </ul>
English Language Learners	<p>Overall, Elm has maintained our population of students identified as English Language Learners. Elm continues to develop our Emergent Bilingual Learners Program that focuses on the integration of frequent verbal and written expression and assessment. In addition, Elm works to continually develop small group instruction, and tier 3 supports using a differentiated</p>	<p>On a monthly frequency, particularly in fall and spring recruitment seasons, Elm connects and partners with neighborhood businesses and organizations that serve bilingual populations, including:</p> <ul style="list-style-type: none"> <li>- local medical centers</li> <li>- local chuches</li> <li>- local community centers offering English Language classes</li> <li>- bus shelter posters</li> <li>- neighborhood schools that are overcrowded</li> </ul>

	<p>curriculum. Through these supports, we have seen a steady academic growth amongst this student population.</p>	<p>Finally, in the 2021-22 school year, Elm has hired a Director of Student Supports to directly oversee the RTI process, the ELL curriculum and supports, and ensure at-risk learners have their academic needs addressed.</p>
<p>Students with Disabilities</p>	<p>Elm has maintained our population of disabilities by ensuring that they're receiving the support services they need such as the following:</p> <ul style="list-style-type: none"> <li>-We have outside providers that provide different services such as occupational, speech, and physical therapy.</li> <li>-We prepare academic materials in alternate formats.</li> <li>-We provide progress monitoring and goal adjustment when needed.</li> <li>-We have instructional augmentative devices available.</li> <li>-Daily small-group instruction.</li> <li>-Daily Intervention</li> <li>-house-related service providers.</li> </ul>	<p>Elm will continue to make sure that we are serving all our students. We will make sure to constantly work alongside families to accommodate our learner's needs and request outside providers for services such as speech, occupational therapy, and physical therapy when needed. Elm will continue to provide goal setting and progress monitoring to ensure our learners are meeting their goals. Elm will continue to look for different ways to better support learners' needs and make adjustments when needed.</p>

## Entry 10 - Teacher and Administrator Attrition

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

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

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

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## **B. Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

**Incomplete** Hidden from applicant

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
<b>Total Category B: not to exceed 5</b>	<b>0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	



## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	



Thank you.

## Entry 12 Organization Chart

**Incomplete** Hidden from applicant

### [Instructions](#)

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

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

## Entry 13 School Calendar

**Completed** May 31 2022

### [Instructions for submitting School Calendar](#)

### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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

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

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

### **[2021-22 Elm Community Charter School Calendar pdf](#)**

**Filename:** 2021 22 Elm Community Charter Scho EXJQzsR.pdf **Size:** 94.7 kB

# Entry 14 Links to Critical Documents on School Website

Completed May 31 2022

## Instructions

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 14 Links to Critical Documents on School Website

School Name: Elm Community Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://elmcharterschool.org/resources/">https://elmcharterschool.org/resources/</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://elmcharterschool.org/elm-board/">https://elmcharterschool.org/elm-board/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://elmcharterschool.org/elm-board/">https://elmcharterschool.org/elm-board/</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000089576">https://data.nysed.gov/profile.php?instid=800000089576</a>
4. Lottery Notice announcing date of lottery	<a href="https://elmcharterschool.org/">https://elmcharterschool.org/</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://elmcharterschool.org/resources/">https://elmcharterschool.org/resources/</a>
6. District-wide Safety Plan	<a href="https://elmcharterschool.org/new-building/">https://elmcharterschool.org/new-building/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://elmcharterschool.org/resources/">https://elmcharterschool.org/resources/</a>
7. Authorizer-Approved FOIL Policy	<a href="https://elmcharterschool.org/resources/">https://elmcharterschool.org/resources/</a>
8. Subject matter list of FOIL records	<a href="https://elmcharterschool.org/resources/">https://elmcharterschool.org/resources/</a>

Thank you.



## Entry 15 Staff Roster

**Incomplete** Hidden from applicant

### INSTRUCTIONS

#### **Required of Regents-Authorized Charter Schools ONLY**

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

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

## GENERAL INSTRUCTIONS FOR ANNUAL BUDGET/QUARTERLY REPORT

### TEMPLATE TABS

**1- GRAY tab contains the Instructions**

<a href="#">Instructions</a>	Provides description of tabs and input requirements.
<a href="#">Funding by District</a>	Charter School Tuition Rates

**2- BLUE tabs require input of information**

<a href="#">1.) Name of School</a>	<ul style="list-style-type: none"> <li>&gt;Select school name from list.</li> <li>&gt;Enter contact information.</li> </ul>
<a href="#">2.) Enrollment</a>	<p>Enter enrollment information for Annual Budget (&amp; Revisions) and Quarterly Actuals. Includes:</p> <ul style="list-style-type: none"> <li>&gt;Enrollment by Grade</li> <li>&gt;Enrollment by District</li> </ul>
<a href="#">3.) Staffing Plan</a>	<p>Enter staffing plan information for Annual Budget (&amp; Revisions) and Quarterly Actuals. Includes:</p> <ul style="list-style-type: none"> <li>&gt;Full Time Equivalent (FTE), by Position Category, By Quarter</li> <li>&gt;"Prior Year" column may <i>initially</i> be completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.</li> </ul>
<a href="#">4.) Yearly Budget</a>	<p>Enter Yearly Budget information. Includes:</p> <ul style="list-style-type: none"> <li>&gt;"Prior Year" column may <i>initially</i> be completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted. (Note: Quarterly Revenue allocation may be set)</li> <li>&gt;Budgeted Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment."</li> <li>&gt;Budgeted FTE for current year is populated based upon input on tab "3.) Staffing Plan."</li> <li>&gt;All other sources of revenue</li> <li>&gt;All expenses</li> <li>&gt;Budget Revisions, as necessary and <i>approved</i> by the school's Board of Directors, should be submitted when submitting Quarterly Actuals.</li> </ul>
<a href="#">5.) Balance Sheet</a>	<p>Enter Balance Sheet information for EdCorps. Separate schools merged into a primary EdCorp should NOT use this tab.</p> <ul style="list-style-type: none"> <li>&gt;"Prior Year" column may be <i>initially</i> completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.</li> </ul>
<a href="#">6.) Quarterly Report</a>	<p>Enter Actual Quarterly Report information. Includes:</p> <ul style="list-style-type: none"> <li>&gt;Actual Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment."</li> <li>&gt;Actual FTE for current year is populated based upon input on tab "3.) Staffing Plan."</li> <li>&gt;All other sources of revenue</li> <li>&gt;All expenses</li> </ul>
<a href="#">7.) Annual Report Requirement</a>	Complete when submitting Actual Quarter 4.

### CELL COLORS & GUIDANCE COMMENTS

- = Enter information into the light BLUE shaded cells.
- = Cells labeled in ORANGE contain guidance regarding the input of information.
- = Cells containing RED triangles in the upper right corner contain "guidance comments" on that particular line item. Please "mouse-over" the triangle to reveal each comment.

**Charter Funding Alphabetical By NYS School District**  
**\* (Sum of Charter School Basic Tuition and Supplemental Basic Tuition)**



## ANNUAL BUDGET & QUARTERLY REPORT TEMPLATE

### Elm Community Charter School

#### SCHOOL

<b>Name:</b>	Elm Community Charter School
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#### CONTACT INFORMATION

<b>Contact Name:</b>	Derian De La Torre
<b>Contact Title:</b>	Business Manager
<b>Contact Email:</b>	[REDACTED]
<b>Contact Phone:</b>	[REDACTED]

#### REPORT PERIOD

<b>Current Academic Year:</b>	2021-22
<b>Prior Academic Year:</b>	2020-21

**ELM COMMUNITY CHARTER SCHOOL  
2021-22**

**ENROLLMENT BY GRADES**

GRADES	K	1	2	3	4	5	6	7	8	9	10	11	12
INITIAL BUDGETED ENROLLMENT	52	50	75	52	51								
TOTAL ENROLLMENT = 280													

**ENROLLMENT BY DISTRICT**

	PRIOR YEAR ACTUAL	ANNUAL BUDGET TOTAL DISTRICTS/ENROLLMENT BY QUARTER								ACTUAL QUARTERLY TOTAL DISTRICTS/ENROLLMENT			
		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
		Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual
NUMBER OF SCHOOL DISTRICTS ENROLLED:	1	1	0	1	0	1	0	1	0	0	0	0	0
NUMBER OF STUDENTS ENROLLED:	233	280	0	280	0	280	0	280	0	0	0	0	0
<b>*NOTE: If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED' Column(s) COMPLETELY BLANK. If budget revisions ARE made, the entire "REVISED" budget columns for the affected quarter(s) must be completed on tabs 2, 3 and 4.</b>													
PRIMARY/OTHER DISTRICT NAME(S)	PRIOR YEAR 2020-21 Actual Enrollment	ANNUAL BUDGET ENROLLMENT BY QUARTER								ACTUAL ENROLLMENT BY QUARTER			
		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
		Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment
1 PRIMARY District NYC CHANCELLOR'S OFFICE	233	280		280		280		280					
2 SECONDARY District (Select from drop-down list) →													



		PRIOR YEAR	ANNUAL BUDGET ENROLLMENT BY QUARTER								ACTUAL ENROLLMENT BY QUARTER			
		2020-21	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
PRIMARY/OTHER	DISTRICT NAME(S)	Actual Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment

**ELM COMMUNITY CHARTER SCHOOL  
2021-22**

**STAFFING PLAN - FULL TIME EQUIVALENT ("FTE")**

**\*NOTE:** Enter the number of FTE positions in the "blue" cells.

**\*NOTE:** If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED' Column(s) COMPLETELY BLANK. If budget revisions ARE made, the entire "REVISED" budget columns for the affected quarter(s) must be completed on tabs 2, 3 and 4.

**\*NOTE:** Each quarter, the actual FTE should be input.

**\*NOTE:** State the assumptions that are being made for personnel FTE levels.

ADMINISTRATIVE PERSONNEL FTE	PRIOR YEAR 2020-21 ACTUAL	ANNUAL BUDGETED FTE								ACTUAL QUARTERLY FTE				Description of Assumptions	
		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4		
		Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual		
Executive Management		1.0		1.0		1.0		1.0							Head of School/Principal
Instructional Management		1.0		1.0		1.0		1.0							Assistant Principal
Deans, Directors & Coordinators		2.0		2.0		2.0		2.0							Director of Humanities and Dean
CFO / Director of Finance															
Operation / Business Manager		4.0		4.0		4.0		4.0							Director of Operations, Office and Community Coordinator, Operations Manager, Operations Associate
Administrative Staff															
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>0.0</b>	<b>8.0</b>	<b>0.0</b>	<b>8.0</b>	<b>0.0</b>	<b>8.0</b>	<b>0.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		
INSTRUCTIONAL PERSONNEL FTE	PRIOR YEAR 2020-21 ACTUAL	ANNUAL BUDGETED FTE								ACTUAL QUARTERLY FTE				Description of Assumptions	
		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4		
		Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual		
Teachers - Regular		25.0		25.0		25.0		25.0							25 Teachers
Teachers - SPED		4.0		4.0		4.0		4.0							2 SpEd
Substitute Teachers		2.0		2.0		2.0		2.0							2 Substitutes
Teaching Assistants															
Specialty Teachers															
Aides															
Therapists & Counselors		2.0		2.0		2.0		2.0							2 School Counselors
Other															
<b>TOTAL INSTRUCTIONAL</b>	<b>0.0</b>	<b>33.0</b>	<b>0.0</b>	<b>33.0</b>	<b>0.0</b>	<b>33.0</b>	<b>0.0</b>	<b>33.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		
NON-INSTRUCTIONAL PERSONNEL FTE	PRIOR YEAR 2020-21 ACTUAL	ANNUAL BUDGETED FTE								ACTUAL QUARTERLY FTE				Description of Assumptions	
		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4		
		Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual		
Nurse															
Librarian															
Custodian															
Security															
Other															
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		
<b>TOTAL PERSONNEL SERVICE FTE</b>	<b>0.0</b>	<b>41.0</b>	<b>0.0</b>	<b>41.0</b>	<b>0.0</b>	<b>41.0</b>	<b>0.0</b>	<b>41.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		



**ELM COMMUNITY CHARTER SCHOOL**  
**Budget / Operating Plan**  
**2021-22**

Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-	-
Actual Student Enrollment	233	280	-	-	280	-	-	280	-	-	280	-	-

	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance

**EXPENSES**

		Avg. No. of Positions		1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
				Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>															
Executive Management		1.00		44,350		-	44,350		-	44,350		-	44,350		-
Instructional Management		1.00		32,875		-	32,875		-	32,875		-	32,875		-
Deans, Directors & Coordinators		2.00		61,275		-	61,275		-	61,275		-	61,275		-
CFO / Director of Finance		-		-		-	-		-	-		-	-		-
Operation / Business Manager		4.00		70,947		-	70,947		-	70,947		-	70,947		-
Administrative Staff		-		-		-	-		-	-		-	-		-
<b>TOTAL ADMINISTRATIVE STAFF</b>		<b>8.00</b>		<b>209,447</b>		<b>-</b>	<b>209,447</b>		<b>-</b>	<b>209,447</b>		<b>-</b>	<b>209,447</b>		<b>-</b>

<b>INSTRUCTIONAL PERSONNEL COSTS</b>															
Teachers - Regular		25.00		380,255		-	380,255		-	380,255		-	380,255		-
Teachers - SPED		4.00		66,750		-	66,750		-	66,750		-	66,750		-
Substitute Teachers		2.00		17,160		-	17,160		-	17,160		-	17,160		-
Teaching Assistants		-		-		-	-		-	-		-	-		-
Specialty Teachers		-		-		-	-		-	-		-	-		-
Aides		-		-		-	-		-	-		-	-		-
Therapists & Counselors		2.00		31,500		-	31,500		-	31,500		-	31,500		-
Other		-		8,750		-	8,750		-	8,750		-	8,750		-
<b>TOTAL INSTRUCTIONAL</b>		<b>33.00</b>		<b>504,415</b>		<b>-</b>	<b>504,415</b>		<b>-</b>	<b>504,415</b>		<b>-</b>	<b>504,415</b>		<b>-</b>

<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>															
Nurse		-		-		-	-		-	-		-	-		-
Librarian		-		-		-	-		-	-		-	-		-
Custodian		-		-		-	-		-	-		-	-		-
Security		-		-		-	-		-	-		-	-		-
Other		-		-		-	-		-	-		-	-		-
<b>TOTAL NON-INSTRUCTIONAL</b>		<b>-</b>		<b>-</b>		<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>		<b>-</b>

<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>		<b>41.00</b>		<b>713,862</b>		<b>-</b>	<b>713,862</b>		<b>-</b>	<b>713,862</b>		<b>-</b>	<b>713,862</b>		<b>-</b>
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<b>PAYROLL TAXES AND BENEFITS</b>															
Payroll Taxes				58,985		-	58,985		-	58,985		-	58,985		-
Fringe / Employee Benefits				67,033		-	67,033		-	67,033		-	67,033		-
Retirement / Pension				13,759		-	13,759		-	13,759		-	13,759		-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>				<b>139,777</b>		<b>-</b>	<b>139,777</b>		<b>-</b>	<b>139,777</b>		<b>-</b>	<b>139,777</b>		<b>-</b>

<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>41.00</b>		<b>853,639</b>		<b>-</b>	<b>853,639</b>		<b>-</b>	<b>853,639</b>		<b>-</b>	<b>853,639</b>		<b>-</b>
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<b>CONTRACTED SERVICES</b>															
Accounting / Audit				5,115		-	5,115		-	5,115		-	5,115		-
Legal				36,000		-	36,000		-	36,000		-	36,000		-
Management Company Fee				42,624		-	42,624		-	42,624		-	42,624		-
Nurse Services				-		-	-		-	-		-	-		-
Food Service / School Lunch				-		-	-		-	-		-	-		-
Payroll Services				14,671		-	14,671		-	14,671		-	14,671		-
Special Ed Services				5,000		-	5,000		-	5,000		-	5,000		-
Titlement Services (i.e. Title I)				-		-	-		-	-		-	-		-
Other Purchased / Professional / Consulting				33,250		-	33,250		-	33,250		-	33,250		-
<b>TOTAL CONTRACTED SERVICES</b>				<b>136,660</b>		<b>-</b>	<b>136,660</b>		<b>-</b>	<b>136,660</b>		<b>-</b>	<b>136,660</b>		<b>-</b>

ELM COMMUNITY CHARTER SCHOOL													
Budget / Operating Plan													
2021-22													
Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-	
Actual Student Enrollment	233	280	-	-	280	-	-	280	-	-	280	-	
	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>SCHOOL OPERATIONS</b>													
Board Expenses				-			-			-			-
Classroom / Teaching Supplies & Materials		21,259		-	21,259		-	21,259		-	21,259		-
Special Ed Supplies & Materials		-		-	-		-	-		-	-		-
Textbooks / Workbooks		10,875		-	10,875		-	10,875		-	10,875		-
Supplies & Materials other		4,025		-	4,025		-	4,025		-	4,025		-
Equipment / Furniture		25,225		-	25,225		-	25,225		-	25,225		-
Telephone		4,900		-	4,900		-	4,900		-	4,900		-
Technology		24,750		-	24,750		-	24,750		-	24,750		-
Student Testing & Assessment		1,250		-	1,250		-	1,250		-	1,250		-
Field Trips		-		-	-		-	-		-	-		-
Transportation (student)		-		-	-		-	-		-	-		-
Student Services - other		35,850		-	35,850		-	35,850		-	35,850		-
Office Expense		13,893		-	13,893		-	13,893		-	13,893		-
Staff Development		21,344		-	21,344		-	21,344		-	21,344		-
Staff Recruitment		7,875		-	7,875		-	7,875		-	7,875		-
Student Recruitment / Marketing		19,075		-	19,075		-	19,075		-	19,075		-
School Meals / Lunch		4,500		-	4,500		-	4,500		-	4,500		-
Travel (Staff)		-		-	-		-	-		-	-		-
Fundraising		-		-	-		-	-		-	-		-
Other		9,231		-	9,231		-	9,231		-	9,231		-
TOTAL SCHOOL OPERATIONS	-	204,051	-	-	204,051	-	-	204,051	-	-	204,051	-	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>													
Insurance		16,874		-	16,874		-	16,874		-	16,874		-
Janitorial		-		-	-		-	-		-	-		-
Building and Land Rent / Lease / Facility Finance Interest		333,093.75		-	333,094		-	333,094		-	333,094		-
Repairs & Maintenance		875		-	875		-	875		-	875		-
Equipment / Furniture		-		-	-		-	-		-	-		-
Security		-		-	-		-	-		-	-		-
Utilities		-		-	-		-	-		-	-		-
TOTAL FACILITY OPERATION & MAINTENANCE	-	350,843	-	-	350,843	-	-	350,843	-	-	350,843	-	-
<b>DEPRECIATION &amp; AMORTIZATION</b>													
COVID-19 / CONTINGENCY		27,135		-	27,135		-	27,135		-	27,135		-
DEFERRED RENT		50,000		-	50,000		-	50,000		-	50,000		-
		-		-	-		-	-		-	-		-
TOTAL EXPENSES	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-
NET INCOME	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-	-

ELM COMMUNITY CHARTER SCHOOL													
Budget / Operating Plan													
2021-22													
Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-	-
Actual Student Enrollment	233	280	-	-	280	-	-	280	-	-	280	-	-
	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>													
Number of Districts:	1	1	-	-	1	-	-	1	-	-	1	-	-
NYC CHANCELLOR'S OFFICE	233	280	-	-	280	-	-	280	-	-	280	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER School Districts: ( Weighted Avg )	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ENROLLMENT</b>	<b>233</b>	<b>280</b>	<b>-</b>	<b>-</b>	<b>280</b>	<b>-</b>	<b>-</b>	<b>280</b>	<b>-</b>	<b>-</b>	<b>280</b>	<b>-</b>	<b>-</b>
<b>REVENUE PER PUPIL</b>	<b>-</b>	<b>5,998</b>	<b>-</b>	<b>-</b>	<b>5,998</b>	<b>-</b>	<b>-</b>	<b>5,998</b>	<b>-</b>	<b>-</b>	<b>5,998</b>	<b>-</b>	<b>-</b>
<b>EXPENSES PER PUPIL</b>	<b>-</b>	<b>5,794</b>	<b>-</b>	<b>-</b>	<b>5,794</b>	<b>-</b>	<b>-</b>	<b>5,794</b>	<b>-</b>	<b>-</b>	<b>5,794</b>	<b>-</b>	<b>-</b>

		ELM COMMUNITY CHARTER SCHOOL Budget / Operating Plan 2021-22					DESCRIPTION OF ASSUMPTIONS
Total Revenue		6,717,472	6,717,472	-	6,717,472	6,717,472	
Total Expenses		6,489,310	6,489,310	-	(6,489,310)	(6,489,310)	
Net Income		228,162	228,162	-	228,162	228,162	
Actual Student Enrollment							
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue			2021-22				
Per Pupil Rate			Per Pupil Rate				
NYC CHANCELLOR'S OFFICE		4,716,320	4,716,320	-	4,716,320	4,716,320	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
-		-	-	-	-	-	
ALL OTHER School Districts: ( Weighted Avg )		-	-	-	-	-	
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)		4,716,320	4,716,320	-	4,716,320	4,716,320	
Special Education Revenue		384,442	384,442	-	384,442	384,442	
Grants							
Stimulus		-	-	-	-	-	
DYCD (Department of Youth and Community Development)		-	-	-	-	-	
Other		-	-	-	-	-	
NYC DoE Rental Assistance		1,332,375	1,332,375	-	1,332,375	1,332,375	
Other		22,254	22,254	-	22,254	22,254	
TOTAL REVENUE FROM STATE SOURCES		6,455,391	6,455,391	-	6,455,391	6,455,391	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		34,200	34,200	-	34,200	34,200	
Title I		51,426	51,426	-	51,426	51,426	
Title Funding - Other		17,735	17,735	-	17,735	17,735	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other		158,720	158,720	-	158,720	158,720	
TOTAL REVENUE FROM FEDERAL SOURCES		262,081	262,081	-	262,081	262,081	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations		-	-	-	-	-	
Fundraising		-	-	-	-	-	
Erate Reimbursement		-	-	-	-	-	
Earnings on Investments		-	-	-	-	-	
Interest Income		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
OTHER		-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		-	-	-	-	-	
<b>TOTAL REVENUE</b>		<b>6,717,472</b>	<b>6,717,472</b>	<b>-</b>	<b>6,717,472</b>	<b>6,717,472</b>	

		ELM COMMUNITY CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan					
		2021-22					
		6,717,472	6,717,472	-	6,717,472	6,717,472	
Total Revenue		6,717,472	6,717,472	-	6,717,472	6,717,472	
Total Expenses		6,489,310	6,489,310	-	(6,489,310)	(6,489,310)	
Net Income		228,162	228,162	-	228,162	228,162	
Actual Student Enrollment							
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
<b>EXPENSES</b>							
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>		Avg. No. of Positions					
Executive Management	1.00	177,400	177,400	-	(177,400)	(177,400)	
Instructional Management	1.00	131,500	131,500	-	(131,500)	(131,500)	
Deans, Directors & Coordinators	2.00	245,100	245,100	-	(245,100)	(245,100)	
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	4.00	283,789	283,789	-	(283,789)	(283,789)	
Administrative Staff	-	-	-	-	-	-	
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>8.00</b>	<b>837,789</b>	<b>837,789</b>	<b>-</b>	<b>(837,789)</b>	<b>(837,789)</b>	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	25.00	1,521,019	1,521,019	-	(1,521,019)	(1,521,019)	
Teachers - SPED	4.00	267,000	267,000	-	(267,000)	(267,000)	
Substitute Teachers	2.00	68,640	68,640	-	(68,640)	(68,640)	
Teaching Assistants	-	-	-	-	-	-	
Specialty Teachers	-	-	-	-	-	-	
Aides	-	-	-	-	-	-	
Therapists & Counselors	2.00	126,000	126,000	-	(126,000)	(126,000)	
Other	-	35,000	35,000	-	(35,000)	(35,000)	
<b>TOTAL INSTRUCTIONAL</b>	<b>33.00</b>	<b>2,017,659</b>	<b>2,017,659</b>	<b>-</b>	<b>(2,017,659)</b>	<b>(2,017,659)</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>41.00</b>	<b>2,855,448</b>	<b>2,855,448</b>	<b>-</b>	<b>(2,855,448)</b>	<b>(2,855,448)</b>	
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		235,941	235,941	-	(235,941)	(235,941)	
Fringe / Employee Benefits		268,132	268,132	-	(268,132)	(268,132)	
Retirement / Pension		55,036	55,036	-	(55,036)	(55,036)	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>559,109</b>	<b>559,109</b>	<b>-</b>	<b>(559,109)</b>	<b>(559,109)</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>41.00</b>	<b>3,414,557</b>	<b>3,414,557</b>	<b>-</b>	<b>(3,414,557)</b>	<b>(3,414,557)</b>	
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		20,460	20,460	-	(20,460)	(20,460)	
Legal		144,000	144,000	-	(144,000)	(144,000)	
Management Company Fee		170,496	170,496	-	(170,496)	(170,496)	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		58,685	58,685	-	(58,685)	(58,685)	
Special Ed Services		20,000	20,000	-	(20,000)	(20,000)	
Titlment Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		133,000	133,000	-	(133,000)	(133,000)	
<b>TOTAL CONTRACTED SERVICES</b>		<b>546,641</b>	<b>546,641</b>	<b>-</b>	<b>(546,641)</b>	<b>(546,641)</b>	



ELM COMMUNITY CHARTER SCHOOL						DESCRIPTION OF ASSUMPTIONS
Budget / Operating Plan						
2021-22						
		Total Year		VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
Total Revenue	6,717,472	6,717,472	-	6,717,472	6,717,472	
Total Expenses	6,489,310	6,489,310	-	(6,489,310)	(6,489,310)	
Net Income	228,162	228,162	-	228,162	228,162	
Actual Student Enrollment						
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	-	
Classroom / Teaching Supplies & Materials	85,036	85,036	-	(85,036)	(85,036)	
Special Ed Supplies & Materials	-	-	-	-	-	
Textbooks / Workbooks	43,500	43,500	-	(43,500)	(43,500)	
Supplies & Materials other	16,100	16,100	-	(16,100)	(16,100)	
Equipment / Furniture	100,901	100,901	-	(100,901)	(100,901)	
Telephone	19,600	19,600	-	(19,600)	(19,600)	
Technology	99,000	99,000	-	(99,000)	(99,000)	
Student Testing & Assessment	5,000	5,000	-	(5,000)	(5,000)	
Field Trips	-	-	-	-	-	
Transportation (student)	-	-	-	-	-	
Student Services - other	143,400	143,400	-	(143,400)	(143,400)	
Office Expense	55,570	55,570	-	(55,570)	(55,570)	
Staff Development	85,375	85,375	-	(85,375)	(85,375)	
Staff Recruitment	31,500	31,500	-	(31,500)	(31,500)	
Student Recruitment / Marketing	76,300	76,300	-	(76,300)	(76,300)	
School Meals / Lunch	18,000	18,000	-	(18,000)	(18,000)	
Travel (Staff)	-	-	-	-	-	
Fundraising	-	-	-	-	-	
Other	36,922	36,922	-	(36,922)	(36,922)	
<b>TOTAL SCHOOL OPERATIONS</b>	<b>816,204</b>	<b>816,204</b>	<b>-</b>	<b>(816,204)</b>	<b>(816,204)</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	67,495	67,495	-	(67,495)	(67,495)	
Janitorial	-	-	-	-	-	
Building and Land Rent / Lease / Facility Finance Interest	1,332,375	1,332,375	-	(1,332,375)	(1,332,375)	
Repairs & Maintenance	3,500	3,500	-	(3,500)	(3,500)	
Equipment / Furniture	-	-	-	-	-	
Security	-	-	-	-	-	
Utilities	-	-	-	-	-	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>1,403,370</b>	<b>1,403,370</b>	<b>-</b>	<b>(1,403,370)</b>	<b>(1,403,370)</b>	
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>108,538</b>	<b>108,538</b>	<b>-</b>	<b>(108,538)</b>	<b>(108,538)</b>	
<b>COVID-19 / CONTINGENCY</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>(200,000)</b>	<b>(200,000)</b>	
<b>DEFERRED RENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENSES</b>	<b>6,489,310</b>	<b>6,489,310</b>	<b>-</b>	<b>(6,489,310)</b>	<b>(6,489,310)</b>	
<b>NET INCOME</b>	<b>228,162</b>	<b>228,162</b>	<b>-</b>	<b>228,162</b>	<b>228,162</b>	

ELM COMMUNITY CHARTER SCHOOL												
Budget / Operating Plan												
2021-22												
	6,717,472	6,717,472	-	6,717,472	6,717,472							
Total Revenue												
Total Expenses	6,489,310	6,489,310	-	(6,489,310)	(6,489,310)							
Net Income	228,162	228,162	-	228,162	228,162							
Actual Student Enrollment												
	Total Year			VARIANCE		DESCRIPTION OF ASSUMPTIONS						
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget							
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b> Number of Districts: NYC CHANCELLOR'S OFFICE - - - - - - - - - - - - - ALL OTHER School Districts: ( Weighted Avg ) <b>TOTAL ENROLLMENT</b>  <b>REVENUE PER PUPIL</b>  <b>EXPENSES PER PUPIL</b>												

ELM COMMUNITY CHARTER SCHOOL														
Budget / Operating Plan														
2021-22														
	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	6,717,472
Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	6,717,472
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	6,489,310
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-	-	228,162
Actual Student Enrollment	233	280	-	-	280	-	-	280	-	-	280	-	-	-
	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30			Original Budget
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	
<b>CASH FLOW ADJUSTMENTS</b>														
OPERATING ACTIVITIES {enter descriptions below}														
Example - Add Back Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INVESTMENT ACTIVITIES {enter descriptions below}														
Example - Subtract Property and Equipment Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Investment Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FINANCING ACTIVITIES {enter descriptions below}														
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Flow Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET INCOME	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-	-	228,162
Beginning Cash Balance	1,505,394	1,505,394	-	-	1,562,435	-	-	1,619,475	-	-	1,676,516	-	-	1,505,394
ENDING CASH BALANCE	1,505,394	1,562,435	-	-	1,619,475	-	-	1,676,516	-	-	1,733,556	-	-	1,733,556

ELM COMMUNITY CHARTER SCHOOL					
Budget / Operating Plan					
2021-22					
	6,717,472	-	6,717,472	6,717,472	
Total Revenue	6,717,472	-	6,717,472	6,717,472	
Total Expenses	6,489,310	-	(6,489,310)	(6,489,310)	
Net Income	228,162	-	228,162	228,162	
Actual Student Enrollment					
Total Year		VARIANCE		DESCRIPTION OF ASSUMPTIONS	
Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget		
<b>CASH FLOW ADJUSTMENTS</b>					
OPERATING ACTIVITIES {enter descriptions below }					
Example - Add Back Depreciation	-	-	-	-	
Other	-	-	-	-	
Total Operating Activities	-	-	-	-	
INVESTMENT ACTIVITIES {enter descriptions below }					
Example - Subtract Property and Equipment Expenditures	-	-	-	-	
Other	-	-	-	-	
Total Investment Activities	-	-	-	-	
FINANCING ACTIVITIES {enter descriptions below }					
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	
Other	-	-	-	-	
Total Financing Activities	-	-	-	-	
Total Cash Flow Adjustments	-	-	-	-	
<b>NET INCOME</b>	<b>228,162</b>	<b>-</b>	<b>228,162</b>	<b>228,162</b>	
Beginning Cash Balance	1,505,394	-	-	-	
<b>ENDING CASH BALANCE</b>	<b>1,733,556</b>	<b>-</b>	<b>228,162</b>	<b>228,162</b>	

**ELM COMMUNITY CHARTER SCHOOL  
BALANCE SHEET  
2021-22**

	Prior Year	Q1	Q2	Q3	Q4
	2020-21	As of 9/30	As of 12/31	As of 3/31	As of 6/30
<b><u>ASSETS</u></b>					
<b><u>CURRENT ASSETS</u></b>					
Cash and cash equivalents	-	-	-	-	-
Grants and contracts receivable	-	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Contributions and other receivables	-	-	-	-	-
<b>TOTAL CURRENT ASSETS</b>	-	-	-	-	-
<b><u>PROPERTY, BUILDING AND EQUIPMENT, net</u></b>	-	-	-	-	-
<b><u>OTHER ASSETS</u></b>	-	-	-	-	-
<b>TOTAL ASSETS</b>	-	-	-	-	-
<b><u>LIABILITIES AND NET ASSETS</u></b>					
<b><u>CURRENT LIABILITIES</u></b>					
Accounts payable and accrued expenses	-	-	-	-	-
Accrued payroll and benefits	-	-	-	-	-
Deferred Revenue	-	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>	-	-	-	-	-
<b><u>LONG-TERM DEBT and NOTES PAYABLE, net current maturities</u></b>	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	-	-	-	-	-
<b><u>NET ASSETS</u></b>					
Unrestricted	-	-	-	-	-
Temporarily restricted	-	-	-	-	-
<b>TOTAL NET ASSETS</b>	-	-	-	-	-
<b>TOTAL LIABILITIES AND NET ASSETS</b>	-	-	-	-	-

ELM COMMUNITY CHARTER SCHOOL

Budget / Operating Plan

2021-22

Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-
Actual Student Enrollment	-	280	-	-	280	-	-	280	-	-	280	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance

REVENUE		2021-22											
REVENUES FROM STATE SOURCES		Per Pupil Rate											
Per Pupil Revenue		Per Pupil Rate											
NYC CHANCELLOR'S OFFICE	16,844	1,179,080	-	1,179,080	-	1,179,080	-	1,179,080	-	1,179,080	-	1,179,080	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER School Districts: ( Count = 0 )	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	16,844	1,179,080	-	1,179,080	-	1,179,080	-	1,179,080	-	1,179,080	-	1,179,080	-
Special Education Revenue		96,111	-	96,111	-	96,111	-	96,111	-	96,111	-	96,111	-
Grants													
Stimulus													
DYCD (Department of Youth and Community Development)													
Other													
NYC DoE Rental Assistance		333,094	-	333,094	-	333,094	-	333,094	-	333,094	-	333,094	-
Other		5,564	-	5,564	-	5,564	-	5,564	-	5,564	-	5,564	-
TOTAL REVENUE FROM STATE SOURCES		1,613,848	-	1,613,848	-	1,613,848	-	1,613,848	-	1,613,848	-	1,613,848	-
REVENUE FROM FEDERAL FUNDING													
IDEA Special Needs		8,550	-	8,550	-	8,550	-	8,550	-	8,550	-	8,550	-
Title I		12,857	-	12,857	-	12,857	-	12,857	-	12,857	-	12,857	-
Title Funding - Other		4,434	-	4,434	-	4,434	-	4,434	-	4,434	-	4,434	-
School Food Service (Free Lunch)		-	-	-	-	-	-	-	-	-	-	-	-
Grants													
Charter School Program (CSP) Planning & Implementation													
Other													
Other		39,680	-	39,680	-	39,680	-	39,680	-	39,680	-	39,680	-
TOTAL REVENUE FROM FEDERAL SOURCES		65,520	-	65,520	-	65,520	-	65,520	-	65,520	-	65,520	-
LOCAL and OTHER REVENUE													
Contributions and Donations													
Fundraising													
Erate Reimbursement													
Earnings on Investments													
Interest Income													
Food Service (Income from meals)													
Text Book													
OTHER													
TOTAL REVENUE FROM LOCAL and OTHER SOURCES													
TOTAL REVENUE		1,679,368	-	1,679,368	-	1,679,368	-	1,679,368	-	1,679,368	-	1,679,368	-

ELM COMMUNITY CHARTER SCHOOL

Budget / Operating Plan

2021-22

Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-
Actual Student Enrollment	-	280	-	-	280	-	-	280	-	-	280	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance

EXPENSES	Quarter 0 No. of Positions	2021-22											
		Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>													
Executive Management	-	44,350	-	44,350	-	44,350	-	44,350	-	44,350	-	44,350	-
Instructional Management	-	32,875	-	32,875	-	32,875	-	32,875	-	32,875	-	32,875	-
Deans, Directors & Coordinators	-	61,275	-	61,275	-	61,275	-	61,275	-	61,275	-	61,275	-
CFO / Director of Finance	-	-	-	-	-	-	-	-	-	-	-	-	-
Operation / Business Manager	-	70,947	-	70,947	-	70,947	-	70,947	-	70,947	-	70,947	-
Administrative Staff	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	<b>209,447</b>	-	<b>209,447</b>	-	<b>209,447</b>	-	<b>209,447</b>	-	<b>209,447</b>	-	<b>209,447</b>	-
<b>INSTRUCTIONAL PERSONNEL COSTS</b>													
Teachers - Regular	-	380,255	-	380,255	-	380,255	-	380,255	-	380,255	-	380,255	-
Teachers - SPED	-	66,750	-	66,750	-	66,750	-	66,750	-	66,750	-	66,750	-
Substitute Teachers	-	17,160	-	17,160	-	17,160	-	17,160	-	17,160	-	17,160	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-
Aides	-	-	-	-	-	-	-	-	-	-	-	-	-
Therapists & Counselors	-	31,500	-	31,500	-	31,500	-	31,500	-	31,500	-	31,500	-
Other	-	8,750	-	8,750	-	8,750	-	8,750	-	8,750	-	8,750	-
<b>TOTAL INSTRUCTIONAL</b>	-	<b>504,415</b>	-	<b>504,415</b>	-	<b>504,415</b>	-	<b>504,415</b>	-	<b>504,415</b>	-	<b>504,415</b>	-
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>													
Nurse	-	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	<b>-</b>	-	<b>-</b>	-	<b>-</b>	-	<b>-</b>	-	<b>-</b>	-	<b>-</b>	-
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	-	<b>713,862</b>	-	<b>713,862</b>	-	<b>713,862</b>	-	<b>713,862</b>	-	<b>713,862</b>	-	<b>713,862</b>	-
<b>PAYROLL TAXES AND BENEFITS</b>													
Payroll Taxes	-	58,985	-	58,985	-	58,985	-	58,985	-	58,985	-	58,985	-
Fringe / Employee Benefits	-	67,033	-	67,033	-	67,033	-	67,033	-	67,033	-	67,033	-
Retirement / Pension	-	13,759	-	13,759	-	13,759	-	13,759	-	13,759	-	13,759	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	-	<b>139,777</b>	-	<b>139,777</b>	-	<b>139,777</b>	-	<b>139,777</b>	-	<b>139,777</b>	-	<b>139,777</b>	-
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-	<b>853,639</b>	-	<b>853,639</b>	-	<b>853,639</b>	-	<b>853,639</b>	-	<b>853,639</b>	-	<b>853,639</b>	-
<b>CONTRACTED SERVICES</b>													
Accounting / Audit	-	5,115	-	5,115	-	5,115	-	5,115	-	5,115	-	5,115	-
Legal	-	36,000	-	36,000	-	36,000	-	36,000	-	36,000	-	36,000	-
Management Company Fee	-	42,624	-	42,624	-	42,624	-	42,624	-	42,624	-	42,624	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-
Payroll Services	-	14,671	-	14,671	-	14,671	-	14,671	-	14,671	-	14,671	-
Special Ed Services	-	5,000	-	5,000	-	5,000	-	5,000	-	5,000	-	5,000	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	33,250	-	33,250	-	33,250	-	33,250	-	33,250	-	33,250	-
<b>TOTAL CONTRACTED SERVICES</b>	-	<b>136,660</b>	-	<b>136,660</b>	-	<b>136,660</b>	-	<b>136,660</b>	-	<b>136,660</b>	-	<b>136,660</b>	-

**ELM COMMUNITY CHARTER SCHOOL**

**Budget / Operating Plan**

**2021-22**

Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-
Actual Student Enrollment	-	280	-	-	280	-	-	280	-	-	280	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Current Budget	Variance		Current Budget	Variance		Current Budget	Variance		Current Budget	Variance
	Actual			Actual			Actual			Actual		

<b>SCHOOL OPERATIONS</b>												
Board Expenses		-	-		-	-		-	-		-	-
Classroom / Teaching Supplies & Materials		21,259	-		21,259	-		21,259	-		21,259	-
Special Ed Supplies & Materials		-	-		-	-		-	-		-	-
Textbooks / Workbooks		10,875	-		10,875	-		10,875	-		10,875	-
Supplies & Materials other		4,025	-		4,025	-		4,025	-		4,025	-
Equipment / Furniture		25,225	-		25,225	-		25,225	-		25,225	-
Telephone		4,900	-		4,900	-		4,900	-		4,900	-
Technology		24,750	-		24,750	-		24,750	-		24,750	-
Student Testing & Assessment		1,250	-		1,250	-		1,250	-		1,250	-
Field Trips		-	-		-	-		-	-		-	-
Transportation (student)		-	-		-	-		-	-		-	-
Student Services - other		35,850	-		35,850	-		35,850	-		35,850	-
Office Expense		13,893	-		13,893	-		13,893	-		13,893	-
Staff Development		21,344	-		21,344	-		21,344	-		21,344	-
Staff Recruitment		7,875	-		7,875	-		7,875	-		7,875	-
Student Recruitment / Marketing		19,075	-		19,075	-		19,075	-		19,075	-
School Meals / Lunch		4,500	-		4,500	-		4,500	-		4,500	-
Travel (Staff)		-	-		-	-		-	-		-	-
Fundraising		-	-		-	-		-	-		-	-
Other		9,231	-		9,231	-		9,231	-		9,231	-
<b>TOTAL SCHOOL OPERATIONS</b>		204,051	-		204,051	-		204,051	-		204,051	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>												
Insurance		16,874	-		16,874	-		16,874	-		16,874	-
Janitorial		-	-		-	-		-	-		-	-
Building and Land Rent / Lease / Facility Finance Interest		333,094	-		333,094	-		333,094	-		333,094	-
Repairs & Maintenance		875	-		875	-		875	-		875	-
Equipment / Furniture		-	-		-	-		-	-		-	-
Security		-	-		-	-		-	-		-	-
Utilities		-	-		-	-		-	-		-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>		350,843	-		350,843	-		350,843	-		350,843	-
<b>DEPRECIATION &amp; AMORTIZATION</b>		27,135	-		27,135	-		27,135	-		27,135	-
<b>COVID-19 / CONTINGENCY</b>		50,000	-		50,000	-		50,000	-		50,000	-
<b>DEFERRED RENT</b>		-	-		-	-		-	-		-	-
<b>TOTAL EXPENSES</b>		1,622,328	-		1,622,328	-		1,622,328	-		1,622,328	-
<b>NET INCOME</b>		57,041	-		57,041	-		57,041	-		57,041	-



**ELM COMMUNITY CHARTER SCHOOL**

**Budget / Operating Plan**

**2021-22**

Total Revenue	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-	-	1,679,368	-
Total Expenses	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-	-	1,622,328	-
Net Income	-	57,041	-	-	57,041	-	-	57,041	-	-	57,041	-
Actual Student Enrollment	-	280	-	-	280	-	-	280	-	-	280	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Current			Current			Current			Current	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance

ENROLLMENT - *School Districts Are Linked To Above Entries*												
NYC CHANCELLOR'S OFFICE	-	280	-	-	280	-	-	280	-	-	280	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER School Districts: ( Count = 0 )	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ENROLLMENT</b>	-	<b>280</b>	-	-	<b>280</b>	-	-	<b>280</b>	-	-	<b>280</b>	-
<b>REVENUE PER PUPIL</b>	-	<b>5,998</b>	-	-	<b>5,998</b>	-	-	<b>5,998</b>	-	-	<b>5,998</b>	-
<b>EXPENSES PER PUPIL</b>	-	<b>5,794</b>	-	-	<b>5,794</b>	-	-	<b>5,794</b>	-	-	<b>5,794</b>	-



**ELM COMMUNITY CHARTER SCHOOL  
Budget / Operating Plan**

**2021-22**

Total Revenue	-	-	-	6,717,472	(6,717,472)	-	-	6,717,472	(6,717,472)	-	-
Total Expenses	-	-	-	6,489,310	6,489,310	-	-	6,489,310	6,489,310	-	-
Net Income	-	-	-	228,162	(228,162)	-	-	228,162	(228,162)	-	-
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-	-

**TOTALS AND VARIANCE ANALYSIS**

\*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget - TY	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual CY vs. Actual PY
<b>EXPENSES</b>											
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>											
Executive Management	-	-	-	177,400	177,400	-	-	177,400	177,400	-	-
Instructional Management	-	-	-	131,500	131,500	-	-	131,500	131,500	-	-
Deans, Directors & Coordinators	-	-	-	245,100	245,100	-	-	245,100	245,100	-	-
CFO / Director of Finance	-	-	-	-	-	-	-	-	-	-	-
Operation / Business Manager	-	-	-	283,789	283,789	-	-	283,789	283,789	-	-
Administrative Staff	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	-	-	837,789	837,789	-	-	837,789	837,789	-	-
<b>INSTRUCTIONAL PERSONNEL COSTS</b>											
Teachers - Regular	-	-	-	1,521,019	1,521,019	-	-	1,521,019	1,521,019	-	-
Teachers - SPED	-	-	-	267,000	267,000	-	-	267,000	267,000	-	-
Substitute Teachers	-	-	-	68,640	68,640	-	-	68,640	68,640	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	-	-	-	-	-	-	-
Aides	-	-	-	-	-	-	-	-	-	-	-
Therapists & Counselors	-	-	-	126,000	126,000	-	-	126,000	126,000	-	-
Other	-	-	-	35,000	35,000	-	-	35,000	35,000	-	-
<b>TOTAL INSTRUCTIONAL</b>	-	-	-	2,017,659	2,017,659	-	-	2,017,659	2,017,659	-	-
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>											
Nurse	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	2,855,448	2,855,448	-	-	2,855,448	2,855,448	-	-
<b>PAYROLL TAXES AND BENEFITS</b>											
Payroll Taxes	-	-	-	235,941	235,941	-	-	235,941	235,941	-	-
Fringe / Employee Benefits	-	-	-	268,132	268,132	-	-	268,132	268,132	-	-
Retirement / Pension	-	-	-	55,036	55,036	-	-	55,036	55,036	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	-	-	-	559,109	559,109	-	-	559,109	559,109	-	-
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-	-	-	3,414,557	3,414,557	-	-	3,414,557	3,414,557	-	-
<b>CONTRACTED SERVICES</b>											
Accounting / Audit	-	-	-	20,460	20,460	-	-	20,460	20,460	-	-
Legal	-	-	-	144,000	144,000	-	-	144,000	144,000	-	-
Management Company Fee	-	-	-	170,496	170,496	-	-	170,496	170,496	-	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-	-	-	-	-
Payroll Services	-	-	-	58,685	58,685	-	-	58,685	58,685	-	-
Special Ed Services	-	-	-	20,000	20,000	-	-	20,000	20,000	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	133,000	133,000	-	-	133,000	133,000	-	-
<b>TOTAL CONTRACTED SERVICES</b>	-	-	-	546,641	546,641	-	-	546,641	546,641	-	-

**ELM COMMUNITY CHARTER SCHOOL  
Budget / Operating Plan**

**2021-22**

Total Revenue	-	-	-	6,717,472	(6,717,472)	-	-	6,717,472	(6,717,472)	-	-
Total Expenses	-	-	-	6,489,310	6,489,310	-	-	6,489,310	6,489,310	-	-
Net Income	-	-	-	228,162	(228,162)	-	-	228,162	(228,162)	-	-
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-	-

**TOTALS AND VARIANCE ANALYSIS**

\*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget - TY	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual CY vs. Actual PY
<b>SCHOOL OPERATIONS</b>											
Board Expenses	-	-	-	-	-	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	85,036	85,036	-	-	85,036	85,036	-	-
Special Ed Supplies & Materials	-	-	-	-	-	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	43,500	43,500	-	-	43,500	43,500	-	-
Supplies & Materials other	-	-	-	16,100	16,100	-	-	16,100	16,100	-	-
Equipment / Furniture	-	-	-	100,901	100,901	-	-	100,901	100,901	-	-
Telephone	-	-	-	19,600	19,600	-	-	19,600	19,600	-	-
Technology	-	-	-	99,000	99,000	-	-	99,000	99,000	-	-
Student Testing & Assessment	-	-	-	5,000	5,000	-	-	5,000	5,000	-	-
Field Trips	-	-	-	-	-	-	-	-	-	-	-
Transportation (student)	-	-	-	-	-	-	-	-	-	-	-
Student Services - other	-	-	-	143,400	143,400	-	-	143,400	143,400	-	-
Office Expense	-	-	-	55,570	55,570	-	-	55,570	55,570	-	-
Staff Development	-	-	-	85,375	85,375	-	-	85,375	85,375	-	-
Staff Recruitment	-	-	-	31,500	31,500	-	-	31,500	31,500	-	-
Student Recruitment / Marketing	-	-	-	76,300	76,300	-	-	76,300	76,300	-	-
School Meals / Lunch	-	-	-	18,000	18,000	-	-	18,000	18,000	-	-
Travel (Staff)	-	-	-	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	36,922	36,922	-	-	36,922	36,922	-	-
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	816,204	816,204	-	-	816,204	816,204	-	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>											
Insurance	-	-	-	67,495	67,495	-	-	67,495	67,495	-	-
Janitorial	-	-	-	-	-	-	-	-	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	1,332,375	1,332,375	-	-	1,332,375	1,332,375	-	-
Repairs & Maintenance	-	-	-	3,500	3,500	-	-	3,500	3,500	-	-
Equipment / Furniture	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	1,403,370	1,403,370	-	-	1,403,370	1,403,370	-	-
<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-	-	108,538	108,538	-	-	108,538	108,538	-	-
<b>COVID-19 / CONTINGENCY</b>	-	-	-	200,000	200,000	-	-	200,000	200,000	-	-
<b>DEFERRED RENT</b>	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	-	-	-	6,489,310	6,489,310	-	-	6,489,310	6,489,310	-	-
<b>NET INCOME</b>	-	-	-	228,162	(228,162)	-	-	228,162	(228,162)	-	-

**ELM COMMUNITY CHARTER SCHOOL**

**Budget / Operating Plan**

2021-22

Total Revenue	-	-	-	6,717,472	(6,717,472)	-	-	6,717,472	(6,717,472)	-	-
Total Expenses	-	-	-	6,489,310	6,489,310	-	-	6,489,310	6,489,310	-	-
Net Income	-	-	-	228,162	(228,162)	-	-	228,162	(228,162)	-	-
Actual Student Enrollment	-	-	-			-	-			-	-

**\*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed**

TOTALS AND VARIANCE ANALYSIS										
Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget - TY	Actual vs. Original Budget TY	PY Actual (PY TY / Actual CY Quarters)	Actual CY vs. Actual PY

<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>* Enrollment Data Based on Last Actual Quarter Completed</b>										
NYC CHANCELLOR'S OFFICE	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
-	-	-	-		-	-		-	-		-
ALL OTHER School Districts: ( Count = 0 )	-	-	-		-	-		-	-		-
<b>TOTAL ENROLLMENT</b>	-	-	-		-	-		-	-		-
<b>REVENUE PER PUPIL</b>	-	-	-		-	-		-	-		-
<b>EXPENSES PER PUPIL</b>	-	-	-		-	-		-	-		-



**Annual Report Requirement**  
*for SUNY Authorized Charter Schools*  
**ELM COMMUNITY CHARTER SCHOOL**  
**2021-22**

Administrative  
expenditures per pupil:

\$0.00

Per NYS Statute

Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

**\*NOTE: THIS TAB ONLY NEEDS TO BE COMPLETED FOR Q4**



**Transmittal Form**  
**Annual Financial Statement Audit Report**  
*for SUNY Authorized Charter Schools*

Charter School Name:	Elm Community Charter School
Audit Period:	2020-21
Prior Period:	2019-20
Report Due Date:	Monday, November 1, 2021
School Fiscal Contact Name:	Derian De La Torre
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Schall & Ashenfarb
School Audit Contact Name:	Stephen Smith
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]

**SUNY CHARTER SCHOOLS INSTITUTE - Reporting Requirements:**

Online Portal: <https://my.epicenternow.org/>

**Required 8 Items:**

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

**And, if applicable:**

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. If not applicable enter "N/A."

	<i>If not included, state the reason(s) below. Or, if not applicable fill in "N/A":</i>
4) Management Letter	N/A
5) Management Letter Response	N/A
6) Form 990; or Extension Form 8868	
7) Federal Single Audit/ Uniform Guidance in 2 CFR Part 200, Subpart F	N/A
8) Corrective Action Plan	

**ELM COMMUNITY CHARTER SCHOOL**  
**Statement of Financial Position**  
**as of June 30, 2021**

<u>ASSETS</u>	<u>2020-21</u>	<u>2019-20</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 1,789,333	\$ 840,909
Grants and contracts receivable	130,430	90,088
Accounts receivables	-	-
Prepaid expenses	-	8,854
Contributions and other receivables	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>1,919,763</b>	<b>939,851</b>
<b><u>PROPERTY, BUILDING AND EQUIPMENT, net</u></b>	<b>276,197</b>	<b>222,930</b>
<b><u>OTHER ASSETS</u></b>	<b>483,500</b>	<b>600,166</b>
<b>TOTAL ASSETS</b>	<b>2,679,460</b>	<b>1,762,947</b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 198,087	\$ 204,127
Accrued payroll and benefits	-	-
Deferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	70,000
Other	-	664
<b>TOTAL CURRENT LIABILITIES</b>	<b>198,087</b>	<b>274,791</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Deferred Rent	128,323	-
All other long-term debt and notes payable, net current maturities	-	318,625
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>128,323</b>	<b>318,625</b>
<b>TOTAL LIABILITIES</b>	<b>326,410</b>	<b>593,416</b>
<b><u>NET ASSETS</u></b>		
Without Donor Restrictions	2,353,050	1,169,531
With Donor Restrictions	-	-
<b>TOTAL NET ASSETS</b>	<b>2,353,050</b>	<b>1,169,531</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>2,679,460</b>	<b>1,762,947</b>

CK - Should be zero    -    -



**ELM COMMUNITY CHARTER SCHOOL**

**Statement of Activities**

**as of June 30, 2021**

	2020-21			2019-20
	Without Donor Restrictions	With Donor Restrictions	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
Public School District				
Resident Student Enrollment	\$ 3,756,272	\$ -	\$ 3,756,272	\$ 3,053,561
Students with disabilities	344,491	-	344,491	204,082
Grants and Contracts				
State and local	-	-	-	-
Federal - Title and IDEA	148,140	-	148,140	215,705
Federal - Other	-	-	-	-
Other	318,625	-	318,625	-
NYC DoE Rental Assistance	1,075,730	-	1,075,730	700,000
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	<b>5,643,258</b>	<b>-</b>	<b>5,643,258</b>	<b>4,173,348</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 3,231,158	\$ -	\$ 3,231,158	\$ 2,440,549
Special Education	523,089	-	523,089	464,864
Other Programs	-	-	-	-
Total Program Services	3,754,247	-	3,754,247	2,905,413
Management and general	746,078	-	746,078	517,406
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>4,500,325</b>	<b>-</b>	<b>4,500,325</b>	<b>3,422,819</b>
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	<b>1,142,933</b>	<b>-</b>	<b>1,142,933</b>	<b>750,529</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Contributions				
Foundations	\$ 38,058	\$ -	\$ 38,058	\$ 2,430
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	2,528	-	2,528	7,800
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>40,586</b>	<b>-</b>	<b>40,586</b>	<b>10,230</b>
<b>CHANGE IN NET ASSETS</b>	<b>1,183,519</b>	<b>-</b>	<b>1,183,519</b>	<b>760,759</b>
NET ASSETS BEGINNING OF YEAR	1,169,531	-	1,169,531	408,772
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS END OF YEAR</b>	<b>\$ 2,353,050</b>	<b>\$ -</b>	<b>\$ 2,353,050</b>	<b>\$ 1,169,531</b>

**ELM COMMUNITY CHARTER SCHOOL**  
**Statement of Cash Flows**  
**as of June 30, 2021**

	<u>2020-21</u>	<u>2019-20</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 1,183,519	\$ 760,759
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	(10,828)	-
Depreciation	108,882	71,444
Grants Receivable	-	-
Due from NYS	(29,514)	153,780
Grant revenues	(664)	(36,011)
Prepaid Expenses	8,854	6,749
Accounts Payable	(6,040)	51,707
Accrued Expenses	-	-
Accrued Liabilities	128,323	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	428	3,900
Other	(318,625)	318,625
Other	116,666	(530,166)
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 1,181,001</b>	<b>\$ 800,787</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>		
Purchase of equipment	(162,149)	(161,700)
Other	-	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (162,149)</b>	<b>\$ (161,700)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>		
Principal payments on long-term debt	(70,000)	(40,000)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ (70,000)</b>	<b>\$ (40,000)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 948,852</b>	<b>\$ 599,087</b>
Cash at beginning of year	840,909	245,722
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 1,789,761</b>	<b>\$ 844,809</b>

**ELM COMMUNITY CHARTER SCHOOL**  
**Statement of Functional Expenses**  
**as of June 30, 2021**

	No. of Positions	2020-21							2019-20	
		Program Services				Supporting Services			Total	Total
		Regular Education	Special Education	Other Education	Total	Fund-raising	Management and General	Total		
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	6.00	328,385	53,161	-	381,546	-	290,616	290,616	672,162	516,323
Instructional Personnel	24.00	1,164,272	188,482	-	1,352,754	-	-	-	1,352,754	1,039,122
Non-Instructional Personnel	-	-	-	-	-	-	-	-	-	-
Total Salaries and Staff	30.00	1,492,657	241,643	-	1,734,300	-	290,616	290,616	2,024,916	1,555,445
Fringe Benefits & Payroll Taxes		306,336	49,592	-	355,929	-	59,642	59,642	415,570	315,096
Retirement		27,337	4,426	-	31,762	-	5,322	5,322	37,085	-
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting Services		11,182	1,810	-	12,992	-	251,715	251,715	264,707	366,583
Building and Land Rent / Lease / Facility Finance Interest		1,046,154	169,360	-	1,215,514	-	-	-	1,215,514	744,492
Repairs & Maintenance		-	-	-	-	-	-	-	-	-
Insurance		38,079	6,165	-	44,244	-	7,807	7,807	52,051	43,663
Utilities		-	-	-	-	-	-	-	-	-
Supplies / Materials		25,826	4,182	-	30,008	-	-	-	30,008	57,280
Equipment / Furnishings		-	-	-	-	-	-	-	-	-
Staff Development		116,174	18,808	-	134,982	-	-	-	134,982	153,841
Marketing / Recruitment		-	-	-	-	-	51,384	51,384	51,384	39,298
Technology		-	-	-	-	-	-	-	-	-
Food Service		-	-	-	-	-	-	-	-	-
Student Services		-	-	-	-	-	-	-	-	-
Office Expense		29,305	4,745	-	34,050	-	71,094	71,094	105,144	63,856
Depreciation		93,711	15,171	-	108,882	-	-	-	108,882	71,444
OTHER		44,397	7,187	-	51,584	-	8,498	8,498	60,082	11,821
<b>Total Expenses</b>		<b>\$ 3,231,158</b>	<b>\$ 523,089</b>	<b>\$ -</b>	<b>\$ 3,754,247</b>	<b>\$ -</b>	<b>\$ 746,078</b>	<b>\$ 746,078</b>	<b>\$ 4,500,325</b>	<b>\$ 3,422,819</b>

**Minutes of Thirty-Fifth Board Meeting**

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

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

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

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

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



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

I) APPROVALS

- **Board Meeting 034 Minutes unanimously approved**

II) FINANCE

- No updates. All updates for EOY budget and audits will be reviewed during August's board meeting.

III) FACILITIES

- *Glendale space*
  - Renovations are complete. The building is ready to receive staff and students. Minor fixes occurring through the summer such as hanging of school sign.
  - Mechanical engineers (2) have inspected and provided recommendation for ventilation system including the
- *Long-term lease signed*
  - We are already working with the LL and construction arm on building out the design of the school.
- *Lawrence Zhou*
  - L. Zhou, crucial in efforts to secure short-term and long-term ECCS spaces, is transitioning off ECCS board sometime this year.

IV) GENERAL UPDATES

- Academic: Overall, there was a dip in the academic progress from cycle 3 to 4 due to the sudden switch to remote learning.
  - *Reading results*
    - 46% of Kindergarten learners met the EOY goal
    - 44% of 1st grade learners met the EOY goal
    - 85% of 2nd grade learners met the EOY goal, achieving EOY benchmark!
  - *Reading next steps*
    - Remote Summer Enrichment for emerging readers (readers who are two or more levels below end of year expectations).
    - Increased opportunities for small group reading instruction during the school year for kindergarten and 1st grade learners.
    - Mandated reading intervention blocks for all emerging and developing readers during the school day.
  - *Writing results*
    - All grade levels showed growth in proficiency between Cycle 1 and Cycle 2.
    - There was no growth or a decrease in proficiency between Cycle 2



and Cycle 3.

- *Math results (Number Stories)*
  - All grade levels made growth throughout the school year.
  - Prior to school closing, all grade levels were on track to meet the EOY benchmark.
- *Math next steps (Number Stories)*
  - Increased opportunities to analyze student work from number stories; Revised assessment cycles
- Enrollment
  - While there are some concerns on retention due to COVID-19, overall ECCS has thus far been able to keep families and the total budgeted seats across all grade levels.
  - Families are moving more than usual and withdrawing due to: moving out of state or country, our school's move out of district 25, and registering in a local DOE school that is closer.
  - There is a decent waitlist and we have moved forward in recruiting more families to let them know of our new location.
- Personnel
  - ECCS currently has filled all positions. We are currently looking for an in-house substitute teacher.
- Reopening plan
  - ECCS will reveal a 5-phase reopening plan to SUNY and Department of Health late July and will make available to families and community via our website and virtual town halls.

V) BOARD DEVELOPMENT

- As current ECCS board members will continue to reach out to their networks and recruit new board members, as some terms gradually come to an end.

VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:19 P.M.**

**Minutes of Thirty-Sixth Board Meeting**

The thirty-sixth board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **August 27, 2020 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	
Anupa Jacob	
Zaineb Tambawalla	
Prijo Thomas	
Chelsea Kim	
Grace Yun	
Michael Dorcelly	
Priscilla Walton*	
Bryson Wilson**	
Brad Blosser**	
Derain D.**	

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

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

\*\*B. Wilson, B. Blosser, and D. De la Torre are representatives from EdTech and aren’t board members.



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

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

I) APPROVALS

- Board Meeting 035 Minutes **unanimously approved.**

II) GENERAL UPDATES

- Reopening plan
  - Classes to begin virtually on Monday, 08/31/2020
  - Two family town halls, new student family orientation, two teacher sessions, and teacher institute have taken place over summer.
  - 5-phase plan would bring in children gradually per grade level, starting with kindergartens
  - Protocols and procedure in places for students who get covid-19 or covid-19 like symptoms.
  - Safety and hygienic protocols in place (meals, bathroom use, building entry & exit, wellness checks, etc.) in place to ensure reduction in chances of virus spread
  - Academic focuses that are responsive to learners
    - increasing the frequency of reading, writing, and math small groups where learners receive targeted instruction.
    - focusing on mastery-based instruction to close academic gaps.
  - Social-emotional learning
    - ECCS core values--identity, community, creativity--used to drive reopening plan
- Enrollment
  - ECCS is meeting enrollment numbers.
  - Will continue to monitor changes. We have a decent waitlist.

III) FINANCE

- Positive variance in revenue for total student enrollment.
- Positive variance with per pupil funding and grants.
- EOY expenditure vs budget financial budget metric met.
- Additional \$32K received in CARES Act educational funding.

IV) FRIENDS OF ECCS (FoECCS)

- *Current onboarding process*
  - Working on finalizing documents to begin officially in September 2020
- *Financial policies*
  - Finalizing financial policies and practices for approval to raise funds to support ECCS projects and goals



V) BOARD DEVELOPMENT

- Susie Kim (Academic Committee)
  - To be connected with this individual to lead work of Academic Committee.
- Focus on searching for board member candidates with the following roles/areas of expertise:
  - Lead in financial development work FoECCS
  - Lead in fundraising in both FoECCS and ECCS

VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:43 P.M.**

**Minutes of Thirty-Seventh Board Meeting**

The thirty-seventh board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **September 24, 2020 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

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

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

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

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



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

I) APPROVALS

- Board Meeting 036 Minutes **unanimously approved.**

II) GENERAL UPDATES

- *Enrollment*
  - Current enrollment at 225 students.
- *Reopening*
  - Preparing for Phase 2 in plan (allowing kindergarten students to return).
  - 77% of families want to phase into in-person learning as phases progress.
  - Building safety updates: Building's H&V and HVAC systems have been reviewed, inspected, flushed, and serviced. Phase 2 classrooms are ready for reopening.
  - Continuing to monitor health guidelines from state and local health departments, orders from governor and mayor, and best practices from CDC.

III) FINANCE

- Fiscal-year 2021 is on target for enrollment.
- Positive variance in revenue from per-pupil funding (increase in SpEd students).
- Budget vs actual expenses as expected for August 2020.
- Application submitted for forgiveness of PPP loan (awaiting response).

IV) FRIENDS OF ECCS (FoECCS)

- Documents and other preparations occurring for EdTech to oversee financial operations of FoECCS.
  - This was supported by ECCS Finance Committee.
- FoECCS members: Debbie, Saffiyah, & Brenda (from original ECCS Board).
- In search for finance/development expert to join FoECCS Board.

V) DEVELOPMENT

- Start board member nominees in November 2020. Looking for the following members:
  - Finance
  - Fundraising
  - Academic
- Focus on searching for board member to lead financial development work FoECCS
  - priority on fundraising efforts for facilities purchases, instructional materials, and other ECCS projects

VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:37 P.M.**

**Minutes of Thirty-Eighth Board Meeting**

The thirty-eighth board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **October 29, 2020 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

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

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

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

\*\*B. Wilson & Derian D. are representatives from edtech and are not ECCS board members.

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



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

I) APPROVALS

- **Board Meeting 037 Minutes unanimously approved.**
- **Financial audit unanimously approved.**

II) GENERAL UPDATES

- *COVID-19*
  - ECCS located in a current “Yellow Zone” as determined by NYC and NYS
    - randomized testing from city occurs as a result
  - Staff and students are still required to complete health screenings prior to entering the building.
  - Hybrid model has been able to meet students needs, support learners of all styles while enabling them to be safe them to be safe, and has rolled out slow enough to assess efficacy of plan.
    - Difficulties have been changes to teacher-to-student pairings, changes in student rosters, and the capacity of the school building.
  - Phases 4&5 of reopening plan to begin Monday, November 30th.

III) FACILITIES UPDATES

- DoB plans have been approved, so upward building on structure may begin.
- Improvements and renovations to continue.
- Fundraising plans in discussion to raise money to support long-term space renovations costs.

IV) FINANCE UPDATES

- Year-to-date expenses, excluding facilities, below budget.
- Expected to end current fiscal year with three months worth of expenses to spare.
- Projections for operating income in November 2020 expected to increase significantly.
- ECCS has applied for PPP loan forgiveness through chase.
- Third-party financial audit should be completed by November 2020. Initial draft has begun; no issues of concern have been presented by auditors.

VI) DEVELOPMENT

- High need of ECCS Board to engage in fundraising strategy to raise money to support the building of long-term space.
- ECCS Board to present potential proposals for donors to present to Finance Committee for review.

VII) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:58 P.M.**



**Minutes of Thirty-Ninth Board Meeting**

The thirty-ninth board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **November 19, 2020 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Lawrence Zhou
Debbie Thomas	
Prijo Thomas	
Anupa Jacob	
Zaineb Tambawalla	
Michael Dorcelly	
Grace Yun	
Priscilla Walton*	
Derian D**	
Brad Blosser**	

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

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

\*\*B. Blosser & Derian D. are representatives from edtech and are not ECCS board members.

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



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

I) APPROVALS

- **Board Meeting 038 Minutes unanimously approved.**
- **Documentation Retention Policy unanimously approved.**

II) GENERAL UPDATES

- *Enrollment*
  - ECCS working to fill in as many seats as possible prior to Winter Break to avoid any major gaps in learning with new learners
- *Reopening*
  - NYC DoE has closed schools until further notice. ECCS is engaged in a fully-remote program now.
  - ECCS working to secure funds for student technology needs at home.
- *Academic*
  - ECCS goal: students K-3 at 80% proficient F&P levels and 70% proficient in math levels by the end of Quarter 1
  - Virtual learning has made meeting goals difficult for subgroups such as EBL & students with IEPs.
  - The following will service as instructional adjustments for Cycle 2:
    - *Reading:*
      - Kindergarten: Sight Words, Reading Level C Books
      - 1st Grade: Sight Words, Word Solving Strategies
      - 2nd Grade: Character Analysis, Determining Importance
      - 3rd Grade: Main Idea
    - *Math:*
      - More learners will have access to manipulatives via materials distribution.
      - More direct instruction during Math Workshop to teach skills needed to solve problems.
    - *Writing:*
      - More flex days to reteach teaching points.
      - More consistent work submission, analysis from teachers, and feedback to learners.

III) FACILITIES UPDATES

- Groundbreaking ceremony for long-term facilities site held on Monday, November 16th
  - Ceremony attended by key stakeholders across ECCS community
  - Highlights include student address by ECCS 3rd grade student.



IV) FINANCE UPDATES

- In overall expenses, ECCS is significantly below budget in terms of expected expenditures by this point of the year.
- Positive variances in per-pupil funding, curriculum and classroom expenses, personnel costs, and other key budget areas.
- Projected to finish SY 2020-21 with over three months expenses in the bank, as recommended by SUNY.

VI) DEVELOPMENT

- Fundraising
  - Elm Board to research and send names of organizations to Finance Committee
  - Finance Committee to reach out to and receive proposals from 4-6 organizations
  - Finance Committee to share proposals to the Board

VII) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:56 P.M.**





**Minutes of Fortieth Board Meeting**

The fortieth board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **December 17, 2020 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	
Debbie Thomas	
Prijo Thomas	
Anupa Jacob	
Zaineb Tambawalla	
Michael Dorcelly	
Grace Yun	
Priscilla Walton*	

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

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

Meeting notes. Board resolutions are shown in bold.

#### I) APPROVALS

- **Board Meeting 039 Minutes unanimously approved.**

#### II) GENERAL UPDATES

- *Enrollment*
  - For FY21, budgeted 225 students.
  - For January, invoiced for 232 students.
- *Reopening*
  - Plans to open doors for in-person learning in January 19, 2020
  - School Leadership will follow COVID-19 trends, CDC and DOH guidelines, and observe NYCDOE/mayoral decisions before confirming

#### III) FACILITIES

- Drafts of floor plans continuously being drafted for upcoming long-term space
- Working with Landlord regarding security system

#### IV) FINANCE

- Expect to see positive variance moving forward in >60% SpEd
- Federal grants variance due to timing.
- YTD actual expenses excluding facilities are significantly below budget
- Positive variances across almost all budget lines
- Facilities expenses are in line with expectations
- Loan forgiveness for PPP Loan approved and funds will move into appropriate revenue line

#### V) DEVELOPMENT

- *Fundraising*
  - Fundraising consultants to be invited to present to ECCS Board
  - Significant technology resources raised over the past month through donations from Tiger Foundation, Google, and GoFundMe
- *New board member*
  - Academic Committee to perform interview for potential new member



**Minutes of Forty-first Board Meeting**

The forty-first board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **January 28, 2021 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	
Debbie Thomas	
Prijo Thomas	
Anupa Jacob	
Zaineb Tambawalla	
Michael Dorcelly	
Grace Yun	
Priscilla Walton*	
Kim Ueyama**	
Michael Hutchinson**	

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

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

\*\*Kim Ueyama and Michael Hutchinson, fundraising consultants, are non ECCS Board member.

Meeting notes. Board resolutions are shown in bold.

I) APPROVALS

- **Board Meeting 040 Minutes unanimously approved.**
- **Fiscal policies change unanimously approved.**

II) PRESENTATIONS: FUNDRAISING CONSULTANTS

- Kim Ueyama, Independent
- Michael Hutchinson, Changing Our World
- ECCS Board to vote on decision

III) DEVELOPMENT

- Continued push for ECCS Board Members to search for individuals to lead fundraising efforts and individuals to participate on Friends of ECCS.
- School-based fundraising efforts have been made with funds raised for technology and COVID-19 on-site testing.

IV) GENERAL UPDATES

- *Enrollment*
  - +12 students over budgeted amount
- *Reopening*
  - ECCS remains virtual due to COVID-19 7-day %-positive rolling averages remaining high
  - When ECCS doors open, school will be able to provide 1:1 devices, on-site COVID-19 testing, and hotspots for remote families in need

V) FACILITIES UPDATES

- Currently working on the furniture layout for wiring and cabling of the building.
- Hired architect: Gluck +
- Hiring an IT company to design IT, security system

VI) FINANCE UPDATES

- More revenue coming in than planned for → positive variance.
- Budget vs actuals as expected.

VII) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 9:30 PM.**



**Minutes of Forty-Second Board Meeting**

The forty-second board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **February 25, 2021 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Anupa Jacob
Debbie Thomas	Grace Yun
Prijo Thomas	
Zaineb Tambawalla	
Michael Dorcelly	
Priscilla Walton*	
Derian D**	

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

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

\*\*Derian D, edtech employee, is a non ECCS Board member.

Meeting notes. Board resolutions are shown in bold.

I) APPROVALS

- **Board Meeting 041 Minutes unanimously approved.**

II) FUNDRAISING VOTE

- *Votes for a fundraising consultant selection:*
  - **Changing Our World: 3**
  - Kim Ueyama: 2
  - Abstain: 0
  - Not present: 2

III) GENERAL UPDATES

- *Community Circle*
  - Founder/Principal Priscilla shared a recording of the virtual community circle showing an interview of a professional singer. Topics covered passion, talent, and race.
- *Enrollment*
  - Some concerns with the recruitment of new families during a pandemic
  - exploring innovative virtual ways for recruiting new families including virtual tours, marketing in the MTA,
  - 90% of families have indicated committing to returning to ECCS in Fall 2021
- *Reopening*
  - *next set of reopening dates are March 15, 2021 (for lower grades) and March 22, 2021 (for upper grades).*

IV) FACILITIES UPDATE

- Information technology floorplan beginning to be designed
- Construction for long term space in progress - foundation has been complete built and frame has gone up!

V) FINANCE UPDATE

- Positive variance in overall per pupil funding for general ed. and special ed. Employment
- Additional funding has come in from federal funds, individual donors, and foundations.
- Year-to-date expenses have come in under initial set out budget.
- Expected to end current fiscal year with three months expenses in savings.

VI) MOTION TO ADJOURN

- **Meeting adjourned at 08:42 P.M.**



**Minutes of Forty-Third Board Meeting**

The forty-third board meeting of the directors of Elm Community Charter School (ECCS) was held via Google Meet video conference call on **March 25, 2021 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Anupa Jacob
Debbie Thomas	Grace Yun
Michael Dorcelly	Zaineb Tambawalla
Prijo Thomas	Priscilla Walton*

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

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



Meeting notes. Board resolutions are shown in bold.

I) APPROVALS

- **Board Meeting 042 Minutes unanimously approved.**
- **990 unanimously approved**

II) FUNDRAISING

- Changing Our World consultancy group to draft and send over formal work agreement for board to look over and sign.

III) GENERAL UPDATES

- Application Update for 2021-22
  - Lottery will be on 4/2 - virtual
  - ECCS hired another operations associate to focus specifically on student recruitment in the months of April and May
  - Partnering with some other middle school, tabling at Queens Center
  - Goal usually around this time is 500 applications, which has not yet been met.
- Reopening Update
  - We opened our doors to K-3! We are currently serving roughly 50% of our learners in-person and 50% virtually
  - We need to start considering our academic program (e.g. hybrid) for the following year.

IV) FACILITIES UPDATE

- Cellar has been built out
- First floor cement floor has been put down
- Topping out Ceremony will be happening sometime in June! This is when the entire structure is built including the roof! ECCS planning larger scale community event for this.

V) FINANCE UPDATE

- *All of the below contributing to healthy financial state:*
  - Current total enrollment is higher than projected
  - Total SWD enrollment higher than projected
  - PPP Loan forgiven → status moved from debt to cash balance
  - Surpluses in cash due to change in staffing
  - Spending under budget across the board

VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:04 P.M.**





**Minutes of Forty-Fourth Board Meeting**

The forty-fourth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **April 30, 2021 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Anupa Jacob
Debbie Thomas	
Michael Dorcelly	
Grace Yun	
Prijo Thomas	
Zaineb Tambawalla	
Priscilla Walton*	

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

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Meeting notes. Board resolutions are shown in bold.

I) APPROVALS

- **Board Meeting 043 Minutes unanimously approved.**

II) FUNDRAISING

- Contract or Engage Our World consulting company being drafted so costs can be included in next budget
- Fundraising hoping to be completed by February 2022

III) GENERAL UPDATES

- *Enrollment (next year)*
  - Over 400 applications for SY 2021-22 so far [79% of this have registered]
  - Still looking to build application pool

IV) FACILITIES UPDATE

- Construction continuing
- Topping-out ceremony coming soon

V) FINANCE UPDATE

- School leader compensation
- Revenue still based on 233 enrollment number
- Larger budget than actual expenditures
  - Healthy cash reserve on hand due to low expenses

VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:53 P.M.**



**Minutes of Forty-Fifth Board Meeting**

The forty-fifth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **May 27, 2021 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting’s agenda, prior meeting’s minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Anupa Jacob
Debbie Thomas	Grace Yun
Michael Dorcelly	
Prijo Thomas	
Zaineb Tambawalla	
Priscilla Walton*	
Derian D.**	

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

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

\*\*Derian D, edtech employee, is a non ECCS Board member.



Meeting notes. Board resolutions are shown in bold.

#### I) APPROVALS

- **Board Meeting 043 Minutes unanimously approved.**
- **Board Meeting 044 Minutes unanimously approved.**
- **Lawrence Zhou to advisory counsel**
- **Form 990 for calendar year 2019 unanimously approved.**

#### II) GENERAL UPDATES

- Long term facility construction continues.
- Registration confirmations ahead of schedule: 5 seats available; 129 on waitlist.
- *Literacy data strengths*
  - Consistency between reading scores on each grade, and writing scores on each grade
  - Overall, Elm is outperforming their district 24 peers in reading
  - Overall, Elm is outperforming their district 24 peers in reading scores for our EBL and IEP populations
  - Overall, Elm is outperforming their district 24 peers in “state test” scores
  - Kindergarten students are less than 10% away from achieving Elm’s goal, and is performing higher than the previous two years
  - 3rd Grade is less than 10% away from achieving Elm’s goal
  - First Grade students are performing better at Cycle 3 than they were at the start of this school year - gaps are closing
- Literacy data next steps
  - The 2nd Grade and 3rd Grade cohort of students are reading at lower levels than in the 2019-2020 School Year.
  - In 2021/2022, we will revamp 3rd and 4th Grade guided reading, shifting the emphasis to novel studies and lessons that push for deeper levels of comprehension in longer, more complex texts.
  - Grades are not yet fully meeting Elm’s goal in reading or writing
  - In 2021/2022, all students will be in-person, and we will use technology to divide the students up by skill level across classes in SFA (phonics), guided reading, and writing. Students will receive more targeted instruction. Teachers will keep track of student progress more frequently through the use of reading trackers, and students will be grouped flexibly, able to fluidly move around according to their individual performance.
- Analysis Growth Areas: Math Benchmark
  - **Kindergarten:** representing number stories in a number sentence
  - **1st Grade:** understanding the meaning of the equal sign, analyzing data
  - **2nd Grade:** skip counting, telling time, measurement, partitioning
  - **3rd Grade:** bar graphs, properties of operations, area, division
- Analysis next steps for next year:
  - Number Stories
  - **Kindergarten:** representations & efficiency (base 10 proficiency)
  - **1st Grade:** number sentences for story, representations/efficiency (base 10



- proficiency)
- **2nd Grade:** number sentence for story, efficiency (base 10 proficiency), accuracy
- **Informal Data Analysis (Number Stories):** Teachers will study learner work weekly and score number stories using the Number Stories rubric. This informal data analysis will support teachers with identifying learners' growth area. During bi-weekly instructional team meetings, we review the data collected as a team to solidify actionable next steps and we can also set goals for moving learners.
- **Reteach Days:** Grade Teams identified standards that learners did not master and have planned reteach days when they will teach the standard in a different way to increase mastery.
- Next steps for SY 2021-2022
  - Curriculum Updates (2nd - 4th Grade)
    - For the learners that spent the majority of the year virtual, we will update the curriculum to be more mastery based to ensure they master grade-appropriate content.
    - TERC Investigations → EngageNY → EngageNY + Context for Learning
  - Math Routines
    - 15-20 minutes of daily practice of counting and grade-appropriate math facts
  - Continuous Monitoring - Informal Data Tracking:
    - Continuous monitoring starting from the beginning of the year to support teachers with identifying gaps in learner knowledge.
    - Teachers will be able to effectively target necessary skills in lessons.
  - Differentiation PDs:
    - Standards-Based Differentiation: During unit launches, identifying standards below and above the grade-level standards to identify plans for differentiation.

#### IV) FACILITIES UPDATE

- Long term facility construction continues.

#### V) FINANCE UPDATE

- *FY 2022 Proposed Budget*
  - Project 280 students to be key driver of funds
  - Expected 41 full time employees
  - \$6.5M expected total revenue versus a \$6.3 expected total expenses
  - Expected increases in areas such as after school programs, furniture expenses, etc.-- (areas where expenses were limited in FY 2021 due to COVID 19 pandemic)
  - Over \$500K in federal grants recently received (CARES Act; American Rescue Plan)

#### VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:15 P.M.**

### Minutes of Forty-Sixth Board Meeting

The forty-seventh board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **June 24, 2021 at 7:30 p.m.**, pursuant to notice by Chris Kong, board president, setting forth the time and place of the meeting, and emailed to each of the other directors at least one week before the date of this meeting. Those who could not be physically present had the option of streaming in via video conference call. Written notice was also mailed to all directors at least one week before the date of this meeting. The meeting's agenda, prior meeting's minutes, and additional reading materials were sent to board members prior to the start of the meeting.

ATTENDED VIDEO CONFERENCE	DID NOT ATTEND VIDEO CONFERENCE
Chris Kong	Prijo Thomas
Debbie Thomas	
Michael Dorcelly	
Anupa Jacob	
Grace Yun	
Zaineb Tambawalla	
Priscilla Walton*	
Derian D.**	

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

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\*\*Derian D, edtech employee, is a non ECCS Board member.

Meeting notes. Board resolutions are shown in bold.

#### I) APPROVALS

- **Board Meeting 045 Minutes unanimously approved.**
- **FY 2022 Proposed Budget Unanimously approved.**

#### II) FINANCE UPDATE

- Final Billing for Fiscal Year
  - For FY21 we budgeted 225 students. Our final per pupil invoice submitted in May invoiced for 233 students
  - Positive variance of \$160K in per pupil funding due to positive enrollment variance.
  - YTD actual expenses are \$505K below budget
  - We are projecting to finish the fiscal year with a positive variance of \$803K (driven by stronger enrollment, PPP forgiveness, CARES Act, and savings throughout the year)
  - We can expect an increase in allocation to federal funding (CRRSA & ARP)
- FY22 Proposed Budget
  - Projecting 280 students
  - 4.5% Increase in per pupil rate
  - 7.8% projected SpEd population
  - 41 full time employees
  - \$6.7M expected total revenue
  - \$6.4M expected total expenses
  - COVID related adjustments
  - Expected to finish the fiscal year above 3 months expenses

#### IV) FUNDRAISING UPDATE

- COW to interview school leaders, administration and Board members
- Looking to begin end of July (3-month period) and possibly extending until end of year

#### V) ELM UPDATE

- We have officially completed our 3<sup>rd</sup> year!
- Received a total of 475 applications
- We hired someone on the operations team to focus on recruitment
- We are almost fully enrolled for next year
- Topping out ceremony is Monday 6/28

#### VI) ON THE HORIZON

- Facilities: Building is on track for delivery, to discuss security system and plumbing
- Board Members: As our board members transition off over the next 2 years, reaching out to networks regarding new board members joining!

#### VII) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 09:00 P.M.**





**ELM COMMUNITY  
CHARTER SCHOOL**

**2020-21 ACCOUNTABILITY PLAN  
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

AUGUST 16, 2021

BY PRISCILLA WALTON

69-26 COOPER AVENUE  
GLENDALE NY 11385

(347) 474-3288



## 2020-21 ACCOUNTABILITY PLAN PROGRESS REPORT

Priscilla Walton, Founder & Principal, and Kayla Cobb, Assistant Principal prepared this 2020-21 Accountability Progress Report on behalf of the school’s board of trustees: Priscilla Wat

Trustee’s Name	Board Position	
	Office (e.g. chair, treasurer, secretary)	committees (e.g. finance, executive)
Chris Kong	Chair	finance, executive
Debbie Thomas	Vice Chair	executive
Michael Dorcelly	Secretary	executive, academic
Anupa Jacob	Treasurer, finance chair	finance
Prijo Thomas	Voting member	finance
Zaineb Hussain	Academic chair	academic
Grace Yun	Voting member	academic

**Priscilla Walton has served as the Founder & Principal since 2017.**

## SCHOOL OVERVIEW

As a school seeking to invest in Queens, our vision is to see every child in the central Queens area discover their passions, talents, and power to enrich their community. We believe that in order to truly invest in this community's growth and development, we must aim high, committing to reaching every child that walks through our doors.

Thus, our mission is to cultivate student leaders with the character and capacity to form their own identity, seize any opportunity, and shape the world around them through integrated studies and collaborative learning. Our goal is to provide a rigorous and holistic academic program that will enable our students to choose a middle-school program of their choice.

In the 2020-21 school year, Elm served Kindergarten through Third Grade. In full capacity, Elm will serve Kindergarten through Fifth Grade.

Elm is founded upon 5 key design elements that drive our academic program and school culture:

**Collaborative Learning:** Elm believes that students learn best when they are challenged to discuss, debate, and form conclusions and opinions with others similar to and different from themselves. Collaborative learning ultimately develops students' ability to think critically and creatively, while also building their social skills, confidence, and capability to articulate their ideas clearly. At Elm, our academic program highlights collaborative group work, with rubrics that hold teachers and students accountable to focusing on a group's collaborative learning process rather than solely the product.

**Student-Led Integrated Studies:** At Elm, we believe that students learn best when they are engaged in interdisciplinary studies and pushed to use higher order thinking skills, adapting their knowledge and understanding to conflicting perspectives and real-world scenarios. Our essential learning periods are our Integrated Studies blocks: Humanities and STEM. During these blocks, students design and conduct their own experiments and projects, explore divergent solutions and conclusions, and show their understanding of content through the development of their own evidence-based conclusions. When students take ownership over their education, it can yield a greater love for learning and academic success.

**Data-Driven Small Group Learning:** At Elm, we believe students learn best when instruction is tailored to their specific needs. Teachers will receive weekly training on data collection and analysis using standard-based grading and reading leveled assessments. Our schedule also creatively and strategically creates space for smaller class sizes including, splitting classes in half up to 2 hours a day and providing small group instruction up to 3 hours a day. Our staffing plan allows for a lead and associate teachers in every classroom, giving teachers the flexibility to implement a myriad of teaching options including parallel teaching, and co-teaching.

**A Focus on Self-Exploration and Self-Awareness:** We believe students learn best when they are self-aware, knowing what frustrates and motivates them in order to do their best throughout the day. At the foundation of successful collaborative learning must be social and emotional intelligence. Our schedule devotes considerable time guiding students through their emotions around failure,

disagreements, and conflicts. The goal is to cultivate students’ self-awareness so that they are able to articulate their feelings, preferences, and ideas with one another. The development of students’ emotional intelligence will be nurtured through Yale’s RULER program on Emotional Intelligence.

Creative Courses (Doing and Making to Think Differently): At Elm, we believe students learn best when they can make things with their hands and voices, experiencing topics through the arts. We aim to provide students with a well-rounded education through our Creative Courses, which consist of fine arts, chorus/vocal and music theory, woodwork/shop class, blocks, physical education and organized sports, and Spanish. Our schedule ensures that specials teachers are able to join collaborative planning meetings, as well as facilitate small groups of students who choose to present their knowledge through an arts project rather than an academic performance task.

During the 2020-21 school year, Elm started the school year with the whole school solely in a virtual remote learning model. In October, Elm invited roughly 50% of learners back to in-person learning following the NY Department of Health’s health and safety guidelines. In November, due to the increase of COVID-19 positive cases, Elm resumed fully remote learning. In March, as COVID-19 positive cases decreased, Elm opened its doors again to in-person learning and was able to successfully implement a hybrid learning model with roughly 50% of learners and staff in-person and 50% of learners and staff teaching remotely.

Throughout the school year, Elm’s leadership team held weekly meetings with Elm families to provide weekly updates and receive feedback. Elm continued to conduct quarterly parent workshops virtually, our in-house school counselor worked closely with teachers, leaders, and parents of at-risk learners. Elm partnered with T-Mobile to provide families with hot spots and neighboring schools to provide weekly groceries to families in need.

## ENROLLMENT SUMMARY

In the table below, provide the school’s BEDS Day enrollment for each school year.

School Enrollment by Grade Level and School Year														
School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2016-17														
2017-18														
2018-19	53	48	0	0	0	0	0	0	0	0	0	0	0	101
2019-20	78	55	56	0	0	0	0	0	0	0	0	0	0	189
2020-21	48	78	56	55	0	0	0	0	0	0	0	0	0	237

## GOAL 1: ENGLISH LANGUAGE ARTS

### ELEMENTARY AND MIDDLE ENGLISH LANGUAGE ARTS

#### Goal 1: English Language Arts

All students will be proficient readers and writers in English Language Arts.

#### BACKGROUND

Elm will create its own adaptation of Teachers College Reading and Writing Project (TCRWP) to support all students in becoming proficient readers and writers. TCRWP employs a balanced literacy approach, is aligned to New York Common Core Learning Standards, and provides students with multiple opportunities throughout the day to strengthen their listening, speaking, reading, and writing skills in various forums. This is especially beneficial for our ELLs, whom we call our Emergent Bilingual Learners (EBLs), as they expand their receptive and expressive language skills.

The balanced literacy approach was chosen for Elm because of the structured workshops and explicit lessons providing all students a model of excellence, an opportunity to practice independently or in collaborative groups, and the dedicated time for teachers to provide 1:1 or small group support to meet the individual needs of students. It is a good foundation in gradually building our own literacy curriculum tailored for our students' specific needs.

Starting in kindergarten, all Elm students will receive at least two hours of literacy instruction each day and engage in the following literacy components: Reading Workshop, Writing Workshop, Interactive Reading, and SFA (K-1), and Guided Reading (K-4).

During the 2020-21 school year, learners in both remote and in-person settings continued to participate in full day schedules in whole group instruction with 1-2 hours of small group instruction. Remote learners participated in synchronous / live instruction throughout the day, while in-person learners were able to participate in small group instruction virtually. The Elm leadership team continued to provide professional development specifically around virtual learning components and changes during weekly whole-staff and grade-level instructional meetings. Elm leaders and teachers continued to conduct quarterly assessments virtually.

#### METHOD

During the 2020-21 school year, Elm primarily used the quarterly Fountas & Pinnell (F&P) Benchmark Assessment System to assess student growth and achievement in ELA. Due to the COVID-19 outbreak, 100% of in-person Elm learners opted out of state testing. In order to continue collecting data on student growth in this area, Elm developed internal benchmarks mirroring the NY ELA State Test.

RESULTS AND EVALUATION

By the end of each grade level, 80% of learners should be at or above grade level benchmarks determined by the Fountas & Pinnell Benchmark Assessment System. The table below shows this end of year data.

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient <sup>1</sup>	Number Tested	Percent Proficient	Number Tested
K	83%	46	n/a	n/a
1	58%	78	64%	61
2	55%	56	58%	50
3	65%	65	74%	47
All	65%	235	65%	158

Overall, Elm learners continue to grow in reading levels (below), particularly in Kindergarten. Achievement of Elm’s goal for Kindergarten of 80% proficiency can be attributed to significant changes to Year 3’s reading and writing program and a greater focus on professional development on literacy. In grades 1-3, there continue to be gaps in reading level proficiencies, but data shows a steady increase in learners enrolled in at least their second year at Elm (above). While Elm continues to work diligently to increase academic achievement and close academic gaps, data shows that reading levels continue to grow with the following average growths in each grade level:

- Kindergarten: 1.6 reading levels
- First Grade: 1.2 reading levels
- Second Grade: 1.1 reading levels
- Third Grade: 0.7 reading levels

Overall, our end of year assessments showed:

- By the end of Kindergarten, 80% of learners should be reading at or above a Level D according to the Fountas & Pinnell Benchmark Assessment System. At the end of the Year 3, 83% of Kindergarteners met this goal.
- By the end of First Grade, 80% of learners should be reading at or above a Level J according to the Fountas & Pinnell Benchmark Assessment System. At the end of Year 3, 58% of First Graders met this goal.
- By the end of Second Grade, 80% of learners should be reading at or above a Level M according to the Fountas & Pinnell Benchmark Assessment System. At the end of Year 3, 55% of Second Graders met this goal.

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<sup>1</sup> Proficient is defined as scoring at or above the grade-level RIT score cut score according to the most recently available linking study found [here](#). Refer to pages 15-16, tables 3.5 and 3.6.

- By the end of Third Grade, 80% of learners should be reading at or above a Level P according to the Fountas & Pinnell Benchmark Assessment System. At the end of Year 3, 65% of Third Graders met this goal.

### ADDITIONAL CONTEXT AND EVIDENCE

While we were able to assess all learners during the quarterly assessments, all remote learners participated in F&P assessments virtually, which had many difficulties. Learner engagement was often not as high with limited support at home or ability for teachers to provide additional support to ensure accurate assessment data. Professional development targeted methods of questioning and various support (e.g. frequent breaks, scaffolded questions) that teachers could implement.

### SUMMARY OF THE ELEMENTARY AND MIDDLE ENGLISH LANGUAGE ARTS GOAL

Kindergarten was able to achieve the literacy goal set in the Accountability Plan. However, overall, while Elm students have grown throughout the school year, grades 1-3 did not attain the literacy goals set in the Accountability Plan. During quarterly leadership and staff data analysis, we also closely analyzed Elm's at-risk populations. While we need to continue to close achievement gaps, many at-risk students continue to grow throughout the school year, with the following proficiencies:

- 83% proficiency amongst Kindergarten students with IEPs
- 90% proficiency amongst Kindergarten students identified as ELL
- 19% proficiency amongst First Grade students with IEPs
- 53% proficiency amongst First Grade students identified as ELL
- 29% proficiency amongst Second Grade students with IEPs
- 30% proficiency amongst Second Grade students identified as ELL
- 50% proficiency amongst Third Grade students with IEPs
- 67% proficiency amongst Third Grade students identified as ELL

Overall, Elm learners are growing in reading proficiency, but there are areas of growth and targeted strategies to implement in this upcoming 2021-22 school year.

### ACTION PLAN

During an End of Year Data Day, Elm's leadership team facilitated data analysis amongst all staff and created priorities for the 2021-22 school year.

**Data-Driven Instruction:** A foci in professional development sessions will be continuous monitoring and conferring with targeted teaching points. Together with leadership, Elm teachers will consistently collect informal data in order to track and growth and proactively adjust instruction to meet learners' needs.

**Curriculum:** In 2021-22, Elm's leadership team will revamp 3rd and 4th grade guided reading, shifting the emphasis to novel studies and lessons that push for deeper levels of comprehension in longer, more complex texts.

**Targeted Instruction:** In 2021-22, we plan on inviting all students back to in-person learning. Elm will continue to implement small group literacy instruction with the use of technology. This year, in

addition to reading comprehension small groups, students will also be divided into homogeneous groups for phonics using Elm's Success For All (SFA) program, which was temporarily paused due to the pandemic and health and safety protocols. Teachers will keep track of student progress more frequently through the use of reading trackers, and students will be grouped flexibly, able to fluidly move around according to their individual performance.

**Rich Discourse:** To better support all learners, but particularly our ELL students, another focus in professional development will be the development of rich discourse using accountable talk and various learning experiences including the incorporation of frequent partner talk, small group, and whole group discussions.



## GOAL 2: MATHEMATICS

### ELEMENTARY AND MIDDLE MATHEMATICS

Students will demonstrate competency in the understanding and application of mathematical computation and problem solving.

#### BACKGROUND

Elm will utilize two main components for Math: Cognitively Guided Instruction (CGI) and Math Workshop. During the 2020-21 school year, students in each grade will have approximately 45 minutes of math instruction each day regardless of whether they are remote or in-person.

CGI will operate in direct alignment with New York State's Common Core Learning Standards for Mathematics, which are based on the Common Core State Standards for Mathematical Practice.

Math Workshop is a mastery-based academic component that will teach students fundamental math skills. The focus of this curriculum is on students building a strong conceptual foundation that they can use to solve problems in their everyday experiences. The curriculum will be tailored from TERC Investigations and Context For Learning curriculum to have a greater emphasis on mastering math skills.

#### METHOD

During the 2020-21 school year, Elm primarily used internal Math Benchmark Assessments adapted from math assessments utilized nationally and created by Stephanie Z. Smith and Marvin E. Smith. Due to the COVID-19 outbreak, 100% of in-person Elm learners opted out of state testing. However, in lieu of the third grade NYS Math Test, we administered an internally developed assessment for 3rd grade learners that reflected previously administered NYS Math tests.

#### RESULTS AND EVALUATION

By the end of each grade level, 85% of learners should demonstrate proficiency on the end of year Math Benchmark Assessment. The table below shows this end of year data.

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient <sup>2</sup>	Number Tested	Percent Proficient	Number Tested
K	78%	46	N/A	N/A
1	78%	63	83%	47

<sup>2</sup> Proficient is defined as scoring at or above the grade-level RIT score cut score according to the most recently available linking study found [here](#). Refer to pages 15-16, tables 3.5 and 3.6.

2	65%	55	67%	49
3	24%	55	20%	46
All	61%	219	57%	142

Overall some progress was made toward the end of year goal of 85% proficiency on the Math Benchmark Assessment. Significant progress was made in Kindergarten and First Grade, with both grades missing the goal by only 7 percentage points.

Although 2nd grade was further from the end of year proficiency goal, throughout the year Second grade learners made 57 percentage points of growth from the beginning of year benchmark to the end of year benchmark. This high percentage of growth demonstrates the positive instructional changes (targeted small groups, meaningful reteach lessons, continuous monitoring) made throughout the year to identify learners gaps and support learner growth.

Third grade learners did not perform well on the end of year math benchmark, missing the goal by 61 percentage points. While this assessment was aligned to standards, we do not believe that it accurately reflects learners’ performance on the NYS Math Test. When administered another assessment that was more similar to the NYS Math Test, 45% of learners demonstrated proficiency, which is closer to the District 24’s proficiency of 50%.

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient <sup>3</sup>	Number Tested	Percent Proficient	Number Tested
3	45%	55	48%	46

**ADDITIONAL CONTEXT AND EVIDENCE**

During our remote learning periods of learning, Elm’s math program severely differed from our normal program. Elm’s math program includes integration of hands-on learning activities and manipulatives in every activity and lesson. However, due to health and safety guidelines, Elm’s math program was limited to virtual and visual components with little to no hands-on / kinesthetic manipulatives. Similarly, these limitations also existed in Elm’s assessments, with all learners (in-person and virtual) completing assessments virtually with little use of manipulatives. This along with other factors may have hindered academic growth and proficiency:

- Only 25% of 2nd and 3rd graders had an opportunity to receive in-person instruction in the 2020-21 school year. With math being a manipulative heavy subject area, remote learners had access to fewer tools to support their learning.

<sup>3</sup> Proficient is defined as scoring at or above the grade-level RIT score cut score according to the most recently available linking study found [here](#). Refer to pages 15-16, tables 3.5 and 3.6.

- The format of assessments for 3rd grade was new. The addition of a combination of multiple choice and short response questions in the benchmark assessments was difficult for remote learners to master without the use of printed materials.

### SUMMARY OF THE ELEMENTARY AND MIDDLE MATHEMATICS GOAL

Some significant progress was made in Kindergarten and First Grade, largely due to revisions to math curriculum in these grade levels over the years. Kindergarten and First Grade both achieved 78% proficiency in math, a 2% gap from Elm's Math Accountability Goal. Second and Third Grade proficiencies did not meet the math goals in the Accountability Plan with 65% proficiency in Second Grade and only 24% proficiency in Third Grade. While the majority of second and third graders attended school in a remote learning setting, feedback from teachers also indicated gaps and improvements needed in the second and third grade math curriculum. There are areas of growth and targeted strategies to implement in this upcoming 2021-22 school year.

### ACTION PLAN

Based on the data analysis, we plan to implement the following changes in Year 4:

- **Mastery Based Curriculum:** Elm plans to further enhance the 3rd Grade Math Workshop curriculum with a mastery-based curriculum that is aligned to NYS Standards. This shift to a more mastery-based curriculum will ensure learners master grade-appropriate standards.
- **Increased Frequency of Math:** The frequency of Math Workshop will increase from three times a week to four times a week for 3rd and 4th grade students who spent the majority of the previous school years in a remote setting. The increase in frequency will allow for more content to be covered during the school year, ultimately preparing learners to demonstrate mastery on the NYS State Tests.
- **Math Routines:** For all grade levels, 15-20 minutes of math fluency practice will be implemented a few times a week. This math fluency practice will support learners with counting and grade-appropriate math facts.

## GOAL 3: SCIENCE

### ELEMENTARY AND MIDDLE SCIENCE

#### Goal 3: Science

Students will demonstrate competency in the understanding and application of the scientific method to design, conduct, and analyze experiments, and represent conclusions.

#### BACKGROUND

Elm's engaging science curriculum will be inquiry and project-based. The curriculum will build students foundational science skills by completing experiments that will answer scientific questions

related to life, earth, and physical science. In Year 1-2, leadership will guide and collaborate with STEM teachers to develop an innovative and rigorous curriculum. Currently, Elm has adopted Amplify as our science curriculum due to its emphasis on experiments and inquiry-based learning, as well as its direct alignment to New York State's CCLS and Next Generation Science Standards (NGSS). Pacing calendars, assessments, units and lessons will be developed in-house and eventually achieve horizontal alignment with Humanities.

In the 2020-21 school year, learners received a combination of synchronous and asynchronous instruction when virtual. For those learners that came to school in-person, they received science instruction 4 days a week. Whether in-person or virtual, learners were able to engage in all planned units, activities, and assessments, including project-based, performance tasks.

## METHOD

In the 2020-21 school year, Elm did not have any grades participating in state testing. According to our accountability plan, we are unable to provide state testing data to show our growth toward NY State Tests.

However, starting Year 1, Elm has implemented a series of assessments that we believe will prepare our learners for the NYS Science Test. Each quarter, learners are assessed using internally created, content-based assessments along with performance tasks aligned to Next Generation Science Standards.

## RESULTS AND EVALUATION

Brief narrative highlighting results that directly addresses the goal. The narrative should include, for example, discussion of by how much the school exceeded or fell short of targets, as well as notable performance in specific grades and student populations. Also, use this section to explain the results in the context of the school program, attributing the results to effective practices or problem areas. When possible, schools should provide specific growth and achievement results aggregated to the school and grade level in tabular form.

Overall, we saw some progress toward our Science proficiency goals. Our end of year goal for Science was 85% proficiency.

- In Kindergarten 73% of learners demonstrated proficiency, missing our end of year goal by 12 percentage points.
- In First Grade, 79% of learners demonstrated proficiency, missing our end of year goal by 6 percentage points.
- In Second Grade, 88% of learners demonstrated proficiency, exceeding our end of year goal by 3 percentage points.
- In Third Grade, 87% of learners demonstrated proficiency, exceeding our end of year goal by 2 percentage points.

In the 2020-21 school year, we continued to create a more rigorous and inquiry-based science curriculum adapted from Amplify Science. We again saw a dip in the kindergarten and 1st grade data, however, we feel confident that a more rigorous curriculum and assessment will better prepare our learners for the NYS Science Test in 4th grade.

### SUMMARY OF THE ELEMENTARY AND MIDDLE SCIENCE GOAL

Overall, there was growth toward Elm's accountability goal of 85% proficiency in Science. Utilizing internal science benchmarks based on science standards (NGSS) and science state tests. As learners continue to engage in Elm's science curriculum, there is an increase in proficiency.

### ACTION PLAN

In the 2021-22 school year, we will focus on continuing to provide rigorous instruction and assessment in Science. This year, we are also excited to create science assessments with performance tasks aligned to state testing standards and skills.

## GOAL 4: ESSA

Due to COVID-19 and the subsequent changes to the state's testing, accountability, and federal reporting requirements, the 2020-21 school accountability statuses are the same as those assigned for the 2019-20 school year. The 2019-20 accountability statuses were based on 2018-19 exam results. Assigned accountability designations and further context can be found [here](#).

### Goal 7: Absolute Measure

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

### METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results. As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

RESULTS AND EVALUATION

State the school’s ESSA status this year. Provide a narrative explicitly stating whether or not the school met the measure and any changes over time.

ADDITIONAL EVIDENCE

Provide a narrative reviewing the school’s ESSA status during each year of the current Accountability Period.

Accountability Status by Year

Year	Status
2018-19	N/A
2019-20	Good Standing
2020-21	Good Standing

## APPENDIX A: DATA REPORTING TABLES

In this upcoming 2021-22 school year, Elm will implement norm-referenced tests. In the 2020-21 school year, Elm depended on data collected from internal assessments that allowed comparison across Year 1-3.

**ELM COMMUNITY  
CHARTER SCHOOL**

Audited Financial Statements In Accordance  
With Government Auditing Standards

June 30, 2021



# ELM COMMUNITY CHARTER SCHOOL

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## **Independent Auditor's Report**

To the Board of Trustees of  
Elm Community Charter School

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Elm Community Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

## **Opinion**

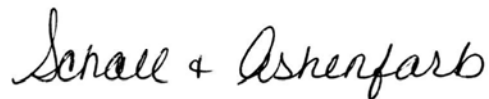
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Elm Community Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally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

## **Report on Summarized Comparative Information**

We have previously audited the School's 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 15, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2021 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and 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.



Schall & Ashenfarb  
Certified Public Accountants, LLC

October 21, 2021

**ELM COMMUNITY CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
AS OF JUNE 30, 2021**

(With comparative totals as of June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
<b>Assets</b>		
Cash and cash equivalents	\$1,739,332	\$790,909
Government grants receivable - per pupil (Note 3)	10,828	0
Government grants receivable - other	119,602	90,088
Prepaid expenses and other assets	0	8,854
Security deposit	483,500	600,166
Fixed assets (Note 4)	276,197	222,930
Restricted cash (Note 5)	50,001	50,000
	<u>\$2,679,460</u>	<u>\$1,762,947</u>
<b>Liabilities and Net Assets</b>		
Liabilities:		
Accounts payable and accrued expenses	\$198,087	\$204,127
Government grants advances - per pupil	0	664
Paycheck Protection Program loan (Note 6)	0	318,625
Loan payable (Note 7)	0	70,000
Deferred rent	128,323	0
	<u>326,410</u>	<u>593,416</u>
Net assets:		
Without donor restrictions	<u>2,353,050</u>	<u>1,169,531</u>
	<u>\$2,679,460</u>	<u>\$1,762,947</u>

*The attached notes and auditor's report are an integral part of these financial statements.*

**ELM COMMUNITY CHARTER SCHOOL**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2021**  
(With comparative totals for the year ended June 30, 2020)

	6/30/21	6/30/20*
<b>Without donor restrictions:</b>		
Public support and revenue:		
Public school district revenue: (Note 3)		
Resident student enrollment	\$3,756,272	\$3,053,561
Students with special education services	344,491	204,082
Total public school district revenue	4,100,763	3,257,643
Government grants:		
New York City rental assistance (Note 3)	1,075,730	700,000
Paycheck Protection Program (Note 6)	318,625	0
Other government grants	148,140	215,705
Contributions	38,058	2,430
Other income	2,528	7,800
Total public support and revenue	5,683,844	4,183,578
Expenses:		
Program services:		
Regular education	3,231,158	2,440,549
Special education	523,089	464,864
Total program services	3,754,247	2,905,413
Supporting services - Management and general	746,078	517,406
Total expenses	4,500,325	3,422,819
Change in net assets	1,183,519	760,759
Net assets - beginning of period	1,169,531	408,772
Net assets - end of period	\$2,353,050	\$1,169,531

\*Reclassified for comparative purposes

*The attached notes and auditor's report are an integral part of these financial statements.*

**ELM COMMUNITY CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2021**

(With comparative totals for the year ended June 30, 2020)

	Program Services			Supporting Services Management and General	Total	
	Regular Education	Special Education	Total Program Services		Expenses 6/30/21	Expenses 6/30/20
Salaries	\$1,492,657	\$241,643	\$1,734,300	\$290,616	\$2,024,916	1,555,445
Payroll taxes and benefits	333,673	54,018	387,691	64,964	452,655	315,096
Total personnel costs	1,826,330	295,661	2,121,991	355,580	2,477,571	1,870,541
Professional fees	11,182	1,810	12,992	251,715	264,707	366,583
Curriculum and classroom expenses	25,826	4,182	30,008		30,008	57,280
Facilities expense (Notes 3 and 9)	1,046,154	169,360	1,215,514		1,215,514	744,492
Office expenses	29,305	4,745	34,050	71,094	105,144	63,856
Professional development	116,174	18,808	134,982		134,982	153,841
Insurance	38,079	6,165	44,244	7,807	52,051	43,663
Recruitment			0	51,384	51,384	39,298
Other expenses	44,397	7,187	51,584	8,498	60,082	11,821
Depreciation	93,711	15,171	108,882		108,882	71,444
Total expenses	\$3,231,158	\$523,089	\$3,754,247	\$746,078	\$4,500,325	\$3,422,819

*The attached notes and auditor's report are an integral part of these financial statements.*

**ELM COMMUNITY CHARTER SCHOOL**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2021**  
(With comparative totals for the year ended June 30, 2020)

	6/30/21	6/30/20
Cash flows from operating activities:		
Change in net assets	\$1,183,519	\$760,759
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	108,882	71,444
Changes in assets and liabilities:		
Government grants receivable - per pupil	(10,828)	0
Government grants receivable - other	(29,514)	153,780
Prepaid expenses and other assets	8,854	6,749
Security deposit	116,666	(530,166)
Accounts payable and accrued expenses	(6,040)	51,707
Government grants advances - other	0	(29,534)
Government grants advances - per pupil	(664)	(6,477)
Paycheck Protection Program loan	(318,625)	318,625
Deferred rent	128,323	0
Total adjustments	(2,946)	36,128
Net cash flows provided by operating activities	1,180,573	796,887
Cash flows from investing activities:		
Purchases of furniture, equipment, and leasehold improvements	(162,149)	(161,700)
Net cash flows used for investing activities	(162,149)	(161,700)
Cash flows from financing activities:		
Loan repayment	(70,000)	(40,000)
Net cash flows used for financing activities	(70,000)	(40,000)
Net increase in cash, cash equivalents, and restricted cash	948,424	595,187
Cash, cash equivalents, and restricted cash - beginning of year	840,909	245,722
Cash, cash equivalents, and restricted cash - end of year	\$1,789,333	\$840,909
Cash, cash equivalents, and restricted cash consists of:		
Cash and cash equivalents	\$1,739,332	\$790,909
Restricted cash (Note 5)	50,001	50,000
Total cash, cash equivalents, and restricted cash	\$1,789,333	\$840,909
Supplemental disclosures:		
Interest paid	\$428	\$3,900
Taxes paid	\$0	\$0

*The attached notes and auditor's report are an integral part of these financial statements.*

**ELM COMMUNITY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**Note 1 - Organization**

Elm Community Charter School (the “School”), located in Flushing, New York, is a not-for-profit education corporation chartered by the Board of Regents of the University of the State of New York. The charter was authorized by the SUNY Charter Schools Institute. The School provides a full range of educational services appropriate for elementary school. The School aims to foster an interdisciplinary and collaborative learning environment focused on cultivating civically engaged student leaders.

The School completed the 2020-2021 fiscal year with an average enrollment of approximately 233 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education (“NYCDOE”). On July 14, 2017, the School was granted a charter for a term up to and including through July 31, 2023. The summarized comparative information reflects activity for the year ended June 30, 2020.

The School is affiliated with the Friends of Elm Community Charter School, Inc. (“Friends of Elm”) through the use of shared members of their respective board of trustees. Friends of Elm is a not-for-profit corporation established to support the creation of the School and function as the fundraising arm of the School. As the School does not have control over Friends of Elm, the financial statements are not permitted to be consolidated. See Notes 3 and 9 for a description of related party transactions.

The School has been notified by the Internal Revenue Service that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

**Note 2 - Summary of Significant Accounting Policies**

a. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Basis of Presentation

Net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Net Assets Without Donor Restrictions* – represents those resources for which there are no restrictions by donors as to their use.



- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors to specific purposes or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. The School did not have any net assets with donor restrictions at June 30, 2021 or June 30, 2020.

c. Revenue Recognition

The School follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958-605 for recording contributions. Contributions are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature.

Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions, and fall under ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved as well as other conditions under the agreements are met. The difference between cash received and revenue recognized is reflected as government grants receivable or refundable advances.

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value, using risk-adjusted present value techniques. At June 30, 2021 all contributions and grants are expected to be collected within one year.

Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2021 or June 30, 2020. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollectable.

d. Cash and Cash Equivalents

The School considers all liquid investments purchased with an initial maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

The School follows FASB ASC 230. This requires that restricted cash and cash equivalents be included as components of total cash and cash equivalents as presented on the statement of cash flows.

- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors to specific purposes or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. The School did not have any net assets with donor restrictions at June 30, 2021 or June 30, 2020.

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Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2021 or June 30, 2020. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollectable.

d. Cash and Cash Equivalents

The School considers all liquid investments purchased with an initial maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

The School follows ASU 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash*. This requires that restricted cash and cash equivalents be included as components of total cash and cash equivalents as presented on the statement of cash flows.

e. Concentration of Credit

Financial instruments, which potentially subject the School to concentration of credit risk, consist of cash accounts, which have been placed with financial institutions that management deems to be creditworthy. At times, balances may exceed federally insured limits. While at year end the School had uninsured balances, which management feels they have little risk, and has not experienced any losses due to bank failure.

f. Capitalization Policy

Computer hardware, furniture, equipment, and leasehold improvements are capitalized at cost or at the fair value at the date of gift, if donated. The School capitalizes fixed assets in excess of \$5,000 that have a useful life of more than one year. Depreciation was computed using the straight-line method over the estimated useful life of the respective assets as follows:

Computers and equipment – *3 years*

Furniture and fixtures – *5 years*

Leasehold improvements – *Life of lease*

g. Deferred Rent Obligations

Rent expense is recorded on the straight-line basis and recognized evenly over the life of the lease. Rent expense recognized in excess of cash payments is reflected as deferred rent. As future payments exceed the annual expense recognized, deferred rent will be reduced to zero by the end of the lease term.

h. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased, if not provided in-kind. Board members and other individuals volunteer their time and perform a variety of tasks that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

i. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

Salaries were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and employee benefits
- Office expenses
- Insurance

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

j. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

k. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

l. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2018, and later are subject to examination by applicable taxing authorities.

m. Comparative Financial Information

The financial statements include certain prior year summarized comparative information by total but not in sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2020, from which the summarized information was derived.

n. New Accounting Pronouncements

FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022 year with early adoption permitted. This ASU focuses on improving transparency in the reporting of contributed nonfinancial assets and requires a separate line-item presentation on the statement of activities and additional disclosures.

FASB issued ASU No. 2016-02, *Leases*. The ASU which becomes effective for the June 30, 2023 year, requires the full obligation of long-term leases to be recorded as a liability with a corresponding "right to use asset" on the statement of financial position.

The School is in the process of evaluating the impact these standards will have on future financial statements.

**Note 3 - Government Grants Receivable/(Advances) – Per Pupil**

Activity related to the contract with the NYCDOE can be summarized as follows:

	<u>6/30/21</u>	<u>6/30/20</u>
Beginning grant advance	(\$664)	(\$7,141)
Per pupil funding:		
Funding based on allowable FTEs	4,100,763	3,257,643
Advances received	<u>(4,089,271)</u>	<u>(3,251,166)</u>
Ending grant receivable/(advance)	<u>\$10,828</u>	<u>(\$664)</u>

In addition to per pupil funding, the School was entitled to receive a rent subsidy, that is calculated at the lower of 30 percent of the per pupil amount or actual lease costs. During the years ended June 30, 2021 and 2020, the amount of rent subsidy recognized was \$1,075,730 and \$700,000, respectively, based on the lease costs. As outlined in Note 9, the lease was with Friends of Elm, a related party.

**Note 4 - Fixed Assets**

Fixed assets consist of the following:

	<u>6/30/21</u>	<u>6/30/20</u>
Furniture, fixtures and equipment	\$432,133	\$317,798
Leasehold improvements	<u>69,839</u>	<u>22,025</u>
	501,972	339,823
Less: accumulated depreciation	<u>(225,775)</u>	<u>(116,893)</u>
Total	<u>\$276,197</u>	<u>222,930</u>

**Note 5 - Restricted Cash**

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

**Note 6 - Paycheck Protection Program Loan**

During the fiscal period ended June 30, 2020, the School obtained a loan from the Small Business Administration (“SBA”) through the Paycheck Protection Program (“PPP”). Terms of the loan indicated that if certain conditions were met, which included maintaining average work forces during periods subsequent to receipt of the loan funds that are not less than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven.

The School accounted for the PPP loan as a conditional contribution in accordance with ASC 958-605. During the year ended June 30, 2021, the School met all of the conditions and recognized the full amount as revenue. The School was notified that the loan was forgiven by the SBA.

**Note 7 - Loans Payable**

On May 29, 2018, the School received a loan from another non-profit organization for \$70,000 to fund the School's security deposit with the landlord. Interest on this loan accrues at an annual rate of 8%. The full amount of the loan was outstanding at June 30, 2020. The balance was repaid in full during the year ended June 30, 2021.

**Note 8 - Significant Concentrations**

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 91% and 95% of the School's total public support and revenue was from NYCDOE for the year ended June 30, 2021 and June 30, 2020, respectively. If the NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

**Note 9 - Commitments and Contingencies/ Related Party Transactions**

During the year ended June 30, 2020, the School entered into a lease agreement with Friends of Elm for an educational and administrative space at 69-26 Cooper Avenue, Queens, NY, that became effective July 1, 2020.

The lease expires on June 30, 2022 with a one-year renewal option. Friends of Elm is responsible to pay rent, various utilities, and provide other facility services. The School will then make monthly payments to Friends of Elm to cover these expenses.

Total rent costs of \$1,075,730 consists of base rent of \$900,000 plus additional facility costs of \$175,730.

The School entered into another lease agreement with Friends of Elm Community Charter School, Inc. for a new educational and administrative space at 79-20 Queens Blvd., Queens, NY, that is anticipated to become effective July 1, 2022 as the lease discussed in the preceding paragraph expires. This new lease expires June 30, 2053.

Future minimum payments under these leases are as follows:

Year ending:	June 30, 2022	\$1,100,000
	June 30, 2023	1,800,000
	June 30, 2024	2,087,277
	June 30, 2025	2,139,459
	June 30, 2026	2,192,946
	Thereafter	<u>85,217,426</u>
Total		<u>\$93,437,108</u>

**Note 10 - Retirement Plan**

The School has a retirement plan under Section 403(b) of the Internal Revenue Code. All employees are eligible to participate and may elect to defer a portion of their salary and contribute to this plan up to statutory amounts. The School provides matching contributions on a discretionary basis and contributed \$37,085 and \$24,425 for the year ended June 30, 2021 and June 30, 2020, respectively. Salary deferrals and matching contributions are immediately 100% vested.

**Note 11 - Availability and Liquidity**

At June 30, 2021, the School's financial assets available to meet cash needs for general expenditures within one year are 1,869,762, which consist of cash and cash equivalents of \$1,739,332 and government grants receivable due within one year of 130,430. There are no external or internal limits imposed on these balances. As part of its liquidity management, the School operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

**Note 12 - Subsequent Events**

Subsequent events have been evaluated through October 21, 2021, the date the financial statements were issued. The School has concluded that no other material events have occurred that are not accounted for in the accompanying financial statements or disclosed in the accompanying notes.

**Note 13 - Other Matters**

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an impact on the economies and financial markets of many countries, including the geographical area in which the School operates. As of the date of these financial statements, many of the travel restrictions and stay at home orders have been lifted; however, supply chains remain impacted. Management continues to monitor the outbreak; however, as of the date of these financial statements, the potential impact cannot be quantified.

**INDEPENDENT AUDITOR'S 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 Auditor's Report

To the Board of Trustees of  
Elm 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 Elm Community Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 21, 2021.

**Internal Control over Financial Reporting**

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

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

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



## **Compliance and Other Matters**

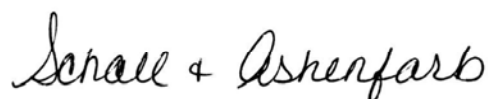
As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect 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 an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2021-001.

### ***Management of the School's Response to Findings***

The School's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Schall & Ashenfarb  
Certified Public Accountants, LLC

October 21, 2021

**ELM COMMUNITY CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2021**

Current Year:

**2021-001 – Minimum Escrow Account Balances**

Criteria: The New York State Education Department requires every charter school to create a dissolution reserve account for purposes of school closure and/or dissolution. After three years of operation a charter school is required to maintain a minimum balance in its escrow account of \$75,000.

Condition: As of June 30, 2021, the balance in School’s escrow account was \$50,001.

Cause: The School did not transfer additional funds to the escrow account until August 2021.

Effect: The School was not in compliance with its charter school agreement nor the New York State Education Department’s requirements for minimum escrow deposits.

Recommendation: The School should take steps to ensure its escrow account is properly funded.

Views of Responsible Officials: See management corrective action plan attached.

Prior Year:

None



Elm Community  
Charter School

Corrective Action Plan

2021-001 – Minimum Escrow Account Balances:

Subsequent to year-end, the School deposited the additional funds into the escrow account.

## **Observations and Recommendations**

To Management of  
Elm Community Charter School (the "School")

As a result of the audit for the year ended June 30, 2021, we want to provide you with the following recommendation regarding a "best practice" and follow up on our comment from last year's audit:

### **I – Current Year Comment**

#### Minimum Balances for Escrow Accounts

The New York State Education Department requires every charter school to create a dissolution reserve account for purposes of school closure and/or dissolution. After three years of operation a charter school is required to maintain a minimum balance in its escrow account of \$75,000. The balance in the reserve account was below the required minimum balance. We noted that the School transferred the funds subsequent to year end to ensure its escrow account is properly funded. We recommend that the School continually monitor the escrow balance to ensure it is properly funded.

#### Reviewing facility costs for sublease with related party

The School has a lease for rent with a related party, Friends of Elm ("Friends"), for an amount that is higher than the amount that Friends has with the outside unrelated third-party landlord. The rationale is that the rent includes base rent and additional facility costs such as utilities, maintenance and capital improvements.

As this is a highly scrutinized area, we believe the board should document the steps it went through as part of the approval process to determine that the rent payments to the related party are reasonable. The documentation should include the details of facility charges and other related expenses included in the lease other than base rent. We also recommend that the School enter into a formal agreement that identifies the responsibilities of Friends with respect to the facility services and capital improvements. As part of that agreement, consideration should be made to include a clause where the related entity agrees to put unspent funds that have been charged into a separate building fund. This will help assure that the all amounts paid as part of the lease are either spent on facility related purposes and unspent funds are earmarked for similar purposes.

### **II – Follow-up on Prior Year Comments**

#### Monthly Review of Expenses

During last year's audit, we noted there were expense transactions posted to a temporary "suspense" account in the accounting software. The financial consultants reviewed the detail of the suspense account to determine the proper expense accounts that these expenses should be recorded in. We recommend this review take place on a monthly basis throughout the year to help ensure that internal financial reports are accurate and updated on a timely basis.

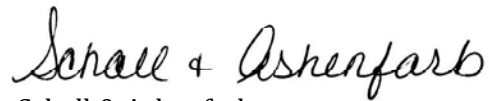
***Follow-up to June 30, 2021:*** *The trial balance provided for the audit included approximately \$138K in miscellaneous expenses. We continue to recommend this account be reviewed on a monthly basis to determine the proper classification of these expenses.*

Document Retention and Destruction Policy

In the prior year, we noted that the School did not have a document retention and destruction policy.

***Follow-up to June 30, 2021:*** *We noted the Document Retention Policy was adopted during the year.*

This report is intended solely for the information and use of the audit and finance committee, the board of directors and management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.



Schall & Ashenfarb  
Certified Public Accountants, LLC

October 21, 2021

## **Communication with Those Charged with Governance**

To the Board of Trustees of  
Elm Community Charter School

We have audited the financial statements of Elm Community Charter School (“the School”) for the year ended June 30, 2021 and have issued our report thereon dated October 21, 2021. Professional standards require that we provide you with the following information related to our audit.

### Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter dated June 7, 2021, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. Our audit of the financial statements does not relieve you or management of your responsibilities.

### Planned Scope of Audit

We performed our audit according to the plan previously communicated to you in our engagement letter.

### Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in Note 2 to the financial statements.

The School accounted for the PPP loan as a conditional contribution in accordance with ASC 958-605. The loan was received during fiscal year 2020 and all of the conditions were met during fiscal year 2021. As such this was reflected as a liability in the previous year’s financial statements and recognized as revenue during the fiscal year ended June 30, 2021. The School has been notified that full forgiveness was approved by the SBA.

We noted no other transactions entered into by the School during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

### Accounting Estimates

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

The most sensitive estimates used in preparing the financial statements were as follows:

- The allocation of expenses into program, management and fundraising categories and to determine use of government grant funds
- Estimate for collectability of receivables
- Fixed asset depreciation methods and useful lives

We evaluated the key factors and assumptions used to develop the above estimate in determining that it was reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent and clear.

### Significant Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. There were no adjustments of this kind. There are no known adjustments that have not been recorded.

### 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 that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### Consultations with Other Independent Accountants

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

### Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the auditors. There were no specific matters of this nature discussed prior to our retention.

### Difficulties Encountered in Performing the Audit

There were no significant difficulties encountered in performing the audit.

### Management Representations

We have requested certain representations from management that are included in the management representation letter.

### Industry Updates

We would like to update you on important matters in the not-for-profit sector, including new accounting standards, priorities at the IRS and the Office of Management and Budget.

To summarize:

### **Auditing Updates**

The impact of COVID-19 has been felt all throughout the world. The World Health Organization declared a novel coronavirus (COVID-19) outbreak a Public Health Emergency of International Concern. Many donors, suppliers, vendors, customers have been adversely impacted by quarantines, facility closures and travel and logistic restrictions connected with the outbreak.

Those organizations that have been able to provide programming remotely are a step ahead of those who are struggling to adapt to the on-line world. Various stimulus programs, most notably, Paycheck Protection Program Funds, PPP, have been made available to charitable organizations in need. Rules governing how to convert these loans into non-payable grants has been everchanging. One thing is for certain is that the financial statements will look different.

As a result, the way we perform audits has changed. Audits have moved into a remote environment. One thing that has not changed, however is that entities need to maintain systems of internal control and auditors will be gaining an understanding so they can assess the risk of material misstatements and design their tests. In that sense, in some ways the audit will be the same (objectives have not changed), but the steps needed to get there will be different. There will be a stronger review of the impact that COVID-19 has on the ability of an entity to remain a going concern. Wide fluctuations in stock markets and other securities brought about angst from the public and high volatility of prices. Reviewing these areas takes on an increased emphasis during the current year's audit.

On a more technical note, SAS No. 134 through 140 are deferred for one year and are now applicable for periods ending on or after December 15, 2021.

### **Accounting Updates**

#### FASB New Accounting Standard – Accounting Standards Update No. 2020-07

In September 2020 FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022 year with early adoption permitted. The ASU is intended to improve transparency and consistency of the Gifts-in-Kind (“GIK”) reporting. The new standard will require the following changes in the presentation of the Gifts-in-Kind:

- Separate line-item presentation on Statement of Activities.
- Desegregation of the amount contributed in the footnotes.
- Disclose whether nonfinancial GIKs were sold or utilized and description of the program/activities in which those assets were used.



- Disclose NFP’s policy (if any) for monetizing rather than utilizing contributed nonfinancial assets.
- Disclose a description of any donor restrictions associated with the contributed nonfinancial assets.
- Disclose how fair value was arrived at, provide a description of the valuation techniques and inputs used to arrive at a fair value measure for GIKs.

Accounting Standards Update 2020-05

On June 3, 2020, the FASB issued ASU 2020-05 that provides for a one-year deferral for the following:

- Revenue recognition (Topic 606)
- Effective CY 2020, FY 2021(non-public)
- Leases (Topic 842)
- Effective CY 2022 and FY 2023 (non-public)

FASB New Accounting Standard – Accounting Standards Update No. 2014-09

The FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers*. Entities with a calendar 2019 year-end and all other entities thereafter can elect to adopt this standard. A one-year deferral to years beginning after December 15, 2019 (ASU No. 2020-05) has been granted.

This standard eliminates the majority of industry specific regulations and focuses more on a principles-based model for exchange transactions. Many nonprofits currently have transactions of this type, such as tuition, membership dues, licenses, and royalties. It is important to note that contributions are not subject to this standard.

The five-step revenue model highlights the identification of performance obligations of the contract, determining the price and allocating that price to the performance obligation so that revenue is recognized as each performance obligation is satisfied. For nonprofit organizations that do not have public debt, this standard is applicable for calendar 2019 entities or those with a fiscal year that ends during 2020.

FASB New Accounting Standard – Accounting Standards Update No. 2018-08

FASB issued ASU No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU provides guidance on whether a receipt from a third-party resource provider falls under the contributions standard or whether it is an exchange transaction.

When a resource provider does not receive commensurate value, they are required to follow the contribution guidance. This standard, for the first time, provides information about how to make this evaluation. The ASU also provides a framework for determining whether a contribution is conditional or unconditional and for distinguishing a donor-imposed condition from a donor-imposed restriction. This is important because it impacts when revenue will be recognized.

Specifically, the ASU explains how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction. Basically, the not-for-profit should evaluate whether the resource provider is receiving value in return for the resources transferred based on the following criteria:

- A resource provider (including a private foundation, a government agency, or other) is not synonymous with the general public. The indirect benefit received by the public as a result of the assets transferred is not equivalent to commensurate value received by the resource provider.
- Execution of a resource provider's mission or the positive sentiment from acting as a donor would not constitute commensurate value received by a resource provider for purposes of determining whether a transfer of assets is a contribution or an exchange.

This evaluation will have the biggest impact on government grants for those entities that have such transactions. Under this new guidance, most government grants will likely be evaluated as a contribution rather than an exchange transaction. However, the revenue recognition may not change in many cases as the contribution is likely to be considered conditional, which has the same recognition principles as does an exchange transaction.

The factors to determine whether a contribution is conditional is based on whether the agreement includes a barrier that must be overcome **and** either a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets. A probability assessment about whether the recipient is likely to meet a stipulation is not a factor when determining whether the agreement contains a barrier. In addition, a contribution containing stipulations that are not clearly unconditional shall be presumed to be conditional.

The ASU modifies the simultaneous release option, currently in GAAP, which allows a not-for-profit organization to recognize a restricted contribution directly in net assets without donor restrictions if the restriction is met in the same period that the revenue is recognized. This option may now be elected for all restricted contributions that were initially classified as conditional without having to elect it for all other restricted contributions and investment returns.

A not-for-profit entity that has not issued, or is not a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market would apply the new standard to annual reporting periods beginning after December 15, 2018 (a calendar year organization will apply for their December 31, 2019 financial statements and a fiscal year entity will apply during their fiscal year that ends in 2020).

Early adoption is permitted.

The ASU should be applied on a modified prospective basis where there is no cumulative effect adjustment to opening net assets and no restatement of prior period results.

#### FASB New Accounting Standard – Accounting Standards Update No. 2016-02

On February 25, 2016, the FASB issued an ASU No. 2016-02, *Leases*. Under this standard, all leases, including operating leases, with terms of more than twelve months will be required to be reflected as assets and liabilities on the statement of financial position. The asset will be for the rights to use the property, equipment or space and the liability will be for the total obligations created by that lease.

For most not-for-profit entities, this ASU will be effective for periods beginning after December 15, 2019, which for practical purposes will be years ending December 31, 2020 and fiscal year entities that end in 2021. During the time before implementation is required, it is important for you to determine how this change will impact your organization. Important financial ratios and measures will change, and that is especially relevant to organizations that have loans with debt covenants.

### Accounting Standards Update No. 2019-10 issued

The Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2019-10 that delays the effective dates for the following new standards:

- Leases (ASU No. 2016-02)
- Credit losses (ASU No. 2016-13)
- Hedging (ASU No. 2017-12)

The ASU extends the effective dates of the three standards as they relate to not-for-profit entities as follows:

- **Leases:** The effective date for not-for-profit bond obligors (direct and conduit) would remain unchanged at years beginning after December 15, 2018. The effective date for all other not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.
- **Credit losses:** The new effective date for all not-for-profit entities would be years beginning after December 15, 2022, an additional extension of two years.
- **Hedging:** The new effective date for all not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.
- 

Early-adoption options for the standards will remain unchanged.

### **IRS Updates**

#### 2020 Form 990-T

The Form 990-T is being revised for tax year 2020 to allow for e-filing in calendar year 2021 (reporting on tax year 2020), as required by the Taxpayer First Act. Revisions are also being made to improve its utility for reporting unrelated business taxable income consistent with the 'siloing' rules of Section 512(a)(6) as put in place by the Tax Cuts and Jobs Act. The 2020 Form 990-T separates the tax computation (which will be on Form 990-T) from reporting of separate unrelated trades or businesses, which will be on as many Schedules A (Form 990-T) as the organization needs.

Additionally, the Treasury Department and the IRS issued final regulations under IRC Section 512(a)(6), which requires an exempt organization subject to the unrelated business income tax that has more than one unrelated trade or business to calculate unrelated business taxable income, separately with respect to each such trade or business. The final regulations provide guidance on how an exempt organization subject to the UBIT determines if it has more than one unrelated trade or business, and if so, how it calculates UBTI.

#### Tax Exempt & Government Entities FY 2021 Program Letter

The IRS TE/GE Entities Division released its program letter which details the main priorities of the division for the upcoming fiscal year. One of the main issues within the division continues to be the review of worker classification to ensure organizations are not reducing their tax burden by incorrectly treating workers as independent contractors instead of employees. Worker misclassification results in employers underreporting and underpaying Federal Insurance Contributions Act (FICA) and Federal Income taxes and may also result in incorrect exclusion from employer retirement plans.

### Consolidated Appropriations Act: Charitable Giving Impact

Signed into law on December 27, 2020, the legislation extended through 2021 several areas of the CARES Act that relate to charitable giving including: the increased deduction limitation related to certain types of donations of food inventory, above-the-line charitable contribution deductions for non-itemizers and the increased deduction limitations for cash contributions.

## **Government Auditing Updates**

### 2020 Compliance Supplement Addendum

On December 22nd, the Office of Management and Budget (OMB) released the 2020 *Compliance Supplement* addendum. The effective date of the addendum is the same as for the August 2020 Supplement, i.e., for audits of fiscal years beginning after June 30, 2019, e.g., fiscal years ended June 30, 2020 and December 31, 2020. The addendum must be used in conjunction with the August 2020 Supplement in determining the appropriate audit procedures to support the compliance opinion.

Some of the most significant changes are:

- A 3-month audit submission extension provided by OMB for audits of entities receiving COVID-19 funding;
- Provisions included in the Provider Relief Fund program (PRF) section (Assistance Listing 93.498) that would affect the timing of inclusion of PRF expenditures and lost revenue on the schedule of expenditures of federal awards (SEFA);
- A new footnote to the SEFA on donated personal protective equipment (PPE) from a federal source;
- A new reporting compliance requirement relating to recipient reporting under the Federal Funding Accountability and Transparency Act (FFATA) that will initially only apply to audits of COVID-19 programs in the Supplement addendum but will be expanded to all selected major programs for audits of fiscal year-ends after September 30, 2020;
- Provides detailed information on COVID-19 related funding, new programs and/or additional funding to the existing programs, discussing specific agency guidance and/or waivers provided by agencies due to COVID-19.

### Changes to 2020 Compliance Supplement

On August 17, 2020, OMB released the final 2020 OMB *Compliance Supplement* (“the Supplement”). The 2020 Supplement supersedes the 2019 Supplement and is effective for audits of fiscal years beginning after June 30, 2019, e.g., years ending on June 30, 2020 and December 31, 2020.

Some of the more significant changes are as follows:

- Part 3.1 was removed. As you may recall this was related to federal awards made prior to December 26, 2014.
- Part 2, Matrix of Compliance Requirements has changes, which are highlighted in yellow, with corrections highlighted in blue.
- Updates were made to the clusters in Part 5 (Although the addendum will include new COVID-19 programs and changes to existing programs due to COVID-19 funding, the addendum will not add new clusters of programs, nor will it revise existing clusters.)

- Provides information on COVID-19 in Appendix VII.
- Minor changes to Part 7, Guidance for Auditing Programs Not Included in This Compliance Supplement.

A few things that had been discussed as possible changing but were left consistent with past years is as follows:

- Maintains the six-requirement mandate
- No changes to Part 6, Internal Control

### Changes to Uniform Guidance

In August 2020, OMB issued revisions to the Uniform Guidance (“UG”) (2 CFR Part 200).

### Changes to the procurement standards

- Procurement types have been grouped into three categories:
  - Informal (micro-purchase, small purchase)
  - Formal (sealed bids, proposals)
  - Non-competitive (sole source)

### The UG has been aligned with recently enacted federal laws to raise:

- The micro-purchase threshold has increased from \$3,500 to \$10,000
- The simplified acquisition threshold has increased from \$150,000 to \$250,000

Nonfederal entities are authorized to request a micro-purchase threshold higher than the \$10,000 based on certain conditions.

### Expansion of the de minimis indirect cost rate (200.414)

Previously to claim the de minimis indirect cost rate, an entity could not have previously had a federal indirect rate. With the change, if the entity does not have a current federal indirect cost rate, then they are eligible for the de minimis rate.

### Timing of the single audit quality project

The date for the requirement for a government wide single audit quality project that must be performed once every six years has been changed to years beginning with audits submitted in 2021. The UG originally provided for the study of single audit quality to begin with audits submitted in 2018.

## **Legislative/Regulatory Updates**

### COVID-19 Relief Bill

On December 21, 2020, Congress passed a COVID-19 Relief Bill. The legislation provides fresh funding for another round of the Paycheck Protection Program (PPP). The new round of PPP contains many similarities to the first round of PPP but also has several important differences. The second round of PPP loans is available to first-time qualified borrowers and also to borrowers that previously received a PPP loan.

Who is eligible to apply:

PPP2 loans will be available to first-time qualified borrowers and, for the first time, to businesses that previously received a PPP loan. Specifically, previous PPP recipients may apply for another loan of up to \$2 million, provided they:

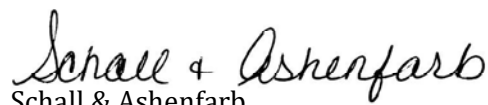
- Have 300 or fewer employees.
- Have used or will use the full amount of their first PPP loan.
- Can show a 25% gross revenue decline in any 2020 quarter compared with the same quarter in 2019.

If the business was not in operation for a portion of 2019, then the comparable quarters may be different. Borrowers should be aware that the second round of PPP did not remove or change the necessity requirement. All borrowers must be able to certify that the current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant" as of the date on which the PPP loan application is submitted. The legislation also specifies that business expenses paid with forgiven PPP loans are tax deductible, which supersedes prior IRS guidance that such expenses could not be deducted. This does not change the basic underlying concepts of Uniform Guidance cost principles that prohibit costs being charged to a federal award if it is being reimbursed under the PPP.

#### Independence Issues

Schall & Ashenfarb, CPA's, LLC is not aware of any relationships that our firm, or any employees thereof, has with the School or any of its board trustees that, in our professional judgment may impair our independence.

This information is intended solely for the use of the Board of Trustees and management of Elm Community Charter School and should not be used for any other purpose.

  
Schall & Ashenfarb  
Certified Public Accountants, LLC

October 21, 2021

## EXHIBIT 1



IRA L. SCHALL, CPA  
DAVID C. ASHENFARB, CPA  
MICHAEL L. SCHALL, CPA

June 7, 2021

Ms. Priscilla Walton  
Founder & Principal  
Elm Community Charter School

### **Via e mail**

Dear Ms. Walton:

We are pleased to confirm our understanding of the services we are to provide for Elm Community Charter School for the year ended June 30, 2021.

We will audit the statement of financial position of Elm Community Charter School as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended and the notes to the financial statements.

### **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement and may withdraw.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is also an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

## EXHIBIT 1

The paragraph will also include a statement that the report is intended solely for the information and use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### Management Responsibilities

**Management is responsible** for (1) designing, implementing, establishing, and maintaining internal controls, including monitoring ongoing activities and for helping to ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contract, and grant agreements. **Management is responsible** for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. Generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. **A partner will present the results of our audit to your audit committee or your board of directors (in person or by teleconference).**

**Management is also responsible** for making all financial records and related information available to us and for the accuracy and completeness of that information. **Management is also responsible** for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

**Management's responsibilities include** adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

**Management is responsible** for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. **Those responsibilities include** informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, **management is responsible** for identifying and ensuring that applicable laws, regulations, contracts, agreements, and grants are complied with, and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

**Management is responsible** for establishing and maintaining a process for tracking the status of audit findings and recommendations.



## EXHIBIT 1

**Management is also responsible** for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. **Management is also responsible for providing a written statement on the entity's letter head that describes management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.**

If you use a financial consultant to review your books, prepare journal entries or prepare financial statements we will request certain representation from them as well. **Because of the importance of management's representations to an effective audit, failure of management or their financial consultants to provide representations to us in the form of a representation letter will cause our auditors opinion to be a "disclaimer" for a scope limitation.**

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because **we will not perform a detailed examination of all transactions**, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from the attorneys as part of the engagement, if attorneys have been consulted on any matters that may impact the financial statements. Those attorneys may send you bill for responding to this inquiry.

## EXHIBIT 1

At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters, compliance with laws, resolutions, contracts, and grant agreements, and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We are always available to meet with you and other executives at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting your Organization. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas. We will also be pleased, at your request, to attend your board of directors' meetings. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities, or that might otherwise impair our independence.

You agree to assume all management responsibilities relating to the tax services, financial statements, related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them.

## EXHIBIT 1

Further, you agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other non-audit services we provide; you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

See sections below about preparation of financial statements and annual tax returns.

### **Assistance in Preparing Financial Statements**

As noted above, we will also assist in preparing the financial statements of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you. We will not perform management functions or make management decisions on behalf of your Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

### **Taxes**

As part of our engagement, we will also prepare the federal information return (Form 990) in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. In order to prepare complete and accurate returns, we will require you to provide certain information about board governance policies, which may also include, but not be limited to, providing salary amounts for employees greater than \$100,000, contractors for professional services in excess of the same amount, names, addresses, and dollar amounts of large contributors in excess of certain calculated amounts and other matters that are not generally covered during the audit. If the information is not provided to us timely, you will not hold us responsible for any penalties incurred for incomplete information.

We will send you a draft of the form 990 for your review. We expect that you will get back to us within a reasonable time frame with any questions, or edits. Once we answer your questions and receive any edits that may be required, we will ask you to send back IRS form 8879, which gives us the authority to file your federal taxes electronically. Unfortunately, due to the time it takes to create draft documents in an encrypted file that we can send to you, **we will only provide one draft of the taxes**, and will incorporate all edits into the final document. If additional drafts are requested, **you will incur a charge of \$250 for each additional draft**. If we do not receive edits back from you or the authorization to file the taxes by receiving the signed form 8879, or you prefer not to file electronically, we will send you hard copies to file. We will also send you electronic copies only for your records unless we receive a specific request for hard copies.

### **Audit Administration and Other**

We understand that your employees and/or consultants will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing and they will be uploaded by you to our secure portal. Certain financial institutions may charge us for this, and the cost will be passed on to you. We will send a template in Word format for use with confirmation requests.

David Ashenfarb is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign it. Please contact us to discuss a date that we can begin the audit and outline a plan for delivery of draft and final documents to you.

## EXHIBIT 1

Our audit engagement ends on delivery of financial reports; however, we are still available for routine conversations without charge until either party has officially terminated the relationship. Any follow-up services that might be required will be considered a new engagement.

We will provide copies of our reports to you; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Schall & Ashenfarb, CPAs, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to your funding source or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Schall & Ashenfarb's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Government Regulator. The Regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Government Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

### **E-mail Communication**

In connection with this engagement, we may communicate with you or others via e-mail. As e-mails can be intercepted, disclosed, used, and/or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed, we cannot ensure that e-mails from us will be properly delivered and read only by the addressee. Therefore, we disclaim and waive any liability for interception or unintentional disclosure of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage arising from the use of e-mail, including any punitive, consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure of confidential information.

### **Posting of Audit Report and Financial Statements on Your Web Site**

You agree that, if you plan to post an electronic version of the financial statements and audit report on your Web site, you will ensure that there are no differences in content between the electronic version of the financial statements and audit report on your Web site and the signed version of the financial statements and audit reports provided to management by us. You also agree to indemnify us from any and all claims that may arise from any differences between the electronic and signed copies.

## EXHIBIT 1

### Fee and Deliverables of Documents

Our fee will be \$16,000. Additional fees will be for out-of-pocket costs for confirmations and additional drafts of tax filings or financial statements as referred to above. A payment is required upon the signing of this letter in the amount of \$5,000. After the initial retainer has been billed, we will send progress billings based upon an estimate of the work completed to date.

At the completion of field work we will provide you with a comprehensive audit presentation that includes an executive summary, required communication with those charged with governance, the financial statements with related footnotes, a management letter, or other recommendations, if applicable, and industry updates. As this will be the document we expect to review with those charged with governance, we will review with management to determine if there is additional information you wish to provide and make edits if necessary. Any additional drafts, thereafter, will incur a cost of \$250 per draft.

At the completion of the audit, we will provide electronic versions of the audited financial statements, management letter (if applicable) and communications with those charged with governance. **The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You will be responsible for all fees for time spent to date of when you are notified of the unexpected circumstance.** Invoices that are unpaid 30 days past the invoice date are deemed delinquent and we reserve the right to charge interest at 1% per month (not to exceed the maximum amount permitted by law). In the event any collection action is required to collect unpaid balances due to us, you agree to reimburse us for all our costs of collection, including without limitation attorney's fees.

If we terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We understand that the School may receive CSP funding, and the grantor may require a separate "agreed upon procedures report". The terms of this engagement do not include additional services required to prepare a separate agreed upon procedures report. A separate agreement outlining the scope of work and related fees is being presented simultaneous to this agreement.

### Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to your Organization in the performance of our services. Any discussions that you have with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

For us to remain independent, professional standards require us to maintain certain respective roles and relationships with you with respect to the non-attest services described above. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

## EXHIBIT 1

We will not perform management functions or make management decisions on behalf of your Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

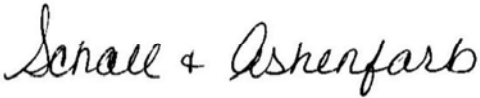
We, in our professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or performing management functions. The Organization must make all decisions related to our recommendations. By signing this Agreement, you acknowledge your acceptance of these responsibilities.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 peer review report accompanies this letter.

We have attached a brief questionnaire that will help us plan the timing of the engagement to ensure you receive documents in your desired time frame. Please take a moment to fill that out.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us along with the questionnaire referred to above.

Very truly yours,




Schall & Ashenfarb  
Certified Public Accountants, LLC

**EXHIBIT 1**

RESPONSE:

This letter correctly sets forth the understanding of Elm Community Charter School for the year ended June 30, 2021.

A handwritten signature in black ink, appearing to read "J. K. ...", written over a horizontal line.

Officer signature

Founder & Principal

Title

8/2/2021

Date

## EXHIBIT 1



### Report on the Firm's System of Quality Control

January 29, 2020

To the Members of Schall & Ashenfarb Certified Public Accountants, LLC  
and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC, (the firm) in effect for the year ended August 31, 2019. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

#### **Opinion**

In our opinion the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC in effect for the year ended August 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass; pass with deficiency (ies) or fail, Schall & Ashenfarb Certified Public Accountants, LLC has received a rating of pass.

A handwritten signature in cursive script that reads "Lutz, Selig &amp; Zeronda L.L.P.".





Elm Community  
Charter School

October 21, 2021

Schall & Ashenfarb, CPA's, LLC

307 Fifth Avenue, 15<sup>th</sup> Floor

New York, NY 10016

This representation letter is provided in connection with your audit of the financial statements of the Elm Community Charter School which comprise the statements of financial position as of June 30, 2021 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 21, 2021, the following representations made to you during your audit.

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 7, 2021, including our responsibility for the preparation and fair presentation of the financial statements, in accordance with U.S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for 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.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable. This specifically includes the methodology for the statement of functional expenses.

69-26 Cooper Avenue, Glendale, NY 11385 | [O: \(347\) 474-3288](tel:(347)474-3288) | [F: \(347\) 474-3298](tel:(347)474-3298)

[www.elmcharterschool.org](http://www.elmcharterschool.org)



**Elm Community  
Charter School**

6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. There were no uncorrected misstatements that are material, both individually and in the aggregate, to the financial statements as a whole.
9. There were no known actual or possible litigation, claims, and assessments required to be accounted for and disclosed in accordance with U.S. GAAP.
10. Material concentrations, if applicable, have been appropriately disclosed in accordance with U.S. GAAP.
11. There were no guarantees, either written or oral, under which the organization is contingently liable, that are required to be recorded or disclosed in accordance with U.S. GAAP.

#### **Non Attest Services**

In regard to the non-attest services provided by you, we have:

1. Assumed all management responsibilities.
2. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
3. Evaluated the adequacy and results of the services performed.
4. Accepted responsibility for the results of the services.

As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

#### **Information Provided**

1. We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

## EXHIBIT 2



**Elm Community  
Charter School**

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the organization and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements. This includes the issue of the rent subsidy we receive from NYCDOE. We are subleasing our space from a related party that holds the underlying lease with the landlord of the space. The monthly payments that we make to the related party under the sublease agreement are more than the monthly payments that the related party makes to the landlord in the underlying lease. The difference covers the additional facility costs that are necessary for maintaining and operating the building. We have reviewed our sublease agreement with legal counsel and have been advised that it does not violate any applicable laws and regulations. All payments made to the School from NYCDOE for the rent subsidy have been or will be used on actual rent costs in compliance with the law.
7. We are not aware of any pending or threatening litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP.
8. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
9. The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
10. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
11. We have evaluated subsequent events through the report date including events related to the coronavirus (COVID-19) pandemic. We have concluded that there are no adjustments needed to the financial statements. The estimated potential future impact cannot be determined.
12. We have no plans or intentions to discontinue the operations of any program or discontinue any significant services or activities.

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Elm Community  
Charter School

13. Elm Community Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the School's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you and appropriately reported. All required filings with tax authorities are up-to-date.
14. There have been no instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
15. There have been no instances that have occurred, or are likely to have occurred, of noncompliance with provision of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
16. There have been no instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

Priscilla Walton

Founder and Principal

Catherine Bittar

Director of Operations



Elm Community  
Charter School

Derian De La Torre  
Financial Consultant



October 21, 2021

Schall & Ashenfarb, CPA's, LLC

307 Fifth Avenue, 15<sup>th</sup> Floor

New York, NY 10116

EdTec, Inc. ("EdTec") is providing this letter in connection with your audit of the statement of financial position of the Elm Community Public School as of June 30, 2021 and the related statements of activities, functional expenses and cash flows for the period from inception through June 30, 2021 for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, changes in net assets, and cash flows of the Elm Community Public School in conformity with accounting principles generally accepted in the United States of America. EdTec confirms that they are responsible for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with accounting principles generally accepted in the United States of America, as well as adopting sound accounting policies, although as a consultant, EdTec is not responsible for establishing and maintaining internal control, and preventing and detecting fraud.

EdTec, in the capacity of consultants, confirms, to the best of EdTec's knowledge and belief, as of October 21, 2021, the following representations made to you during your audit.

1. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America.
2. There are no material transactions that EdTec is aware of that have not been properly recorded in the accounting records underlying the financial statements.
3. EdTec is unaware of any adjustments required that are material, both individually and in the aggregate, to the financial statements taken as a whole.
4. EdTec has no knowledge of any fraud or suspected fraud affecting the Elm Community Public School involving:
  - a) Management
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
5. EdTec is unaware of any plans or intentions that management has that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.

6. EdTec is unaware of any of the following matters and have not recorded any of these matters in the financial statements:
  - a) Related party transactions, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
  - b) Guarantees, whether written or oral, under which the Academy is contingently liable.
  - c) Unasserted claims or assessments.
  - d) Agreements to repurchase assets previously sold.
  - e) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Statement of Financial Accounting Standards No. 5.
  - f) Designations of net assets disclosed to you that were not properly authorized and approved, or reclassifications of net assets that have not been properly reflected in the financial statements.
  
7. There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. EdTec understands that near term means the period within one year of the date of the financial statements. In addition, EdTec has informed you of concentrations existing at the date of the financial statements that make the organization vulnerable to the risk of severe impact that should be disclosed in the financial statements.
  
8. EdTec has identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumption underlying those estimates, and we believe the estimates are reasonable in the circumstances. This includes estimates for the statement of functional expenses, although it was management that made the decisions regarding allocation rates and methods.
  
9. EdTec has included in the financial statements, all assets and liabilities that they were aware of that is under the control of the Elm Community Public School.
  
10. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.



Name: Derian De La Torre

Title: Business Manager



## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Elm Community Charter School
Name of trustee (print):	Christopher Kong
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Board Chair
Email Address:	[REDACTED]

Home Address
Please complete with <i>changes</i> only:
Street:
City, State Zip:
Phone:

Business Address
Please complete with <i>changes</i> only:
Business Name:
Street:
City, State Zip:
Phone:

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

None



Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

Trustee Signature

Signature:



By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Elm Community Charter School
Name of trustee (print):	Debbie Thomas
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Vice Chair
Email Address:	[REDACTED]

Home Address	Business Address
Please complete with <i>changes</i> only:	Please complete with <i>changes</i> only:
Street: [REDACTED]	Business Name: [REDACTED]
City, State Zip: [REDACTED]	Street: [REDACTED]
Phone: [REDACTED]	City, State Zip: [REDACTED]
	Phone: [REDACTED]

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	
<input checked="" type="checkbox"/> None	

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature: 

*By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.*

## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Elm Community Charter School
Name of trustee (print):	Michael E. Dorcelly
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Secretary
Email Address:	[REDACTED]

Home Address	
Please complete with <i>changes</i> only:	
Street:	[REDACTED]
City, State Zip	[REDACTED]
Phone:	[REDACTED]

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	[REDACTED]
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabit with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3)** Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature:



*By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.*

## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Elm Community Charter School
Name of trustee (print):	Anupa Jacob
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Treasurer, Finance Committee Chair
Email Address:	[REDACTED]

Home Address	
Please complete with <i>changes</i> only:	
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	[REDACTED]
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabit with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3)** Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature:

*Anupa Jacob*

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Elm Community Charter School
Name of trustee (print):	PRIJO THOMAS
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	PRIJO.THOMAS@GMAIL.COM

Home Address	
Please complete with <i>changes</i> only:	
Street:	
City, State Zi	
Phone:	

Business Address	
Please complete with <i>changes</i> only:	
Business Name	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabit with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

None



Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3)** Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature:



Prjo Thomas  
2022.05.17 21:50:48 -04'00'

*By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.*

## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Elm Community Charter School
Name of trustee (print):	Grace Yun
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Board Member
Email Address:	[REDACTED]

Home Address		Business Address	
Please complete with <i>changes</i> only:		Please complete with <i>changes</i> only:	
Street:	[REDACTED]	Business Name:	[REDACTED]
City, State Zip:	[REDACTED]	Street:	[REDACTED]
Phone:	[REDACTED]	City, State Zip:	[REDACTED]
		Phone:	[REDACTED]

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

■ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3)** Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

■ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature:



*By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.*

## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Elm Community Charter School
Name of trustee (print):	Zaineb Hussain
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Academic Chair
Email Address:	[REDACTED]

Home Address	
Please complete with <i>changes</i> only:	
Street:	[REDACTED]
City, State Zi	[REDACTED]
Phone:	[REDACTED]

Business Address	
Please complete with <i>changes</i> only:	
Business Name:	[REDACTED]
Street:	[REDACTED]
City, State Zip:	[REDACTED]
Phone:	[REDACTED]

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check <b>yes</b> , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	

2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabit with, any person (any of the foregoing is an "interested person", who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you "self", or an interested persons have held or engaged in with the education corporation during the prior school year.

None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

**3)** Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature: 

*By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.*

# DEPARTMENT OF BUILDINGS

BOROUGH OF **QUEENS**, THE CITY OF NEW YORK

No. **9 138044**

Date **12/7/60**

## CERTIFICATE OF OCCUPANCY

Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C.26-181.0 to C.26-187.0 inclusive Administrative Code 2.1.3.1. to 2.1.3.7. (Engineering Code)

This certificate supersedes C. O. No.

owner or owners of the building or premises:

THIS CERTIFIES that the ~~new~~ altered ~~building~~ building—premises located at  
**69-30 Cooper Ave., S.E.C. 69th. Place**

Block **3707** Lot **16**

conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and CERTIFIES FURTHER that, any provisions of Section 646P of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

Alt. No. **Alt. 765/58**

Construction classification **Fireproof, Non-Fire & Frame**

Occupancy classification **Public & Res.**

Height **2** stories, **36** feet.

Date of completion **8/11/60**

Located in **Business** Use District.

**0** Area **1** Height Zone at time of issuance of permit

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

### PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs per Sq Ft	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
	05 gr.				
	05 gr.			22	
	100			10	
	100			180	
	05 gr.			195	
	40			2 Jan.	
	100			240	

**NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT**

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in construction in any story shall not exceed the live loads specified on reverse side; the number of persons of any sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof from obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the discretionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any lawful order authorized in writing by the fire commissioner to remove encroachments into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with the special requirement or with the State Labor Law or any other law or ordinance; that there are no violations or orders pending in the Department of Buildings at this time; that Section 646 F of the New York Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent and that, so long as the building is not altered, except by permission of the Borough Superintendent, the use and occupancy may be continued.

"§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, premises or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."



## 2021 - 2022 [Tentative] School Calendar

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

August 2021				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	TH	F
			2	3
	7		9	10
	14	15	16	17
20	21	22	23	24
27	28	29	30	

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

November 2021				
M	T	W	TH	F
1	2		4	5
9		10	12	
15	16	18	19	
22	23			
29	30			

December 2021				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2022				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17

**Total Days: 183**

<b>August 30, 2021</b>	First Day of School!
<b>September 6, 2021</b>	No School: Labor Day
<b>September 13, 2021</b>	First Day of DOE Busing & After School
<b>October 11, 2021</b>	No School: Indigenous Peoples' Day
<b>November 8, 2021</b>	No School: Teacher Professional Development Day
<b>November 17, 2021</b>	Q1 Success Celebrations
<b>November 11, 2021</b>	No School: Veterans Day
<b>November 24, 2021 - November 26, 2021</b>	No School: Thanksgiving Break
<b>December 24, 2021 - December 21, 2021</b>	No School: Winter Break
<b>January 17, 2022</b>	No School: Dr. Martin Luther King Jr. Day
<b>January 24, 2022</b>	No School: Teacher Professional Development Day
<b>February 2, 2022</b>	Q2 Success Celebrations
<b>February 21, 2022 - February 25, 2022</b>	No School: Mid Winter Recess
<b>April 4, 2022</b>	No School: Teacher Professional Development Day
<b>April 18, 2022 - April 22, 2022</b>	No School: Spring Break
<b>April 13, 2022</b>	Q3 Success Celebrations
<b>May 30, 2022</b>	No School: Memorial Day
<b>June 15, 2022</b>	Q4 Success Celebration
<b>June 17, 2022</b>	Last Day of School & (Tentative) Moving Up Ceremony