

# Application: Elm Community Charter School

Priscilla Walton - priscilla.walton@elmcharterschool.org  
2021-2022 Annual Report

## Summary

**ID:** 0000000310

**Last submitted:** Nov 1 2022 01:19 PM (EDT)

**Labels:** SUNY Trustees

## Entry 1 School Info and Cover Page

**Completed** Aug 1 2022

### Instructions

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

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

ELM COMMUNITY CHARTER SCHOOL 800000089576

**a1. Popular School Name**

Elm Charter School

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

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

SUNY BOARD OF TRUSTEES

**d. DISTRICT / CSD OF LOCATION**

CSD #24 - QUEENS

**e. DATE OF INITIAL CHARTER**

10/2012

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2027

**c. School Unionized**

Is your charter school unionized?

Yes

**c. Name of Union**

Provide the name of the union:

UFT

**c. Date Unionized**

Provide the date of unionization:

2/2018

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

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

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

330

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

275

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

Check all that apply

Grades Served	K, 1, 2, 3, 4
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**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No
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## **FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.
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**ELM COMMUNITY CHARTER SCHOOL 800000089576**

**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	69-26 Cooper Avenue, Glendale, NY 11385	3474743288	NYC CSD 24	K-4	K-4

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Priscilla Walton	Principal	347-474-3288		<a href="mailto:priscilla.walton@elmcharterschool.org">priscilla.walton@elmcharterschool.org</a>
Operational Leader	Kimberly Placencia	Director of Operations	347-474-3288		<a href="mailto:kimberly.placencia@elmcharterschool.org">kimberly.placencia@elmcharterschool.org</a>
Compliance Contact	Priscilla Walton	Principal	347-474-3288		<a href="mailto:priscilla.walton@elmcharterschool.org">priscilla.walton@elmcharterschool.org</a>
Complaint Contact	Kimberly Placencia	Director of Operations	347-474-3288		<a href="mailto:priscilla.walton@elmcharterschool.org">priscilla.walton@elmcharterschool.org</a>
DASA Coordinator	Priscilla Walton	Principal	347-474-3288		<a href="mailto:priscilla.walton@elmcharterschool.org">priscilla.walton@elmcharterschool.org</a>
Phone Contact for After Hours Emergencies	Priscilla Walton	Principal	347-474-3288		<a href="mailto:priscilla.walton@elmcharterschool.org">priscilla.walton@elmcharterschool.org</a>

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

Private Space

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

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

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

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

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

[Certificate of Occupancy 181117 \(07.26.1971\).pdf](#)

**Filename:** Certificate of Occupancy 181117 (07.26.1971).pdf **Size:** 224.6 kB

**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

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

No

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

Yes

## ATTESTATIONS

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

Name	Priscilla Walton
Position	Founder & 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 and cursive, starting with a large loop on the left and ending with a long horizontal line extending to the right.

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

A handwritten signature in black ink on a light gray background. The signature is cursive, starting with a large loop on the left and ending with a long horizontal line extending to the right.

**Date**

Jul 27 2022

**Thank you.**



## **Entry 3 Accountability Plan Progress Reports**

**Completed** Oct 25 2022

### **Instructions**

**SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at

[Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

## **2021-22 Accountability Plan Progress Report**

**Filename:** 2021 22 Accountability Plan Progre PsVqRnv.pdf **Size:** 799.5 kB

## **Entry 4 - Audited Financial Statements**

**Completed** Nov 1 2022

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

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

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

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

### **Elm - 2021-22-Audited-Financial-Statement**

**Filename:** Elm 2021 22 Audited Financial Statement.xlsx **Size:** 174.8 kB

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

**Completed** Nov 1 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 no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

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

### **Elm - Fin Stmts 6-30-22 FINAL**

**Filename:** Elm Fin Stmts 6 30 22 FINAL.pdf **Size:** 655.7 kB

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

**Incomplete** Hidden from applicant

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

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<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** Aug 1 2022 Hidden from applicant

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

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Kimberly Placencia	<a href="mailto:kimberly.placencia@elmcharterschool.org">kimberly.placencia@elmcharterschool.org</a>	347-474-3288

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Carlishia Bruno	[REDACTED]	[REDACTED]	4

**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	Leslie Rich	N/A	<a href="mailto:LRich@edtec.com">LRich@edtec.com</a>	917-997-4330	5

## Entry 5 - Fiscal Year 2022-2023 Budget

**Completed** Nov 1 2022

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

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

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

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

### [Elm - 2022-23 Budget and Quarterly Report Template \(1\)](#)

**Filename:** Elm 2022 23 Budget and Quarterl DW476Wl.xlsx **Size:** 533.3 kB

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

**Completed** Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

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

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

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

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

**[Binder Financial Disclosure Forms 2021-22](#)**

**Filename:** Binder Financial Disclosure Forms 2021 22.pdf **Size:** 2.5 MB

**Entry 7 BOT Membership Table**

**Completed** Aug 1 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.

**ELM COMMUNITY CHARTER SCHOOL 800000089576**

**Authorizer:**

Who is the authorizer of your charter school?

SUNY

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

Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws	Number of Terms Served	Start Date of Current Term	End Date of Current Term	Board Meetings Attended
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					(Y/N)		(MM/DD /YYYY)	(MM/DD /YYYY)	d During 2021-2022
1	Chris Kong		Chair	Executive, Finance	Yes	5	07/01/2021	06/30/2022	12
2	Debbie Thomas		Vice Chair	Executive	Yes	5	07/01/2021	06/30/2022	9
3	Michael Dorcelly		Secretary	Executive, Academic	Yes	5	07/01/2021	06/30/2022	10
4	Anupa Jacob		Treasurer	Executive, Finance	Yes	4	07/01/2021	06/30/2022	8
5	Prijo Thomas		Trustee/Member	Finance	Yes	5	07/01/2021	06/30/2022	12
6	Zaineb Hussain		Trustee/Member	Academic	Yes	2	07/01/2021	06/30/2022	9
7	Grace Yun		Trustee/Member	Academic	Yes	3	07/01/2021	06/30/2022	8
8									

**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, 2022	7
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

**3. Number of Board meetings held during 2021-2022**

12

**4. Number of Board meetings scheduled for 2022-2023**

12

**Total number of Voting Members on June 30, 2022:**

7

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

0

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

0

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

7

Thank you.

## Entry 8 Board Meeting Minutes

**Completed** Aug 1 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 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

### **Binder1 Board Meeting Minutes\_202122**

**Filename:** Binder1 Board Meeting Minutes 202122.pdf **Size:** 577.1 kB

## Entry 9 Enrollment & Retention

**Completed** Aug 1 2022



# Instructions for submitting Enrollment and Retention Efforts

## Required of ALL Charter Schools

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

## Entry 9 Enrollment and Retention of Special Populations

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>At Elm, we believe that equitable education should be provided for all learners in the Elmhurst community. Our efforts to reach the economically disadvantaged populations include: promoting our school through partnerships with local organizations that work with vulnerable populations in the community (i.e. homeless, food assistance needs), advertising via bus stops in targeted blocks, flyer in preschools, daycares, medical offices serving economically disadvantaged areas, and partnering with local churches, prevention center and social service organizations. In our advertisements, there is emphasis on school choice, providing a free public charter school, offering free services such as: transportation via bussing, food services including breakfast, lunch, and snacks, as</p>	<p>With our recent building move to Elmhurst, Elm is able to better directly engage with the community that we serve. We have increased our efforts towards targeting economically disadvantaged families through local community partnerships with religious institutions, community organizations, and homeless shelters. Throughout the 2022-23 school year, we will continue to advertise the school's free programs and explore new organizations and partnerships to collaborate with that can be resourceful to our lower income families.</p>

	well as our free after school program.	
English Language Learners	<p>All recruitment efforts at Elm are provided in both English and Spanish, targeting the student population within our community. At Elm, we assure all parent events and communications are translated to the languages of our interested families; this includes our information sessions, open houses and tours. We assure that all marketing supplies such as flyers, bus ads, post cards, etc. are also printed in multiple languages to attract and engage with English Language Learners. Our advertisements promote adjusting their curriculum so that students can respond in a way that is appropriate for their stage of English proficiency. An example of this adjustment would be additional test-taking time.</p>	<p>Elm being located in a very diverse area in the 2022-23 school year will bring an advantage to our recruitment efforts targeting English Language Learners. We plan to continue to advertise our school in multiple languages to attract bilingual families. We will be hosting all recruitment events in English and Spanish as well as collaborating with local businesses to share resources regarding the services provided to English Language Learner families. Elm will partner with its current families located in the community to broadcast how we have been supporting them in improving their English proficiency.</p>
Students with Disabilities	<p>Our recruitment efforts at Elm targeting students with disabilities include advertising our core values which are small group learning, social emotional learning and our two-teacher model, all which tailors our instruction to the specific needs of students with disabilities. We also hired a Director of Student Supports to assure there are tiered interventions to determine their areas of struggle and setting smart goals to meet their expected academic levels. Our collaboration with CPSE also provides support services such</p>	<p>We will continue to ensure our recruitment efforts target student with disabilities by promoting that our school building is accessible as we have elevator access for students with disabilities. Our Director of Student Supports will also continue to coordinate with CPSE for services such as speech, physical and occupational therapy. With ongoing evaluations and academic accommodations, we will be able to determine how to better</p>

	<p>as speech, physical &amp; occupational therapy. Students with disabilities are also provided with a para professional, one-on-one meetings to assure their needs are being met and school counseling that assists with their behavior plans to coping with any emotional distress.</p>	<p>support the populations of students with disabilities this upcoming year and will explore alternate outside providers that can be a resource for these students.</p>
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**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>At Elm, the majority of our student population are economically disadvantaged, in which 84% of students are returning for the 2022-23 school year. Elm being a free public charter school having been able to provide multiple free services to these families has kept our families engaged. As economically disadvantaged families are such a crucial aspect to the Elm community, we consistently assure their economic backgrounds are apart of our forethought for any academic planning.</p>	<p>We plan to retain our economically disadvantaged population in the 2022-23 school year by continuing the retainment efforts that have been useful to Elm, which has been assuring our lower income families feel supported, not just academically but also guaranteeing to our families that their economic status does not need to be affected in order to provide the best education to their children. Elm will continue to expand its partnerships and provide services that alleviate our lower income families.</p>
	<p>As the majority of our family population is bilingual, the services provided to our English Language Learners has proven to retain those families by supporting them with their academic language barriers. Elm believes that encouraging students to also practice their academics in their home language, has also been</p>	<p>Elm consistently strives to improve and accommodate the curriculum provided to our learners. We will retain our English Language Learners in this upcoming school year by elaborating the services being</p>

English Language Learners	<p>resourceful in keeping the parents and guardians of our English Language Learners engaged in Elm’s mission. Not only do our learners benefit from these services, but our parents feel included and communicated in any decision making that affects their child. Elm staff also having large population of Spanish speakers, has created a strong bond and community within staff and families that has been a big aspect in retaining our English Language Learner families.</p>	<p>provided. Elm's Director of Student Supports will continue to work closely with these families and with their feedback and continuous assessments, we will be able to enhance and develop stronger accommodations that will focus on each child's areas of struggle. Our English Language Learner parents have been very responsive to the tools that have assisted their child meet their proficiency levels.</p>
Students with Disabilities	<p>With 84% of our student population returning in the 2022-23 school year, the retainment of students with disabilities has been targeted by continuous assessments and evaluation meetings to assure student's have the proper accommodations tailored to their academic needs. By determining where they can be further supported, family retainment is increased by allowing parents to address their concerns and needs which assures that as a team, we can accomplish their child reaching their end year goals.</p>	<p>Students with disabilities will be retained in the 2022-23 school year with ongoing analyzation of their academic progress and addressing family concerns. With improving our implementation and revision of student needs, we will accomplish an increase in student development, which will be promoted to retain families of students with disabilities.</p>

## Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 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 who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

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

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

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## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	0



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

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

	FTE Count
Total	

**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 2021-2022 **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 Aug 1 2022

[Instructions for submitting School Calendar](#)

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

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

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

### **Entry 13 2022-23 Calendars - Master Calendar (1)**

Filename: Entry 13 2022 23 Calendars Maste 24t7Hb8.pdf Size: 97.2 kB

## Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

### Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

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

School Name: Elm Community Charter School

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://nysed-cso.smapply.io/prog/">https://nysed-cso.smapply.io/prog/</a>
2. Board meeting notices, agendas and documents	<a href="https://elmcharterschool.org/elm-board/">https://elmcharterschool.org/elm-board/</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/essa.php?year=2021&amp;instid=800000089576">https://data.nysed.gov/essa.php?year=2021&amp;instid=800000089576</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.elmcharterschool.org">https://www.elmcharterschool.org</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://elmcharterschool.org/resources/">https://elmcharterschool.org/resources/</a>
6. Authorizer-approved FOIL Policy	<a href="https://elmcharterschool.org/resources/">https://elmcharterschool.org/resources/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<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 and NYCDOE-authorized Charter Schools ONLY**

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

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

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

**ELM COMMUNITY  
CHARTER SCHOOL**

**2021-22 ACCOUNTABILITY PLAN  
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

September 16, 2022

By Priscilla Walton

79-17 51st Avenue  
Elmhurst, NY 11373

(347) 474-3288



## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Priscilla Walton (Principal), Kayla Cobb (Assistant Principal), and Ali Epstein (Director of Humanities), prepared this 2021-22 Accountability Progress Report on behalf of the charter school's board of trustees:

Trustee's Name	Board Position	
	Office (e.g. chair, treasurer, secretary)	Committees (e.g. finance, executive)
Chris Kong	Board Chair	Executive, Finance
Debbie Thomas	Vice Chair	Executive
Michael Dorcelly	Secretary	Executive, Academic
Anupa Jacob	Treasurer, Finance Chair	Executive, Finance
Prijo Thomas	Member	Finance
Zaineب Hussain	Academic Chair	Academic
Grace Yun	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 2021-22 school year, Elm served Kindergarten through Fourth 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 2021-22 school year, Elm started the school year with the whole school back in in-person instruction. Strict social distancing requirements impeded us from carrying out our key design elements, particularly small group instruction. Small group instruction was held virtually, which presented significant obstacles and difficulties. In May 2022, Elm excitedly returned back to in-person small group instruction after social distancing requirements were lifted.

Throughout the school year, Elm's leadership team continued to hold bi-weekly meetings with Elm families to provide updates and receive feedback. Elm continued to conduct quarterly parent workshops virtually through our counseling team, who focused on topics such as family communication, family bonding, anxiety and the pandemic, and testing anxiety.

## 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
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
2021-22	45	51	74	53	52	0	0	0	0	0	0	0	0	275

## GOAL 1: ENGLISH LANGUAGE ARTS

### Goal 1: English Language Arts





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

### BACKGROUND

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. This approach is foundational in gradually building our own literacy curriculum tailored for our students' specific needs and ultimately is aligned to our educational philosophy that emphasizes a balance of mastery and inquiry-based learning..

Starting in kindergarten, all students will receive at least two hours of literacy instruction each day and engage in the following literacy components: Writing Workshop, Phonics (K-2), Guided Reading, Close Reading (3-5), and Humanities.

Elm has created its own curriculum based off of Teachers College Writing Project (TCRWP) to support all students in becoming proficient 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.

Elm also builds in-house Humanities curriculum for K-5. The program is adapted from Lavana's Insight Humanities program which teaches inquiry-based literacy through an in-depth study of content, followed by opportunities for students to use that content knowledge in support of mastering a life skill - such as debating skills, presentation skills, research skills, and storytelling skills. Our end goal with our humanities program is to cultivate student leaders with the capacity to express their ideas, opinions, and thoughts. Furthermore, our program highlights multiple modes of expression, valuing both written and spoken forms of expression.

During the 2022-23 school year, all learners will participate in live instruction, with no option for remote or hybrid learning. The Elm leadership team provides weekly professional development around our reading curriculum, data analysis, and inquiry-based learning. All Elm teachers will analyze their ELA data from either Phonics (K-2) or Close Reading (3-5) on a weekly basis.

## ELEMENTARY AND MIDDLE ENGLISH LANGUAGE ARTS

### Goal 1: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State English language arts examination for grades 3-8.



METHOD

During the 2021-22 school year, Elm used the annual 2021-22 State English Language Arts Exam (Grades 3-4) along with the quarterly Fountas & Pinnell (F&P) Benchmark Assessment System to assess student growth and achievement in ELA.

The table below summarizes participation information for this year’s test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed breakdown of those students excluded from the exam. Note that this table includes all students according to grade level, even if they have not enrolled in at least their second year (defined as enrolled by BEDS day of the previous school year).

2021-22 State English Language Arts Exam  
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested <sup>1</sup>				Total Enrolled
		IEP	ELL	Absent	Other reason	
3	51	-	-	-	2	53
4	53	-	-	-	-	53
All	104	-	-	-	2	106

RESULTS AND EVALUATION

Our goal for the ELA State English Language Arts Exam was 75% mastery in both Third and Fourth grade. Overall, while we did not reach our goal, we did achieve higher overall scores than District 24 (47%) in the 2018-19 School Year, which was the last year that District 24 was widely assessed before the COVID-19 Pandemic. We know we have more work to do as we continue closing the gaps that were partially caused by remote learning during the pandemic. We still believe it is a testament to our mastery-based small group guided reading and close reading program throughout the pandemic that, by and large, we did not see a drop in reading scores from pre-pandemic mastery.

Performance on 2021-22 State English Language Arts Exam  
By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	53%	51	46%	43
4	58%	53	62%	45
All	55.5%	104	54%	88

<sup>1</sup> Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.

### ADDITIONAL EVIDENCE

In Fourth Grade, students enrolled in at least their Second Year performed slightly better than the average for the whole grade. In Third Grade, students enrolled in at least their Second Year did slightly worse than the average for the whole grade. Our Third Grade students last year had to manage several teacher changes due to the teacher shortages that were experienced throughout NYC. As a result, many students did not receive the consistency of instruction they needed to close gaps in reading. In Fourth Grade, by comparison, both classes had the same teachers throughout the entire year. With consistency and with teachers who were deeply invested in the data of their students across the entire school year, students in Fourth Grade were able to see a greater amount of growth.

#### Goal 1: Absolute Measure

Each year, the school's aggregate Performance Index ("PI") on the State English language arts exam will meet that year's state Measure of Interim Progress ("MIP") set forth in the state's ESSA accountability system.

The Institute does not require charters to report on this measure for 2021-22.

#### Goal 1: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of all students in the same tested grades in the school district of comparison.

### METHOD

A school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.<sup>2</sup>

### RESULTS AND EVALUATION

At the time of submission (Friday, 9/16/22), district data was not available. As such, we are unable to make the comparison. However, for the purpose of comparison and growth, Elm leadership have made general comparisons to the data from the 2018-19 School District 24.

In the 2021-22 school year, 104 Elm learners in Grades 3 and 4 took the NYS English Language Arts Exam for the first time. In Grade 3, 44 were General Education learners, 18 were Emergent Bilingual

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<sup>2</sup> Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).



Learners, and 7 received Special Education services. In Grade 4, 49 were General Education learners, 14 were Emergent Bilingual Learners, and 4 received Special Education services.

In Grade 3, 53% of all learners in at least their second year at Elm received a proficient score on the Mathematics Exam. Amongst the learners in at least their second year at Elm, 18 were Emergent Bilingual Learners and 6 received Special Education services.

In Grade 4, 58% of learners in at least their second year at Elm received a proficient score on the English Language Arts Exam. Amongst the learners in at least their second year at Elm, 12 were Emergent Bilingual Learners and 3 received Special Education services.

Based on these results, Elm did not meet the accountability goal of 75% of learners in their second year achieving proficiency. In Grade 3, we fell short of the goal by 22%. In Grade 4, we fell short of the goal by 17%.

We believe that these scores do not reflect the high quality and rigor of Elm’s academic program, but instead reveal the limitations that existed during the 2021-22 school year. At Elm, we are always working diligently to reflect on the reasons why we don’t reach our goals. In the 2021-22 school year, New York City was struggling with a teacher shortage. This teacher shortage impacted Elm as well, with several teachers leaving and starting throughout the school year. Many of our classrooms had only one teacher. Because of this, we were unable to pull small groups as much as our program requires. Also because of the teacher shortage, we were rushed to fill vacancies with novice staff, and found ourselves having to repeat basic professional development sessions rather than building on knowledge throughout the year.

Additionally, we at Elm believe that great learning happens through discourse and students working actively together to increase the rigor and intellectual capacity of a classroom. During the 2020-21 School Year, because of COVID, we had students sitting 6 ft apart from one another, and without moving around the classroom, which made it more difficult to raise the level of inquiry in the classroom. Additionally, because students were not able to gather in close proximity, teachers had to take on the task of doing guided reading instruction virtually. This raises many challenges, both technological, and behavioral, which makes it more difficult for students to engage in high levels of discourse, thus improving their capacity for critical thinking.

In the 2021-22 school year, we are thrilled that almost every classroom has two teachers. Additionally, all students are already working in small groups for reading, phonics, and close reading daily, with several more teachers available to make groups even smaller and more targeted. What’s more, we have hired an interventionist, who will be pulling small groups of IEP and EBL students to practice additional targeted reading skills. We believe these changes, along with excellent professional development, will help to close the gaps we are seeing on the ELA State Test.

2021-22 State English Language Arts Exam  
Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency	
	Charter School Students In At Least 2 <sup>nd</sup> Year	All District Students

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	46%	43		
4	62%	45		
All	62%	45	N/A	N/A

### ADDITIONAL EVIDENCE

At the time of submission (Friday, 9/16/22), district data was not available.

#### Goal 1: Comparative Measure

Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

The Institute conducts a comparative performance analysis which compares the school's performance to that of demographically similar public schools statewide. Given the timing of the state's release of data necessary to produce this analysis, the 2021-22 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2021-22.

#### Goal 1: Growth Measure

Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50.

The Institute does not require charters to report on this measure for 2021-22.

### INTERNAL EXAM RESULTS

During 2021-22, in addition to the New York State 3<sup>rd</sup>- 8<sup>th</sup> grade exams, the school(s) primarily used the following assessment to measure student growth and achievement in ELA: The Fountas & Pinnell Benchmark Assessment System.

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>3</sup>	Number Tested	Percent Proficient	Number Tested
K	84%	45	N/A	N/A
1	64%	51	65%	35
2	58%	74	66%	53

<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.



## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

3	58%	53	62%	40
4	71%	52	74%	34
All	67%	275	67%	162

Overall, while not achieving our 80% goal in all grades, Elm continues to grow in reading levels. An additional focus on explicit phonics instruction combined with rigorous data analysis protocols raised achievement at the K-2 level. In Fourth Grade, increased professional development and coaching in the area of close reading contributed to the growth of that class of students. While our Third Grade class was more affected by teacher shortages, that class's 3% growth from 55% proficiency when they were in Second Grade assures us that we can continue to close reading gaps, ideally at a more rapid rate. We plan to address many of our reading gaps in the 2022-2023 school year through continued attention to data analysis, while also relying on Elm's key design of small group instruction - something that was limited during the pandemic.

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 4, 84% 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 4, 64% 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 4, 58% of Second Graders met this goal.
- 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 4, 58% of Third Graders met this goal.
- By the end of Fourth Grade, 80% of learners should be reading at or above a Level S according to the Fountas & Pinnell Benchmark Assessment System. At the end of Year 4, 71% of Fourth Graders met this goal.

### ADDITIONAL CONTEXT AND EVIDENCE

Within the 2021-22 School Year, there was the added challenge of reopening the school for all learners despite that we were still in a pandemic. Due to the pandemic, Elm Community Charter School did not start the year working in physical small groups - rather, students were participating in guided reading from their desk, virtually. This brought up many concerns, including making it hard for teachers to physically monitor students while reading, and the additional challenge of students reading off a computer. Throughout the year, we were able to transition slowly to physical small groups, so that all teachers were pulling physical small groups by March. This upcoming year, we plan on starting physical small groups at the start of the year.

Additionally, across New York City, Public Schools suffered from a teacher shortage. At Elm, though we typically have a two teacher model which contributes to the effectiveness of our small group instruction, many classrooms only had one teacher. While we believe in and have evidence of the



effectiveness of our instructional program regardless of how many teachers we have in the classroom, we remain aware that fewer teachers impacts our key design elements, specifically small group instruction. The biggest impact that these challenges had on reading scores was in Third Grade, on the Fountas & Pinnell Benchmark Reading Assessment, where there was a slight decline in reading scores from 2020-2021 School Year.

SUMMARY OF THE ENGLISH LANGUAGE ARTS GOAL

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State English language arts exam for grades 3-8.	55.5% (-19.5%)
Absolute	Each year, the school's aggregate PI on the state's English language arts exam will meet that year's state MIP as set forth in the state's ESSA accountability system.	N/A
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state English language arts exam will be greater than that of students in the same tested grades in the school district of comparison.	N/A
Comparative	Each year, the school will exceed its predicted level of performance on the state English language arts exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.	N/A
Growth	Each year, under the state's Growth Model the school's mean unadjusted growth percentile in English language arts for all tested students in grades 4-8 will be above the target of 50.	N/A

ACTION PLAN

Elm is committed to continuing to close the gaps in ELA that exist due to a variety of reasons; whether there be a language barrier, as with many of our Emergent Bilingual Learners, or whether it be because of COVID-19. Over the last two years, fulfilling the vision of our academic program has seen many challenges, such as maintaining in-person small group instruction to meet the specific needs of students, as well as managing a teacher shortage. This school year, Elm plans on improving our data in several ways, aligned to our key design elements:

- **Small Group Instruction:** This school year, we will begin in-person small group instruction within the first three weeks of school. During this time, in contrast with previous years, all students will be traveling across the school to find the reading group that is most targeting their needs. The abundance of targeted reading groups we are able to have between all five grades ensures that students are learning skills and reading books that are specific to their data and their reading level.
- **Co-Taught Classrooms:** While co-taught classrooms has always been an essential component of our vision, within the last two years, due to the teacher shortage around New York City, we have been unable to maintain co-taught classrooms in many classrooms. This year, we are starting our school year with nearly all classrooms having two teachers, and with this opportunity comes more time for small-group instruction, targeted feedback, and a lower



student-teacher ratio. We are confident the impact of two teachers in a classroom will be felt when we see the 2022-23 SY data.

- **Interdisciplinary Learning:** During the 2020-21 and the 2021-22 School Year, Elm placed a heavy emphasis on mastery-based instruction as a means of closing gaps caused by the COVID-19 pandemic. Moving forward, we are going back to our key design element of interdisciplinary learning, by placing additional emphasis on Humanities. Through the Elm created Humanities curriculum, students will increase their critical thinking skills as they participate in research activities, presentations, debates, etc. We trust that these inquiry-based blocks will improve overall reading comprehension skills.
- **High-Quality Professional Development:** During the 2020-21 school year, we had many new teachers coming in throughout the school year due to a city-wide teacher shortage. Because of this, leadership found themselves having to reteach basic teaching skills to many novice teachers. This caused our professional development to lack the targeted rigor that we've envisioned. This year, leaders are owning different grades, and we have created a revamped professional development calendar that builds off one another, ensuring that our professional development is targeted, data-driven, rigorous, and differentiated when applicable.
- **Staff Culture:** We are placing more of an emphasis on staff culture by creating more opportunities for staff to come together for celebrations and with the creation of a sunshine committee. While not directly related to ELA, we do foresee this emphasis on staff culture supporting our teacher retention numbers, which in turn will increase data through teacher consistency.

## GOAL 2: MATHEMATICS

### Goal 2: 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 2021-22 school year, learners in each grade will have approximately 90 minutes of math instruction three days a week.

CGI is an inquiry-based math program that 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 learners fundamental math skills. The focus of this curriculum is on learners 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 in Grades K through 2 and EngageNY in Grades 3 and 4 to have a greater emphasis on mastering math skills.





## ELEMENTARY AND MIDDLE MATHEMATICS

### Goal 2: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State Mathematics examination for grades 3-8.

### METHOD

The school administered the New York State Testing Program Mathematics assessment to students in 3rd through 4th grades in spring 2022. Each student’s raw score has been converted to a grade-specific scaled score and a performance level.

The table below summarizes participation information for this year’s test administration. The table indicates total enrollment and total number of students tested. It also provides a detailed breakdown of those students excluded from the exam. Note that this table includes all students according to grade level, even if they have not enrolled in at least their second year (defined as enrolled by BEDS day of the previous school year).

2021-22 State Mathematics Exam  
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested <sup>4</sup>				Total Enrolled
		IEP	ELL	Absent	Other reason	
3	51	0	0	0	2	53
4	53	0	0	0	0	53
All	104	-	-	-	2	106

### RESULTS AND EVALUATION

In the 2021-22 school year, 104 Elm learners in Grades 3 and 4 took the NYS Mathematics Exam for the first time. In Grade 3, 44 were General Education learners, 18 were Emergent Bilingual Learners, and 7 received Special Education services. In Grade 4, 49 were General Education learners, 14 were Emergent Bilingual Learners, and 4 received Special Education services.

In Grade 3, 53% of all learners in at least their second year at Elm received a proficient score on the Mathematics Exam. Amongst the learners in at least their second year at Elm, 18 were Emergent Bilingual Learners and 6 received Special Education services.

In Grade 4, 60% of learners in at least their second year at Elm received a proficient score on the Mathematics Exam. Amongst the learners in at least their second year at Elm, 12 were Emergent Bilingual Learners and 3 received Special Education services.

Based on these results, Elm did not meet the accountability goal of 75% of learners in their second year achieving proficiency. In Grade 3, we fell short of the goal by 22%. In Grade 4, we fell short of the goal by 15%.

<sup>4</sup> Students exempted from this exam according to their Individualized Education Program (IEP), because of English Language Learners (ELL) status, or absence for at least some part of the exam.



We believe the results of the exam do not reflect the effectiveness of our school’s program, but emphasize the learning gaps created due to the limitations caused by the pandemic. The School was unable to implement key design elements including: collaborative learning and small group instruction. Due to social distancing requirements, learners were unable to participate in heterogeneous group work or be pulled into homogeneous small groups across grade levels. This would have allowed teachers to create lessons based on the specific needs of a small group of learners. In the 2022-23 school year, we are eager to begin both our planned heterogeneous and homogeneous small group instructional blocks again.

The leadership team also identified additional areas of improvement and already have plans in place for the 2022-23 school year. This includes: addressing content gaps amongst learners due the pandemic and teaching skills and knowledge gaps amongst teachers. In the 2021-22 school year, students returned to in-person instruction with major content gaps from the previous year where students attended virtual learning for a majority of the year. Thus, during the 2021-22 school year, teachers spent a majority of the year closing gaps of knowledge from the previous year rather than teaching on-grade level. Despite introducing a new mastery-based curriculum that was aligned to NYS standards, the many gaps in knowledge resulted in less time spent on new material.

Furthermore, across New York City, Public Schools suffered from a teacher shortage. At Elm, we experienced several teacher changes, particularly in the third grade team. This resulted in hiring fairly new teachers to the field and to the Elm curriculum. This also affected Elm’s ability to implement our two teacher model, which ensures small group instruction and high levels of differentiation. In the 2022-23 school year, the Elm leadership team has revamped our teacher development program to be highly interactive with an emphasis on the implementation of teaching.

Performance on 2021-22 State Mathematics Exam  
By All Students and Students Enrolled in At Least Their Second Year

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	55%	51	53%	43
4	55%	53	60%	45
All	55%	104	56%	88

ADDITIONAL EVIDENCE

The 2021-22 school year was Elm’s first year taking NYS exams. In lieu of year-to-year comparisons of state test data, Elm used internal math benchmarks to determine proficiency of NYS math standards for all learners. The table below shows learner proficiency for all learners on the end of year math benchmark throughout Elm’s Accountability Period.

	18-19	19-20	20-21	21-22
Kindergarten	85%	50%	78%	62%

## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

1st Grade	63%	67%	78%	96%
2nd Grade	-	89%	65%	56%
3rd Grade	-	-	24%	48%
4th Grade	-	-	-	54%

During the 20-21 school year, Elm did not participate in state testing. In lieu of state test, Elm administered an internally developed assessment for 3rd grade learners that reflected previously administered NYS Math tests. The results of the test were well below our expectations, with only 24% of learners demonstrating proficiency. Knowing that our learners could achieve better results, we implemented a new curriculum that put a greater emphasis on the foundational math skills, which attributed to learners' increased performance when taking the same end of year math benchmark in the 21-22 school year.

While the new curriculum proved effective in closing foundational gaps, there is still room for improvement in the more complex content and skills. By shifting to the new curriculum across all grade levels, we believe that learners will be able to attain the necessary foundational skills at the appropriate times, allowing more time to focus on more abstract concepts.

### Goal 2: Absolute Measure

Each year, the school's aggregate Performance Index ("PI") on the state mathematics exam will meet that year's state Measure of Interim Progress ("MIP") set forth in the state's ESSA accountability system.

The Institute does not require charters to report on this measure for 2021-22.

### Goal 2: Comparative Measure

Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of all students in the same tested grades in the school district of comparison.

## METHOD

A school compares tested students enrolled in at least their second year to all tested students in the public school district of comparison. Comparisons are between the results for each grade in which the school had tested students in at least their second year at the school and the total result for all students at the corresponding grades in the school district.<sup>5</sup>

## RESULTS AND EVALUATION

At the time of submission (Friday, 9/16/22), district data for the 21-22 state test was not available.

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<sup>5</sup> Schools can acquire these data when the New York State Education Department releases its database containing grade level ELA and math test results for all schools and districts statewide. The NYSED announces the release of the data on its [News Release webpage](#).



## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

Overall, while we did not reach our goal, we did achieve higher overall scores than District 24 in the 2018-19 School Year, which was the last year that District 24 was widely assessed before the COVID-19 Pandemic. We know we have more work to go as we continue closing the gaps that were partially caused by remote learning during the pandemic, but we believe it is a testament to our mastery-based small group guided reading and close reading program throughout the pandemic that, by and large, we did not see a drop in reading scores from pre-pandemic mastery.

**2021-22 State Mathematics Exam  
Charter School and District Performance by Grade Level**

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 <sup>nd</sup> Year		All District Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3	53%	43		
4	60%	45		
All	56%	88		

### ADDITIONAL EVIDENCE

At the time of submission (Friday, 9/16/22), district data was not available.

#### Goal 2: Comparative Measure

Each year, the school will exceed its predicted level of performance on the state mathematics exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.

The Institute conducts a comparative performance analysis which compares the school's performance to that of demographically similar public schools statewide. Given the timing of the state's release of data necessary to produce this analysis, the 2021-22 results are not yet available.

As such, The Institute does not require charters to report on this measure for 2021-22.

#### Goal 2: Growth Measure

Each year, under the state's Growth Model, the school's mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50.

The Institute does not require charters to report on this measure for 2021-22.

### INTERNAL EXAM RESULTS

During 2021-22, in addition to the New York State 3<sup>rd</sup>- 4<sup>th</sup> grade exams, the school(s) primarily used the following assessment to measure student growth and achievement in mathematics: Math Benchmark



## 2021-22 ACCOUNTABILITY PLAN PROGRESS REPORT

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

Grades	All Students		Enrolled in at least their Second Year	
	Percent Proficient <sup>6</sup>	Number Tested	Percent Proficient	Number Tested
K	62%	45	N/A	N/A
1	96%	50	97%	36
2	56%	73	60%	63
3	48%	53	50%	46
4	54%	52	60%	42
All	62%	273	64%	187

Overall some progress was made toward the end of year goal of 85% proficiency on the Math Benchmark Assessment. In First Grade, we exceeded the goal by 11%. And in 3rd Grade, we made significant progress from the end of year performance from the previous school year by 24%.

Although we did not meet the end of year proficiency goal across all grade levels, we made growth in first through 4th grades from our beginning of year proficiency. The table below shows the proficiency levels attained during each cycle of the school year.

	Cycle 1	Cycle 2	Cycle 3	Cycle 4
K	67%	52%	50%	62%
1	23%	37%	84%	96%
2	19%	24%	53%	56%
3	43%	8%	20%	48%
4	50%	9%	33%	54%

First grade learners made 73 percentage points of growth. Second grade learners made 37 percentage points of growth. Third grade learners made 5 percentage points of growth. Fourth grade learners made 4 percentage points of growth.

While the growth in third and fourth grade is negligible from the beginning of year to the end of year, it is important to note that the rigor of the math benchmarks shifted in Cycle 2, when the assessments covered more content and more closely aligned to the end of year benchmark. As such, the growth of 40% and 45% in Grades 3 and 4 respectively, better signifies the amount of progress learners made throughout the year.

### SUMMARY OF THE ELEMENTARY/MIDDLE MATHEMATICS GOAL

Type	Measure	Outcome
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<sup>6</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.



Absolute	Each year, 75 percent of all tested students who are enrolled in at least their second year will perform at proficiency on the New York State Mathematics exam for grades 3-8.	Not Met
Absolute	Each year, the school's aggregate PI on the state's mathematics exam will meet that year's state MIP as set forth in the state's ESSA accountability system.	N/A
Comparative	Each year, the percent of all tested students who are enrolled in at least their second year and performing at proficiency on the state mathematics exam will be greater than that of students in the same tested grades in the school district of comparison.	Data Not Available
Comparative	Each year, the school will exceed its predicted level of performance on the state mathematics exam by an effect size of 0.3 or above (performing higher than expected to a meaningful degree) according to a regression analysis controlling for economically disadvantaged students among all public schools in New York State.	N/A
Growth	Each year, under the state's Growth Model the school's mean unadjusted growth percentile in mathematics for all tested students in grades 4-8 will be above the target of 50.	N/A

### ACTION PLAN

Based on the data analysis, we plan to implement the following changes in Year 5:

- **Mastery Based Curriculum:** In the 21-22 school year, Elm enhanced the 3rd Grade Math Workshop curriculum to better align to NYS Standards. The shift in curriculum resulted in a 24% increase in proficiency on the end of year benchmark assessment. Due to the increase in proficiency, we will be implementing the enhanced Math Workshop curriculum across all grade levels in the 22-23 school year.
- **Small Group Instruction:** One of the school's key design elements is small group instruction. In the 22-23 school year, we have eliminated the COVID restrictions that prevented learners from engaging in small group instruction. We are excited to restart homogeneous small group instruction during math workshop two to three times per week.
- **Math Routines:** For all grade levels, 15-20 minutes of math fluency practice will be implemented three times a week. This math fluency practice will support learners with counting and grade-appropriate math facts.
- **Teacher Development:** To improve the quality of for teacher development at Elm, we hired an additional leader to focus on creating a professional development opportunities that address and effectively target the implementation of instruction amongst teachers with varying levels of teaching experience. With the addition of the Director of Teacher Development, we were also able to reorganize the structure of how leaders are instructing teams so that leaders can be experts at just two grade levels rather than instructing teams across all grade levels. Knowing that our professional development needs are high, the leadership team will also prioritize excellent professional development to teachers through our three-week summer Teacher Institute, weekly PDs on Wednesday afternoons, instructional meetings, and tailored bi-weekly 1:1 meetings that will include labsites, opportunities to practice teaching strategies with small groups of learners, and learner work studies.



## GOAL 3: 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.

#### ELEMENTARY SCIENCE

##### Goal 3: Absolute Measure

Each year, 75 percent of all tested students enrolled in at least their second year will perform at or above proficiency on the New York State science examination.

#### METHOD

The school administered the New York State Testing Program science assessment to students in 4<sup>th</sup> grade in spring 2022. The school converted each student's raw score to a performance level and a grade-specific scaled score. The criterion for success on this measure requires students enrolled in at least their second year to score at proficiency.

#### RESULTS AND EVALUATION

In the 2021-22 school year, 52 Elm learners in Grade 4 took the NYS Science Exam for the first time. In Grade 4, 48 were General Education learners, 14 were Emergent Bilingual Learners, and 4 received Special Education services.

In Grade 4, 96% of learners in at least their second year at Elm received a proficient score on the Science Exam. Amongst the learners in at least their second year at Elm, 12 were Emergent Bilingual Learners and 3 received Special Education services.

Based on these results, Elm exceeded the accountability goal of 75% of learners in their second year exceeding proficiency by 21%.

Upon reflection, the Director of STEM along with the leadership team also believe that the following areas can continue to strengthen and grow: an increased collection of informal science data and more opportunities for inquiry based instruction. Similar to our ELA and math program, informal data collection guided instruction on a daily basis and allowed teachers to more closely monitor learner progress and effectively close gaps in knowledge. Additionally, knowing the many content



gaps that emerged due to virtual learning, we shifted our approach to a mastery-based curriculum, that didn't allow learners to explore and investigate.

In the 2022-23 school year, we will have multiple opportunities during science units to informally collect data, analyze the data, and effectively use flex days included in the unit to address knowledge gaps and misconceptions. We are also excited to fully implement the Amplify Science curriculum with fidelity, that will allow learners to investigate real-world problems through inquiry based experiences.

Charter School Performance on 2021-22 State Science Exam  
By All Students and Students Enrolled in At Least Their Second Year

Grade	Percent of Students at Proficiency of Students in At Least 2 <sup>nd</sup> Year	
	Percent Proficient	Number Tested
4	96%	50
All	96%	50

**Goal 3: Comparative Measure**

Each year, the percent of all tested students enrolled in at least their second year and performing at proficiency on the state science exam will be greater than that of all students in the same tested grades in the school district of comparison.

The Institute does not require charters to report on this measure for 2021-22.

**SUMMARY OF THE ELEMENTARY SCIENCE GOAL**

In the 2021-22 school year, we exceeded our Accountability Plan Goal. This lets us know that our science program is working.

**ACTION PLAN**

In the 2022-23 school year, we will continue to provide rigorous instruction and assessment in Science. This year, with fewer COVID restrictions, we are excited for learners to engage in more collaborative group work in science that will provide them with an opportunity to gain a deeper understanding of science concepts and skills.





## GOAL 4: ESSA

Due to COVID-19 and the subsequent changes to the state’s testing, accountability, and federal reporting requirements, the 2021-22 school accountability statuses are the same as those assigned for the 2020-21 school year. Assigned accountability designations and further context can be found [here](#).

### Goal 4: 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

Elm Community Charter School’s ESSA status this year is: Good Standing - Made Progress

### ADDITIONAL EVIDENCE

Elm Community Charter School ensures that all state reporting, city reporting, and accountability reports are provided in a timely manner.

Accountability Status by Year

Year	Status
2019-20	Good Standing
2020-21	Good Standing
2021-22	Good Standing





**Minutes of Forty-Seventh Board Meeting**

The forty-seventh board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **July 29, 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	Zaineb Tambawalla
Debbie Thomas	
Michael Dorcelly	
Prijo Thomas	
Anupa Jacob	
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) BOARD MEMBER UPDATES

- Board members with commitments expiring FY 2021, along with those with commitments expiring FY 2022, will consider staying on for two more full fiscal years. Over the next two years, we would focus on board development, fundraising, and moving the school to it's permanent site.

II) FUNDRAISING

- Contracted services with Changing Our World consulting company to begin in August 2021. The organization has already started setting dates to meet with key stakeholders including the Founder, board members, school-based leaders.

III) GENERAL UPDATES

- *Enrollment*
  - Enrollment numbers are healthy for SY 2021-22. As to be expected, there is some movement with enrollment. Over the next few weeks, the operations team is working to fill those seats.
  - Were previously fully enrolled, but still filling roughly 5-10 seats
  - ECCS will still continue to build waitlist.
- *Renewal*
  - This upcoming year (year 4), Elm will begin the renewal application process.
  - Have budgeted for support and consultants

IV) FACILITIES UPDATES

- Topping out ceremony in June 2021 was a success with great turnout (considering COVID-19).
- Despite delays in materials, developing team still on track to open space by initial date.
- We will continue to monitor progress and timeline.

V) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:22 p.m.**



**Minutes of Forty-Eighth Board Meeting**

The forty-eighth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **August 26, 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
Zaineb Tambawalla	Grace Yun
Chris Kong	Michael Dorcelly
Debbie Thomas	
Prijo Thomas	
Anupa Jacob	
Priscilla Walton*	
Susie Kim**	

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.

\*\*Susie Kim, who drafted a portion of the ECCS Charter, is a non ECCS Board member.



Meeting notes. Board resolutions are shown in bold.

**I) APPROVALS**

- **Board Meeting 046 and 047 Minutes unanimously approved.**
- **Updated Board of Directors List unanimously approved.**
  - **Prijo, Grace, and Debbie have renewed one year.**
  - **Zaineb is the Academic Chair.**

**IV) FUNDRAISING UPDATE**

- **Michael from COW is interviewing members of Elm Staff.**

**V) ELM UPDATES**

- We are fully enrolled
- Waitlist of 400+
- Finishing teacher institute
- Students arrive on Monday, 8/30!
- Health/Safety Guidelines
  - DoH is yet to release any new guidelines since June. NYS DoE has put out guidelines.
  - We will offer on-site testing
  - Health screening is not required, but we will continue
  - 3 feet distance between students
  - 6 feet distance between adults
  - Meals still need to be 6 feet apart. We've swapped the gym and cafeteria.
- Renewal application coming up in the Spring

**VI) FACILITIES UPDATES**

- On time to be delivered for the Spring
- Classrooms allow for 2 smart boards and parallel teaching
- Extra small group pull out rooms on every other floor
- 2 Counselor spaces for continual prioritization of SEL
- Leadership suite that facilitates collaboration

**VII) ACADEMIC UPDATES**

- Academic Committee is focusing on renewal
- Establishing a timeline for walkthroughs (2-3)
- Revising and revamping tool for evaluations of founder/principal, school, and leadership
- Setting long-term goals of Academic Committee

**VIII) MOTION TO ADJOURN**

- Meeting adjourned at 08:30



**Minutes of Forty-Ninth Board Meeting**

The forty-ninth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **September 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
Zaineb Tambawalla	
Chris Kong	
Debbie Thomas	
Prijo Thomas	
Anupa Jacob	
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.



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

I) APPROVALS

- **Minutes from meeting 048 unanimously approved.**

II) FINANCE

- Positive variance in per pupil funding due to positive SpEd enrollment variance
- Federal grants in line with expectations
- Over \$20K in miscellaneous revenue to go toward early childhood and SpEd assessments
- Year-to-date expenses below budget though planning to increase due to hybrid model
- ESSER II funding application has been submitted and is awaiting approval

III) FUNDRAISING

- Michael from Changing Our World company to inform ECCS Board of next steps following staff interviews.

IV) GENERAL UPDATES

- *Culture:* Hispanic/Latinx Heritage Month events presented great cultural immersion and culturally-responsive education opportunity for school community
- *Enrollment:* currently more students enrolled than initially budgeted for (+)
- *Enrollment:* ECCS focusing on continued recruitment for SY 2022-2023
- *Instruction:* Data driven small group learning and collaborative learning key design elements continue to be effective instructional measures for students, especially at-risk learners
- *Instruction:* Additional interventions for EBL students and students with IEPs
- *Instruction:* New initiatives and approaches seen through school through social-emotional learning and leadership curricula
- *Facilities:* *ECCS permanent site continues to be constructed.*

V) ACADEMIC COMMITTEE

- Committee held their first meeting on 9/23/2021
- They have scheduled an initial walk through of ECCS for December 2021
- Committee will continue to meet to discuss and revise the principal evaluation tool

VI) BOARD DEVELOPMENT

- Current ECCS Board Members to continue to reach out to networks to recruit additional members for the start of SY 2022-2023.



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**Minutes of Fiftieth Board Meeting**

The fiftieth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **October 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
Zaineb Tambawalla	Anupa Jacob
Chris Kong	
Debbie Thomas	
Prijo Thomas	
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

- **Minutes from meeting 049 unanimously approved.**
- **Audited financials unanimously approved.**

II) FINANCE UPDATE

- Positive variance for September
- YTD expenses below budget
- Cash on hand over 3 months worth of expenses
- Federal grants in-line with expectations
- ESSER II funding has been approved
- ESSER III funding submitted and awaiting approval

III) FUNDRAISING UPDATE

- C. Kong to meet with Changing Our World in October 2021.

IV) GENERAL UPDATE

- *Enrollment*
  - Focus on filling K, 3rd, and 4th grade seats
  - Ongoing recruitment for SY '21-'22
- *STEM*
  - Students planting in school garden
  - Student coding using Scratch Jr.
- *Math*
  - K students moving from counting to labeling
  - 2nd graders learning money and time
  - 3 graders engaging in multiplication arrays
- *Creatives*
  - Students completing pencil portraits
- *At-risk learners*
  - Different instructional supports (ex: RTI) and initiatives supporting students with IEPs and EBL learners.

V) ACADEMIC UPDATE

- Academic Committee
  - Edit Principal Evaluation Tool to conduct walkthrough in early-December

VI) BOARD DEVELOPMENT

- Current ECCS Board Members to continue to reach out to networks to recruit additional members for the start of SY 2022-2023.

VII) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:32 p.m.**



**Minutes of Fifty-first Board Meeting**

The fifty-first board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **November 18, 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
Zaineb Tambawalla	
Anupa Jacob	
Grace Yun	
Chris Kong	
Debbie Thomas	
Michael Dorcelly	
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

- **Minutes from meeting 050 unanimously approved.**

II) FINANCE UPDATE

- Current enrollment higher than initially budgeted for across all student groups
- YTD expenses significantly below budget → positive variance across the board
- Final financial audit report submitted to SUNY
- Quarter 1 report submitted to SUNY

III) FUNDRAISING UPDATE

- ECCS Board President & ECCS Principal has met with Changing Our World to discuss building of donor network and outreach efforts
- Discussion for holiday social media marketing post to draw attention to ECCS donation page

IV) ELM GENERAL UPDATE

- Creative Initiatives
  - Include book clubs, bulletin board photography walls, heritage days, etc.
- Enrollment
  - 13 seats over budgeted
  - Seats will stop being filled on December 17th
- Academics
  - Data-driven and collaborative learning models being reinforced to support learning
  - Continuous professional development for teachers to build instructional capacity
- Facilities
  - Long-term spaces continues to be built and on target.

V) ACADEMIC UPDATE

- Tentative school visit to ECCS from Academic Committee scheduled for December 2021.

VI) BOARD DEVELOPMENT

- ECCS continue to look into professional networks to build team.

VII) MOTION TO ADJOURN MEETING

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



**Minutes of Fifty-second Board Meeting**

The fifty-second board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **December 16, 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
Zaineb Tambawalla	Anupa Jacob
Grace Yun	
Chris Kong	
Debbie Thomas	
Michael Dorcelly	
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

- **Minutes from meeting 051 unanimously approved**

II) FACILITIES UPDATES

- Building & construction continues to happen (ex: brick & mortar and window installation currently happening).

III) ACADEMIC UPDATES

- Due to pandemic and potential school movement to remote learning, school walkthrough from Academic Committee has been moved to February 2022.

IV) FINANCE UPDATES

- YTD actual expenses remain below budget
- Positive variance of due to:
  - higher billing for first payment
  - federal Grants variance due to timing
  - employee turnover
  - timing of uncategorized expenses
- February or March to go through COW presentation on fundraising for the School

V) BOARD DEVELOPMENT

- ECCS continue to look into professional networks to build team, as some terms are expiring soon.

VI) MOTION TO ADJOURN MEETING

- Meeting adjourned at 08:12 P.M.



**Minutes of Fifty-Third Board Meeting**

The fifty-third board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **January 27th, 2022 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
Anupa Jacob	Grace Yun
Chris Kong	Michael Dorcelly
Prijo Thomas	
Debbie Thomas	
Priscilla Walton*	
Zaineb Tambawalla	

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

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



Meeting notes. Board resolutions are shown in bold.

I) APPROVALS

- **Minutes from meeting 052 unanimously approved**
- Board members in attendance prefer to keep February's meeting on the 17th

II) FINANCE UPDATES

- December financials consistent with previous months
- Conservative budgeting plus remote learning providing savings have Elm in a healthy position

III) ELM UPDATES

- Continue to recruit new staff, excited at the team of educators that continue to join
- Progress on permanent facility, will soon be entering into inspections / sign offs, will have updates regarding budget lines concerned with new facilities cost

IV) ACADEMIC UPDATES

- STEM
  - Studying plants by planting seeds and observing growth
  - Kicking off coding program
  - K learners are building counting skills, mastered counting to 20
  - 2nd grade learners beginning to learn measurement and data skills and telling time to nearest 5 minutes
  - 3rd grade learners are building fluency with multiplication
- Reviewed updates and programs for EBL, IEPS, & RTI

V) BOARD DEVELOPMENT

- ECCS continues to look into professional networks to build a team, as some terms are expiring soon.

VI) MOTION TO ADJOURN MEETING

- Meeting adjourned at 08:08 P.M.



**Minutes of Fifty-Fourth Board Meeting**

The fifty-fourth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **February 17, 2022 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
Zaineb Tambawalla	Grace Yun (parental leave)
Anupa Jacob	
Chris Kong	
Debbie Thomas	
Michael Dorcelly	
Prijo Thomas	
Priscilla Walton*	
Erin, <i>Changing Our World</i>	
Katherine, <i>Changing Our World</i>	
Brad, <i>Ed-Tec</i>	

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

I) FUNDRAISING

- Changing Our World (COW) presented phases 1-3 of fundraising
  - Phase 1: 2022
  - Phase 2: 2022-23
  - Phase 3: 2023-24
- Immediate recommendations in phase 1: board recruitment, pick 5 prospects, survey constituents
- Short term recommendations: community welcome event, prospect assignment, fundraising CRM, and annual fund appeal
- Prerequisites to successful fundraising (long term!) include: uncover stories/collateral, educate existing funders of the immediate needs of the school,
- Opportunities to leverage (Phase 1)
  - “Pressure test” the case, send it to potential donors and get their insight on how to fix and what is missing
  - Board members give \$1,000 a year and/or multi-year giving/pledges
  - Create a “Quick reference” board handbook so that the board has information at the tip of their fingers
  - Community Welcome Event - June/July in the new building?
- Next steps to address threats/weakness (Phase 1)
  - Board development: setting up the next board to have minimum donations
  - Create fundraising effort promotional materials

II) APPROVALS

- **Minutes from meeting 053 unanimously approved**
- **Sublease for new site (72-10 Queens Blvd) unanimously approved**

III) FINANCE UPDATES

- Positive variance for remainder of school year due
  - additional students enrolled than initially forecasted
  - savings on personnel expenses due to staff turnover
- Substantial increases in federal grant allocations expected
  - ex: ESSER funds

IV) GENERAL UPDATES

- *Academics*
  - Students engaging in Black History Month curriculum in creative ways
  - NY state test prep focus for 3rd and 4th graders
  - Emphasis on incorporating innovation to professional development opportunities
- *Enrollment*
  - Total student roster at 7 over initially budgeted for
  - Next step: increase K-2nd grade waitlist
  - Next step: use local partnerships more to support recruitment
- *Facilities*
  - Permanent space continues to be built out. Scaffolding removed off sides of building!



**Elm Community Charter School**

Board Meeting #54  
Thursday, February 17, 2022  
7:30 p.m.

V) MOTION TO ADJOURN MEETING  
- **Meeting adjourned at 09:46 p.m.**



**Minutes of Fifty-Fifth Board Meeting**

The fifty-fifth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **March 31, 2022 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
Zaineb Hussain	Grace Yun
Anupa Jacob	Debbie Thomas
Chris Kong	
Michael Dorcelly	
Prijo Thomas	
Priscilla Walton*	
Bryson Wilson, <i>edtec</i> **	
Leslie Rich, <i>edtec</i> **	
Adnan Vandyck, <i>edtec</i> **	

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.

\*\*edtec employees are non-board members.



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

I) APPROVALS

- Motion to approve Meeting 054 minutes.
  - **Board unanimously approves.**

II) FINANCE UPDATES

- Enrollment still above initially budgeted
- Savings in personnel continuing due to staff changes
- Awaiting additional federal grant allotments
- Across the board positive variance trends in budget vs spending
- FY 2023 budget preparation taking place between Priscilla Walton and edtec

III) GENERAL UPDATES

- *Enrollment*
  - Over 600 applications for 160 spots for Fall 2022
  - Lottery taking place on Friday, 04/01/2022
  - K-3rd classes projected to have three classes each; 4th-5th projected to have two classes each
- *Facilities*
  - Space continuing to be built out
    - ex: shadow boxes on windows and other exterior constructions completed

IV) ACADEMIC UPDATES

- Academic walkthrough conducted by Z. Hussain on 03/11/2022
  - *Key takeaways*
    - School vision clearly articulated and reinforced by principal
    - Teachers of varied career-lengths express different buckets of school needs
    - Teachers & school leaders view Principal as thought-partner and collaborator → this has various ramifications
  - *Next steps*
    - Phases of plans for instruction, curricular mapping, hiring and onboarding, and etc. with clear expectations and non-negotiables
- Three additional walkthroughs to take place before end of SY 2021-2022

V) BOARD DEVELOPMENT

- In next phase of school existence, ECCS to focus on search of future board members with academic expertise and connections to large funding streams

VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:54 P.M.**



**Minutes of Fifty-Sixth Board Meeting**

The fifty-sixth board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **April 28, 2022 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
Zaineb Hussain	Grace Yun
Debbie Thomas	
Chris Kong	
Michael Dorcelly	
Prijo Thomas	
Anupa Jacob	
Priscilla Walton*	
Bryson Wilson, <i>edtec</i> **	
Leslie Rich, <i>edtec</i> **	

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.

\*\*edtec employees are non-board members.



Meeting notes. Board resolutions are shown in bold.

#### I) APPROVALS

- Motion to approve Meeting 055 minutes.
  - **Board unanimously approves.**
- Motion to approve tax Forms 990 & 8879-EO.
  - **Board unanimously approves.**
- Motion to approve sublease document.
  - **Board unanimously approves.**

#### II) FINANCE UPDATES

- All per pupil payments have been received
- Timely payments and receipt of federal grant monies
- Cash balance above three months of expenses
- Forecast remains positive driven by strong enrollment, federal grants

#### III) GENERAL UPDATES

- *ACADEMIC – meeting the needs of ECCS at-risk learners in quarter 4*

##### Emergent Bilingual Pull-Out Support

- Entering, Emerging, and Transitioning Learners are pulled 3 times a week in small groups
  - Learn high frequency English vocabulary words
  - Learn common sentence patterns
  - Read texts that incorporate new vocabulary and new sentence patterns
  - Engage in partner and small group discussions about the text
  - Weekly oral and written exams aligned to NYSESLAT

##### Emergent Bilingual Push-In Support

- Expanding and Commanding Learners receive in class supports
- The following supports are incorporated into all parts of instruction
  - Visuals to create meaning or build context
  - Speech and Language Support
    - Sentence Starters, Sentence Frames, Adjusting questioning techniques, Worksheets scaffolded by language development skills (word bank, fill in the blank worksheets)
  - Opportunities for interaction
  - Frequent checks for understanding

##### Response to Intervention

- Two times quarterly informal and formal assessments are used to identify the learners in need of intervention
- Interventionist reviews student data, forms goals, and plans lessons for groups that meet 3-4 times weekly
- Intervention runs for 6-8 weeks and learner progress is tracked weekly
- Interventionist meets with homeroom teachers every two-three weeks to update teacher on learner progress and provide teacher with next steps that can support learners throughout the instructional day



IV) FACILITIES UPDATE

- The building is moving on the proposed timeline by developers. Currently tiling and painting.
- We should know in the next 30 days whether sign offs and building COs will move smoothly and on-time.

V) BOARD DEVELOPMENT

- In next phase of school existence, ECCS to focus on search of future board members with academic expertise and connections to large funding streams

VI) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 08:47 P.M.**



### Minutes of Fifty-Seven Board Meeting

The fifty-seventh board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **May 26, 2022 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
Zaineb Hussain	Grace Yun
Debbie Thomas	Chris Kong
Michael Dorcelly	Prijo Thomas
Anupa Jacob	
Priscilla Walton*	
Bryson Wilson, <i>edtec</i> **	
Leslie Rich, <i>edtec</i> **	

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.

\*\*edtec employees are non-board members.





Meeting notes. Board resolutions are shown in bold.

I) APPROVALS

- Motion to approve 056 Meeting Meeting Minutes
  - Board unanimously approves.

**\*Debbie Thomas motioned for executive session. Seconded by Michael Dorcelly.\***

II) FACILITIES UPDATE

- Timeline for sublease of long-term space  
July 2022  
Lease and sublease has been drafted between Friends of Elm and Elm Community Charter School.  
Currently working through a leasehold condominium arrangement  
Seeking approval of tax exemption status to be granted

III) ENROLLMENT UPDATE

- Projected ECCS student enrollment for SY 2022-2023 is 448 students.
  - To date, 418 seats have been filled.

IV) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 8:00 P.M.**



**Minutes of Fifty-Eight Board Meeting**

The fifty-eight board meeting of the directors of Elm Community Charter School (ECCS) was held via Zoom video conference call on **June 30, 2022 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
Grace Yun	Priscilla Walton
Chris Kong	Zaineب Hussain
Prijo Thomas	Debbie Thomas
Anupa Jacob	
Michael Dorcelly	
Bryson Wilson, <i>edtec</i> **	
Leslie Rich, <i>edtec</i> **	

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.

\*\*edtec employees are non-board members.



Meeting notes. Board resolutions are shown in bold.

I) APPROVALS

- Motion to approve 056 Meeting Meeting Minutes
  - **Board unanimously approves.**
- Motion to approve FY 2022-23 budget
  - **Board unanimously approves.**

II) FINANCE UPDATE

- Per Pupil slight positive variance due to net SpEd and GenEd enrollment activity
- Federal grants negative variance due timing of receipt of Title funding and ESSER COVID-19 funding
- Miscellaneous revenues include intervention funds
- Benefits & Insurance savings from vacancies
- Positive variance in operating expense categories due to timing and material amount of uncategorized expenses
- Negative variance in misc. expenses driven by \$145K in uncategorized expenses (March)
- Cash balance above 3 months of expenses
- Next steps: will begin review of books for close of audit

III) MOTION TO ADJOURN MEETING

- **Meeting adjourned at 7:52 P.M.**



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

Charter School Name:	Elm Community Charter School
Audit Period:	2021-22
Prior Period:	2020-21
Report Due Date:	Tuesday, November 1, 2022
School Fiscal Contact Name:	Priscilla Walton / Leslie Rich - EdTec, Financial Consultant
School Fiscal Contact Email:	priscilla.walton@elmcharterschool.org / lrich@edtec.com
School Fiscal Contact Phone:	(347) 474-3288
School Audit Firm Name:	Schall and Ashenfarb, CPA's, LLC
School Audit Contact Name:	Mike Schall, CPA, CGMA
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	Not due until May 2023
7) Federal Single Audit/ Uniform Guidance in 2 CFR Part 200, Subpart F	N/A
8) Corrective Action Plan	N/A

**ELM COMMUNITY CHARTER SCHOOL**  
**Statement of Financial Position**  
**as of June 30, 2022**

<u>ASSETS</u>	<u>2021-22</u>	<u>2020-21</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 2,359,993	\$ 1,789,333
Grants and contracts receivable	112,356	130,430
Accounts receivables	-	-
Prepaid expenses	142,439	-
Contributions and other receivables	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>2,614,788</b>	<b>1,919,763</b>
<b><u>PROPERTY, BUILDING AND EQUIPMENT, net</u></b>	<b>632,191</b>	<b>276,197</b>
<b><u>OTHER ASSETS</u></b>	<b>483,500</b>	<b>483,500</b>
<b>TOTAL ASSETS</b>	<b>3,730,479</b>	<b>2,679,460</b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 199,327	\$ 198,087
Accrued payroll and benefits	-	-
Deferred Revenue	67,460	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>266,787</b>	<b>198,087</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Deferred Rent	-	128,323
All other long-term debt and notes payable, net current maturities	-	-
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>-</b>	<b>128,323</b>
<b>TOTAL LIABILITIES</b>	<b>266,787</b>	<b>326,410</b>
<b><u>NET ASSETS</u></b>		
Without Donor Restrictions	3,463,692	2,353,050
With Donor Restrictions	-	-
<b>TOTAL NET ASSETS</b>	<b>3,463,692</b>	<b>2,353,050</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>3,730,479</b>	<b>2,679,460</b>

CK - Should be zero

-

-

**ELM COMMUNITY CHARTER SCHOOL**

**Statement of Activities**

**as of June 30, 2022**

	2021-22			2020-21
	Without Donor Restrictions	With Donor Restrictions	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
Public School District				
Resident Student Enrollment	\$ 4,721,508	\$ -	\$ 4,721,508	\$ 3,756,272
Students with disabilities	434,316	-	434,316	344,491
Grants and Contracts				
State and local	-	-	-	-
Federal - Title and IDEA	158,231	-	158,231	148,140
Federal - Other	-	-	-	-
Other	-	-	-	318,625
NYC DoE Rental Assistance	1,332,375	-	1,332,375	1,075,730
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	<b>6,646,430</b>	<b>-</b>	<b>6,646,430</b>	<b>5,643,258</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 3,695,984	\$ -	\$ 3,695,984	\$ 3,231,158
Special Education	543,128	-	543,128	523,089
Other Programs	-	-	-	-
Total Program Services	4,239,112	-	4,239,112	3,754,247
Management and general	1,332,592	-	1,332,592	746,078
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>5,571,704</b>	<b>-</b>	<b>5,571,704</b>	<b>4,500,325</b>
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	<b>1,074,726</b>	<b>-</b>	<b>1,074,726</b>	<b>1,142,933</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Contributions				
Foundations	\$ 35,900	\$ -	\$ 35,900	\$ 38,058
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	16	-	16	2,528
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>35,916</b>	<b>-</b>	<b>35,916</b>	<b>40,586</b>
<b>CHANGE IN NET ASSETS</b>	<b>1,110,642</b>	<b>-</b>	<b>1,110,642</b>	<b>1,183,519</b>
NET ASSETS BEGINNING OF YEAR	2,353,050	-	2,353,050	1,169,531
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS END OF YEAR</b>	<b>\$ 3,463,692</b>	<b>\$ -</b>	<b>\$ 3,463,692</b>	<b>\$ 2,353,050</b>

**ELM COMMUNITY CHARTER SCHOOL**  
**Statement of Cash Flows**  
**as of June 30, 2022**

	<u>2021-22</u>	<u>2020-21</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 1,110,642	\$ 1,183,519
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	(5,818)	(10,828)
Depreciation	113,309	108,882
Grants Receivable	-	-
Due from NYS	23,892	(29,514)
Grant revenues	-	(664)
Prepaid Expenses	(142,439)	8,854
Accounts Payable	1,240	(6,040)
Accrued Expenses	-	-
Accrued Liabilities	(128,323)	128,323
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	67,460	-
Interest payments	-	428
Paycheck Protection Program loan forgiveness	-	(318,625)
Security deposit	-	116,666
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 1,039,963</b>	<b>\$ 1,181,001</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>		
Purchase of equipment	(469,303)	(162,149)
Other	-	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (469,303)</b>	<b>\$ (162,149)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>		
Principal payments on long-term debt	-	(70,000)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ -</b>	<b>\$ (70,000)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 570,660</b>	<b>\$ 948,852</b>
Cash at beginning of year	1,789,333	840,909
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 2,359,993</b>	<b>\$ 1,789,761</b>

**ELIM COMMUNITY CHARTER SCHOOL**  
**Statement of Functional Expenses**  
**as of June 30, 2022**

	No. of Positions	2021-22				2020-21			
		Program Services		Fund-raising	Supporting Services		Fund-raising	Supporting Services	
		Regular Education	Special Education		Other Education	Total		General	Total
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	4.00	-	-	-	-	492,492	-	492,492	674,162
Instructional Personnel	32.00	1,825,978	268,406	-	2,094,384	-	-	2,094,384	1,352,754
Non-Instructional Personnel	-	-	-	-	-	-	-	-	-
Total Salaries and Staff	36.00	1,825,978	268,406	-	2,094,384	-	-	2,094,384	2,024,916
Fringe Benefits & Payroll Taxes		358,376	52,678	-	411,054	-	96,661	507,715	415,570
Retirement		-	-	-	-	-	-	-	37,085
Management Company Fees		-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting Services		61,682	9,067	-	70,749	-	311,657	382,406	264,707
Building and Land Rent / Lease / Facility Finance Interest		878,510	129,012	-	1,007,522	-	196,930	1,204,452	1,215,514
Repairs & Maintenance		-	-	-	-	-	-	-	-
Insurance		57,343	8,421	-	65,764	-	12,854	78,618	52,051
Utilities		-	-	-	-	-	-	-	-
Supplies / Materials		187,540	27,567	-	215,107	-	-	215,107	30,008
Equipment / Furnishings		-	-	-	-	-	-	-	-
Staff Development		90,570	13,314	-	103,884	-	24,000	127,884	134,982
Marketing / Recruitment		-	-	-	-	-	153,158	153,158	51,384
Technology		-	-	-	-	-	-	-	-
Food Service		-	-	-	-	-	-	-	-
Student Services		-	-	-	-	-	-	-	-
Office Expense		107,191	15,742	-	122,933	-	24,028	146,961	105,144
Depreciation		82,646	12,137	-	94,783	-	18,526	113,309	108,882
OTHER		46,148	6,784	-	52,932	-	2,286	55,218	60,082
Total Expenses		\$ 3,695,984	\$ 543,128	\$ -	\$ 4,239,112	\$ -	\$ 1,332,592	\$ 5,571,704	\$ 4,500,325





**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>	>Select school name from list. >Enter contact information.
<a href="#">2.) Enrollment</a>	Enter enrollment information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Enrollment by Grade >Enrollment by District
<a href="#">3.) Staffing Plan</a>	Enter staffing plan information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Full Time Equivalent (FTE), by Position Category, By Quarter >"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.
<a href="#">4.) Yearly Budget</a>	Enter Yearly Budget information. Includes: >"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) >Budgeted Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Budgeted FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses >Budget Revisions, as necessary and <i>approved</i> by the school's Board of Directors, should be submitted when submitting Quarterly Actuals.
<a href="#">5.) Balance Sheet</a>	Enter Balance Sheet information for EdCorps. Separate schools merged into a primary EdCorp should NOT use this tab. >"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.
<a href="#">6.) Quarterly Report</a>	Enter Actual Quarterly Report information . Includes: >Actual Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Actual FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses
<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 containe 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>	Priscilla Walton
<b>Contact Title:</b>	Founder & Principal
<b>Contact Email:</b>	<a href="mailto:priscilla.walton@elmcharterschool.org">priscilla.walton@elmcharterschool.org</a>
<b>Contact Phone:</b>	(347) 474-3288

**REPORT PERIOD**

<b>Current Academic Year:</b>	2022-23
<b>Prior Academic Year:</b>	2021-22

ELM COMMUNITY CHARTER SCHOOL  
2022-23

ENROLLMENT BY GRADES

GRADES	9	10	11	12
INITIAL BUDGETED ENROLLMENT				
TOTAL ENROLLMENT =				

1	2	3	4	5	6	7	8
419	0	419	0	419	0	419	0

K
---

INITIAL BUDGETED ENROLLMENT
TOTAL ENROLLMENT =

ENROLLMENT BY DISTRICT

TOTAL DISTRICTS/ENROLLMENT		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Actual	Actual	0	0	0	0
Revised	Revised	0	0	0	0

TOTAL DISTRICTS/ENROLLMENT BY QUARTER		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised
1	0	1	0	1	0	1	0	1	0
419	0	419	0	419	0	419	0	419	0

PRIOR YEAR
ACTUAL
1
279,668

NUMBER OF SCHOOL DISTRICTS ENROLLED:
NUMBER OF STUDENTS ENROLLED:

**\*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.

TOTAL DISTRICTS/ENROLLMENT		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Actual	Actual	0	0	0	0
Revised	Revised	0	0	0	0

TOTAL DISTRICTS/ENROLLMENT BY QUARTER		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised
1	0	1	0	1	0	1	0	1	0
419	0	419	0	419	0	419	0	419	0

PRIOR YEAR
2021-22
Actual
Enrollment
279,668

PRIOR YEAR
2021-22
Actual
Enrollment
279,668

ANNUAL BUDGET ENROLLMENT BY QUARTER

TOTAL DISTRICTS/ENROLLMENT		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Original	Revised	419	419	419	419
Budgeted	Budgeted	419	419	419	419
Enrollment	Enrollment	419	419	419	419

TOTAL DISTRICTS/ENROLLMENT BY QUARTER		QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised	Original	Revised
419	419	419	419	419	419	419	419	419	419
419	419	419	419	419	419	419	419	419	419
419	419	419	419	419	419	419	419	419	419

PRIOR YEAR
2021-22
Actual
Enrollment
279,668

PRIOR YEAR
2021-22
Actual
Enrollment
279,668

1 PRIMARY/OTHER DISTRICT NAME(S)

2 PRIMARY District NYC CHANCELLOR'S OFFICE (Select from drop-down list) →

2 SECONDARY District

PRIMARY/OTHER	DISTRICT NAME(S)	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							
PRIOR YEAR		Original	Revised	Budgeted	Enrollment	Original	Revised	Budgeted	Enrollment	Original	Revised	Budgeted	Enrollment	Original	Revised	Budgeted	Enrollment	Actual	Enrollment	Actual	Enrollment	Actual	Enrollment	





ELM COMMUNITY CHARTER SCHOOL  
2022-23

STAFFING PLAN FULL-TIME EQUIVALENT ( FTE )

PRIOR YEAR 2021-22 ACTUAL	ADMINISTRATIVE PERSONNEL FTE	*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.												Description of Assumptions			
		Q1		Q2		Q3		Q4		Q1		Q2			Q3		Q4
		Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	Executive Management	1.0		1.0		1.0		1.0									
	Instructional Management																
	Deans, Directors & Coordinators	3.0		5.0		5.0		5.0									
	CEO/ Director of Finance																
	Operation/ Business Manager	3.4		4.0		4.0		4.0									
	TOTAL ADMINISTRATIVE STAFF	7.4	0.0	10.0	0.0	10.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	INSTRUCTIONAL PERSONNEL FTE																
	Teachers - Regular	24.8		32.0		32.0		32.0									
	Teachers - SPED	1.0		12.0		12.0		12.0									
	Substitute Teachers	1.0		3.0		3.0		3.0									
	Teaching Assistants																
	Specialty Teachers	2.0		3.0		3.0		3.0									
	Aides																
	Therapists & Counselors																
	Other																
	TOTAL INSTRUCTIONAL	28.8	0.0	50.0	0.0	50.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	NON-INSTRUCTIONAL PERSONNEL FTE																
	Nurse																
	Librarian																
	Custodian																
	Security																
	Other																
	TOTAL NON-INSTRUCTIONAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	TOTAL PERSONNEL SERVICE FTE	36.2	0.0	60.0	0.0	60.0	0.0	60.0	0.0	60.0	0.0	60.0	0.0	60.0	0.0	60.0	0.0



**ELM COMMUNITY CHARTER SCHOOL**  
**Budget / Operating Plan**  
**2022-23**

	1st Quarter - 7/1 - 9/30				2nd Quarter - 10/1 - 12/31				3rd Quarter - 1/1 - 3/31				4th Quarter - 4/1 - 6/30			
	Prior Year Actual	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
Total Revenue	6,635,219	2,502,634	-	-	2,502,634	-	-	2,545,895	-	-	3,142,979	-	-	3,142,979	-	-
Total Expenses	5,661,690	3,324,945	-	-	2,861,453	-	-	2,845,690	-	-	3,047,899	-	-	3,047,899	-	-
Net Income	973,529	(822,312)	-	-	(358,820)	-	-	(299,796)	-	-	95,080	-	-	95,080	-	-
Actual Student Enrollment	280	419	-	-	419	-	-	419	-	-	419	-	-	419	-	-
2021-22																
Revenue Per Pupil																
Allocate Per Pupil Revenue by Quarter																
PPR %/Qtr->		25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%
NYC CHANCELLOR'S OFFICE	4,706,600	1,846,324	-	-	1,846,324	-	-	1,846,324	-	-	1,846,324	-	-	1,846,324	-	-
ALL OTHER School Districts: (Weighted Avg.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	4,706,600	1,846,324	-	-	1,846,324	-	-	1,846,324	-	-	1,846,324	-	-	1,846,324	-	-
Special Education Revenue	443,406	153,690	-	-	153,690	-	-	153,690	-	-	153,691	-	-	153,691	-	-
Grants																
Stimulus																
DYCD (Department of Youth and Community Development)																
Other																
NYC DoE Rental Assistance	\$1,332,375.00	502,620	-	-	502,620	-	-	502,620	-	-	502,620	-	-	502,620	-	-
Other	6,482,381	2,502,634	-	-	2,502,634	-	-	2,502,634	-	-	2,503,569	-	-	2,503,569	-	-
TOTAL REVENUE FROM STATE SOURCES																
REVENUE FROM FEDERAL FUNDING																
IDEA Special Needs	28,875	-	-	-	-	-	-	43,261	-	-	-	-	-	-	-	-
Title I	-	-	-	-	-	-	-	-	-	-	75,133	-	-	-	-	-
Title Funding - Other	-	-	-	-	-	-	-	-	-	-	24,014	-	-	-	-	-
School Food Service (Free Lunch)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants																
Charter School Program (CSP) Planning & Implementation																
Other	35,695	-	-	-	-	-	-	-	-	-	-	-	-	515,781	-	-
Other	64,570	-	-	-	-	-	-	43,261	-	-	614,928	-	-	614,928	-	-
TOTAL REVENUE FROM FEDERAL SOURCES																
LOCAL and OTHER REVENUE																
Contributions and Donations	1,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Erate Reimbursement	59,853	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Earnings on Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Text Book	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	\$27,300.00	-	-	-	-	-	-	-	-	-	22,482	-	-	22,482	-	-
OTHER	88,268	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES																
TOTAL REVENUE	6,635,219	2,502,634	-	-	2,502,634	-	-	2,545,895	-	-	3,142,979	-	-	3,142,979	-	-

\*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.

**ELM COMMUNITY CHARTER SCHOOL**  
**Budget / Operating Plan**  
**2022-23**

	2021-22	1st Quarter - 7/1 - 9/30	2nd Quarter - 10/1 - 12/31	3rd Quarter - 1/1 - 3/31	4th Quarter - 4/1 - 6/30
Prior Year Actual	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget
Revenue Per Pupil	Original Budget	Variance	Original Budget	Variance	Original Budget
Total Revenue	2,502,634	-	2,502,634	-	2,545,895
Total Expenses	3,324,945	-	2,861,453	-	3,047,899
Net Income	979,529	-	(358,820)	-	95,080
Actual Student Enrollment	280	419	419	419	419

	Avg. No. of Positions	2021-22	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	Original Budget	Revised Budget	Original Budget
		Original Budget	Variance	Original Budget	Variance	Original Budget
<b>EXPENSES</b>						
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>						
Executive Management	1.00	283,223	45,600	45,600	45,600	45,600
Instructional Management	-	-	-	-	-	-
Deans, Directors & Coordinators	5.00	248,101	163,875	163,875	163,875	163,875
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	4.00	237,808	62,226	62,226	62,226	62,226
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>10.00</b>	<b>769,133</b>	<b>271,701</b>	<b>271,701</b>	<b>271,701</b>	<b>271,697</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	32.00	1,189,126	394,884	592,326	592,326	789,764
Teachers - SPED	12.00	57,928	149,350	224,025	224,025	298,700
Substitute Teachers	3.00	74,591	-	-	-	-
Teaching Assistants	-	-	-	-	-	-
Specialty Teachers	3.00	-	57,324	57,324	57,324	57,328
Aides	-	-	-	-	-	-
Therapists & Counselors	-	105,122	23,366	35,049	35,049	46,736
Other	-	-	10,000	30,000	30,000	30,000
<b>TOTAL INSTRUCTIONAL</b>	<b>50.00</b>	<b>1,423,767</b>	<b>634,924</b>	<b>938,724</b>	<b>938,724</b>	<b>1,222,528</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>60.00</b>	<b>2,192,900</b>	<b>906,625</b>	<b>1,210,425</b>	<b>1,210,425</b>	<b>1,494,225</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	-	205,952	76,185	99,288	99,288	120,872
Fringe / Employee Benefits	-	221,612	99,024	99,024	99,024	99,025
Retirement / Pension	-	29,700	26,634	35,559	35,559	43,899
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>-</b>	<b>457,264</b>	<b>201,843</b>	<b>233,871</b>	<b>233,871</b>	<b>263,796</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>60.00</b>	<b>2,650,164</b>	<b>1,108,468</b>	<b>1,444,296</b>	<b>1,444,296</b>	<b>1,758,021</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	11,095	-	-	-	20,460
Legal	-	83,977	18,750	18,750	18,750	18,750
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	8,750
Payroll Services	-	41,308	15,576	15,576	15,576	15,579
Special Ed Services	-	-	5,001	5,001	5,001	4,997
Titlment Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	159,988	52,863	52,863	52,863	61,670
<b>TOTAL CONTRACTED SERVICES</b>	<b>-</b>	<b>296,367</b>	<b>92,190</b>	<b>92,190</b>	<b>92,190</b>	<b>130,206</b>

**ELM COMMUNITY CHARTER SCHOOL**  
**Budget / Operating Plan**  
**2022-23**

	2021-22		1st Quarter - 7/1 - 9/30		2nd Quarter - 10/1 - 12/31		3rd Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Prior Year Actual	Revenue Per Pupil	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
<b>Total Revenue</b>	6,635,219		2,502,634	-	2,502,634	-	2,545,895	-	3,142,979	-	
<b>Total Expenses</b>	5,661,690		3,324,945	-	2,861,453	-	2,845,690	-	3,047,899	-	
<b>Net Income</b>	973,529		(822,312)	-	(358,820)	-	(299,796)	-	95,080	-	
<b>Actual Student Enrollment</b>	280		419	-	419	-	419	-	419	-	
<b>SCHOOL OPERATIONS</b>											
Board Expenses	24,000		9,999	-	9,999	-	9,999	-	10,003	-	
Classroom / Teaching Supplies & Materials	15,318		30,691	-	40,371	-	40,371	-	40,370	-	
Special Ed Supplies & Materials	-		-	-	-	-	-	-	-	-	
Textbooks / Workbooks	25,054		11,762	-	11,568	-	11,568	-	5,102	-	
Supplies & Materials other	128,289		1,177	-	50,196	-	50,196	-	72,679	-	
Equipment / Furniture	87,699		337,022	-	13,194	-	13,194	-	13,188	-	
Telephone	-		-	-	-	-	-	-	-	-	
Technology	150,090		208,154	-	36,672	-	30,774	-	30,773	-	
Student Testing & Assessment	26,682		67,626	-	-	-	-	-	(1)	-	
Field Trips	526		-	-	-	-	37,500	-	37,500	-	
Transportation (student)	-		-	-	-	-	-	-	-	-	
Student Services - other	221		-	-	1,767	-	1,767	-	1,766	-	
Office Expense	25,748		12,138	-	12,138	-	12,138	-	38,657	-	
Staff Development	94,882		100,800	-	42,000	-	12,600	-	12,600	-	
Staff Recruitment	57,827		-	-	23,499	-	23,499	-	23,502	-	
Student Recruitment / Marketing	59,940		1,675	-	18,155	-	32,539	-	26,186	-	
School Meals / Lunch	-		-	-	-	-	-	-	-	-	
Travel (Staff)	103		-	-	-	-	-	-	-	-	
Fundraising	-		-	-	-	-	-	-	-	-	
Other	454,373		21,774	-	29,748	-	29,898	-	29,886	-	
<b>TOTAL SCHOOL OPERATIONS</b>	1,148,752		802,818	-	289,307	-	306,043	-	342,211	-	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>											
Insurance	78,618		100,095	-	-	-	-	-	-	-	
Janitorial	-		72,693	-	54,519	-	54,519	-	36,349	-	
Building and Land Rent / Lease / Facility Finance Interest	1,332,375		715,040	-	547,500	-	547,500	-	379,964	-	
Repairs & Maintenance	400		-	-	-	-	-	-	-	-	
Equipment / Furniture	87,699		32,499	-	32,499	-	36,699	-	2	-	
Security	150		36,699	-	15,000	-	15,000	-	36,703	-	
Utilities	-		15,000	-	15,000	-	15,000	-	15,000	-	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	1,499,243		972,026	-	686,217	-	653,718	-	463,018	-	
<b>DEPRECIATION &amp; AMORTIZATION</b>											
COVID-19 / CONTINGENCY	67,164		22,719	-	22,719	-	22,719	-	22,723	-	
DEFERRED RENT	-		326,724	-	326,724	-	326,724	-	326,720	-	
<b>TOTAL EXPENSES</b>	5,661,690		3,324,945	-	2,861,453	-	2,845,690	-	3,047,899	-	
<b>NET INCOME</b>	973,529		(822,312)	-	(358,820)	-	(299,796)	-	95,080	-	

**ELM COMMUNITY CHARTER SCHOOL  
Budget / Operating Plan  
2022-23**

	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30			
	Prior Year Actual 2021-22 Revenue Per Pupil	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
Total Revenue	6,635,219	2,502,634	-	-	2,502,634	-	-	2,545,895	-	-	3,142,979	-	-
Total Expenses	5,661,690	3,324,945	-	-	2,861,453	-	-	2,845,690	-	-	3,047,899	-	-
Net Income	973,529	(822,312)	-	-	(358,820)	-	-	(299,796)	-	-	95,080	-	-
Actual Student Enrollment	280	419	-	-	419	-	-	419	-	-	419	-	-
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>													
Number of Districts:	1	1	-	-	1	-	-	1	-	-	1	-	-
NYC CHANCELLOR'S OFFICE	280	419	-	-	419	-	-	419	-	-	419	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
ALL OTHER School Districts: ( Weighted Avg )	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ENROLLMENT</b>	<b>280</b>	<b>419</b>	<b>-</b>	<b>-</b>	<b>419</b>	<b>-</b>	<b>-</b>	<b>419</b>	<b>-</b>	<b>-</b>	<b>419</b>	<b>-</b>	<b>-</b>
<b>REVENUE PER PUPIL</b>	<b>23,725</b>	<b>5,973</b>	<b>-</b>	<b>-</b>	<b>5,973</b>	<b>-</b>	<b>-</b>	<b>6,076</b>	<b>-</b>	<b>-</b>	<b>7,501</b>	<b>-</b>	<b>-</b>
<b>EXPENSES PER PUPIL</b>	<b>20,244</b>	<b>7,935</b>	<b>-</b>	<b>-</b>	<b>6,829</b>	<b>-</b>	<b>-</b>	<b>6,792</b>	<b>-</b>	<b>-</b>	<b>7,274</b>	<b>-</b>	<b>-</b>



ELM COMMUNITY CHARTER SCHOOL

Budget / Operating Plan

2022-23

	Total Year			VARIANCE		DESCRIPTION OF ASSUMPTIONS
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue	10,694,140	10,694,140	-	4,058,921	4,058,921	
Total Expenses	12,079,987	12,079,987	-	(6,418,297)	(6,418,297)	
Net Income	(1,385,847)	(1,385,847)	-	(2,359,376)	(2,359,376)	
Actual Student Enrollment						
<b>EXPENSES</b>						
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>						
	Avg. No. of Positions					
Executive Management	1.00	182,400	-	100,823	100,823	
Instructional Management	-	-	-	-	-	
Deans, Directors & Coordinators	5.00	655,500	-	(407,399)	(407,399)	
CFO / Director of Finance	-	-	-	-	-	
Operation / Business Manager	-	-	-	-	-	
Administrative Staff	4.00	248,900	-	(11,092)	(11,092)	
TOTAL ADMINISTRATIVE STAFF	10.00	1,086,800	-	(317,667)	(317,667)	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	32.00	2,369,300	-	(1,180,174)	(1,180,174)	
Teachers - SPED	12.00	896,100	-	(838,172)	(838,172)	
Substitute Teachers	3.00	-	-	74,591	74,591	
Teaching Assistants	-	-	-	-	-	
Specialty Teachers	3.00	229,300	-	(229,300)	(229,300)	
Aides	-	-	-	-	-	
Therapists & Counselors	-	140,200	-	(88,078)	(88,078)	
Other	-	100,000	-	(100,000)	(100,000)	Stipends
TOTAL INSTRUCTIONAL	50.00	3,734,900	-	(2,311,133)	(2,311,133)	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	
Librarian	-	-	-	-	-	
Custodian	-	-	-	-	-	
Security	-	-	-	-	-	
Other	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>						
		4,821,700	-	(2,628,800)	(2,628,800)	
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes		395,633	-	(189,681)	(189,681)	
Fringe / Employee Benefits		396,097	-	(174,485)	(174,485)	
Retirement / Pension		141,651	-	(111,951)	(111,951)	
TOTAL PAYROLL TAXES AND BENEFITS		933,381	-	(476,117)	(476,117)	
<b>TOTAL PERSONNEL SERVICE COSTS</b>						
		5,755,081	-	(3,104,917)	(3,104,917)	
<b>CONTRACTED SERVICES</b>						
Accounting / Audit		20,460	-	(9,365)	(9,365)	
Legal		75,000	-	8,977	8,977	
Management Company Fee		-	-	-	-	
Nurse Services		-	-	-	-	
Food Service / School Lunch		8,750	-	(8,750)	(8,750)	
Payroll Services		62,307	-	(20,999)	(20,999)	
Special Ed Services		20,000	-	(20,000)	(20,000)	
Titlement Services (i.e., Title I)		-	-	-	-	
Other Purchased / Professional / Consulting		220,259	-	(60,271)	(60,271)	EdTec (Financial Consultant), Other Educational, Administrative support
TOTAL CONTRACTED SERVICES		406,776	-	(110,409)	(110,409)	

ELM COMMUNITY CHARTER SCHOOL

Budget / Operating Plan

2022-23

Total Revenue	10,694,140	10,694,140	-	4,058,921	4,058,921
Total Expenses	12,079,987	12,079,987	-	(6,418,297)	(6,418,297)
Net Income	(1,385,847)	(1,385,847)	-	(2,359,376)	(2,359,376)
Actual Student Enrollment					

DESCRIPTION OF ASSUMPTIONS

	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
<b>SCHOOL OPERATIONS</b>					
Board Expenses	40,000	40,000	-	(16,000)	(16,000)
Classroom / Teaching Supplies & Materials	151,803	151,803	-	(136,485)	(136,485)
Special Ed Supplies & Materials	-	-	-	-	-
Textbooks / Workbooks	40,000	40,000	-	(16,946)	(16,946)
Supplies & Materials other	174,248	174,248	-	(45,959)	(45,959)
Equipment / Furniture	376,598	376,598	-	(288,899)	(288,899)
Telephone	-	-	-	-	-
Technology	306,373	306,373	-	(156,283)	(156,283)
Student Testing & Assessment	67,625	67,625	-	(40,943)	(40,943)
Field Trips	75,000	75,000	-	(74,475)	(74,475)
Transportation (student)	-	-	-	-	-
Student Services - other	5,300	5,300	-	(5,079)	(5,079)
Office Expense	75,071	75,071	-	(49,323)	(49,323)
Staff Development	168,000	168,000	-	(73,118)	(73,118)
Staff Recruitment	70,500	70,500	-	(12,673)	(12,673)
Student Recruitment / Marketing	78,555	78,555	-	(18,615)	(18,615)
School Meals / Lunch	-	-	-	-	-
Travel (Staff)	-	-	-	103	103
Fundraising	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL SCHOOL OPERATIONS</b>	<b>1,740,379</b>	<b>1,740,379</b>	<b>-</b>	<b>(591,627)</b>	<b>(591,627)</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>					
Insurance	100,095	100,095	-	(21,477)	(21,477)
Janitorial	218,080	218,080	-	(218,080)	(218,080)
Building and Land Rent / Lease / Facility Finance Interest	2,190,004	2,190,004	-	(857,629)	(857,629)
Repairs & Maintenance	-	-	-	400	400
Equipment / Furniture	65,000	65,000	-	22,699	22,699
Security	146,800	146,800	-	(146,650)	(146,650)
Utilities	60,000	60,000	-	(60,000)	(60,000)
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>2,779,979</b>	<b>2,779,979</b>	<b>-</b>	<b>(1,280,736)</b>	<b>(1,280,736)</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>90,880</b>	<b>90,880</b>	<b>-</b>	<b>(23,716)</b>	<b>(23,716)</b>
<b>COVID-19 / CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEFERRED RENT</b>	<b>1,306,892</b>	<b>1,306,892</b>	<b>-</b>	<b>(1,306,892)</b>	<b>(1,306,892)</b>
<b>TOTAL EXPENSES</b>	<b>12,079,987</b>	<b>12,079,987</b>	<b>-</b>	<b>(6,418,297)</b>	<b>(6,418,297)</b>
<b>NET INCOME</b>	<b>(1,385,847)</b>	<b>(1,385,847)</b>	<b>-</b>	<b>(2,359,376)</b>	<b>(2,359,376)</b>

Uniforms & Special Events  
Office consumable supplies, postage

Dues, Subscriptions & Memberships, parent workshops, staff appreciation, signage, bank fees

Custodial services and supplies

ELM COMMUNITY CHARTER SCHOOL

Budget / Operating Plan  
2022-23

Total Revenue	10,694,140	10,694,140	-	4,058,921	4,058,921
Total Expenses	12,079,987	12,079,987	-	(6,418,297)	(6,418,297)
Net Income	(1,385,847)	(1,385,847)	-	(2,359,376)	(2,359,376)

	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget

DESCRIPTION OF ASSUMPTIONS

ENROLLMENT - \*School Districts Are Linked To Above Entries\*

Number of Districts:

NYC CHANCELLOR'S OFFICE

- 
- 
- 
- 
- 
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ALL OTHER School Districts: ( Weighted Avg )

TOTAL ENROLLMENT

REVENUE PER PUPIL

EXPENSES PER PUPIL



**ELIM COMMUNITY CHARTER SCHOOL**  
**Budget / Operating Plan**  
**2022-23**

	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>Total Revenue</b>	6,635,219	2,502,634	-	2,502,634	-	-	2,545,895	-	-	3,142,979	-	-	10,694,140	
<b>Total Expenses</b>	5,661,690	3,324,945	-	2,861,453	-	-	2,845,690	-	-	3,047,899	-	-	12,079,987	
<b>Net Income</b>	973,529	(822,312)	-	(358,820)	-	-	(299,796)	-	-	95,080	-	-	(1,385,847)	
<b>Actual Student Enrollment</b>	280	419	-	419	-	-	419	-	-	419	-	-	-	
<b>Prior Year Actual Revenue Per Pupil</b>	2021-22													
<b>CASH FLOW ADJUSTMENTS</b>														
<b>OPERATING ACTIVITIES (enter descriptions below )</b>														
Example - Add Back Depreciation														
Deferred Rent	67,164	22,719	-	22,719	-	-	22,719	-	-	22,723	-	-	90,880	
Total Operating Activities	-	326,724	-	326,724	-	-	326,724	-	-	326,720	-	-	1,306,892	
Example - Subtract Property and Equipment Expenditures														
Other	67,164	349,443	-	349,443	-	-	349,443	-	-	349,443	-	-	1,397,772	
Total Investment Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	
Example - Add Expected Proceeds from a Loan or Line of Credit														
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Cash Flow Adjustments</b>	67,164	349,443	-	349,443	-	-	349,443	-	-	349,443	-	-	1,397,772	
<b>NET INCOME</b>	1,040,694	(472,869)	-	(9,377)	-	-	49,648	-	-	444,523	-	-	11,925	
<b>Beginning Cash Balance</b>	2,219,706	3,260,400	-	2,787,531	-	-	2,778,155	-	-	2,827,802	-	-	3,260,400	
<b>ENDING CASH BALANCE</b>	3,260,400	2,787,531	-	2,778,155	-	-	2,827,802	-	-	3,272,325	-	-	3,272,325	

**ELM COMMUNITY CHARTER SCHOOL**

**Budget / Operating Plan  
2022-23**

	Total Year		VARIANCE		DESCRIPTION OF ASSUMPTIONS
	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget	
Total Revenue	10,694,140	-	4,058,921	4,058,921	
Total Expenses	12,079,987	-	(6,418,297)	(6,418,297)	
Net Income	(1,385,847)	-	(2,359,376)	(2,359,376)	
Actual Student Enrollment					
<b>CASH FLOW ADJUSTMENTS</b>					
OPERATING ACTIVITIES <i>(enter descriptions below)</i>					
Example - Add Back Depreciation	90,880	-	23,716	23,716	
Deferred Rent	1,306,892	-	1,306,892	1,306,892	
Total Operating Activities	1,397,772	-	1,330,608	1,330,608	
INVESTMENT ACTIVITIES <i>(enter descriptions below)</i>					
Example - Subtract Property and Equipment Expenditures	-	-	-	-	
Other	-	-	-	-	
Total Investment Activities	-	-	-	-	
FINANCING ACTIVITIES <i>(enter descriptions below)</i>					
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	
Other	-	-	-	-	
Total Financing Activities	-	-	-	-	
Total Cash Flow Adjustments	1,397,772	-	1,330,608	1,330,608	
<b>NET INCOME</b>	<b>11,925</b>	<b>-</b>	<b>(1,028,769)</b>	<b>(1,028,769)</b>	
Beginning Cash Balance	3,260,400	-	1,040,694	1,040,694	From May 2022 cash projection report
<b>ENDING CASH BALANCE</b>	<b>3,272,325</b>	<b>-</b>	<b>11,925</b>	<b>11,925</b>	

**ELM COMMUNITY CHARTER SCHOOL  
BALANCE SHEET  
2022-23**

	Prior Year	Q1	Q2	Q3	Q4
	2021-22	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	2,766,344	-	-	-	-
Grants and contracts receivable	76,609	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	92,594	-	-	-	-
Contributions and other receivables	-	-	-	-	-
	2,935,547	-	-	-	-
<b>TOTAL CURRENT ASSETS</b>					
<b><u>PROPERTY, BUILDING AND EQUIPMENT, net</u></b>	223,649	-	-	-	-
<b><u>OTHER ASSETS</u></b>					
Right of Use Asset	-	-	-	-	-
Other	483,500	-	-	-	-
	3,642,696	-	-	-	-
<b>TOTAL ASSETS</b>					
<b><u>LIABILITIES AND NET ASSETS</u></b>					
<b><u>CURRENT LIABILITIES</u></b>					
Accounts payable and accrued expenses	(3,065)	-	-	-	-
Accrued payroll and benefits	7,796	-	-	-	-
Deferred Revenue	588,577	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Lease Liability	-	-	-	-	-
Other	-	-	-	-	-
	593,308	-	-	-	-
<b>TOTAL CURRENT LIABILITIES</b>					
<b>LONG-TERM DEBT and NOTES PAYABLE, net current maturities</b>	-	-	-	-	-
<b>LEASE LIABILITY, less current portion</b>	128,323	-	-	-	-
	721,631	-	-	-	-
<b>TOTAL LIABILITIES</b>					
<b><u>NET ASSETS</u></b>					
Unrestricted	2,921,065	-	-	-	-
Temporarily restricted	-	-	-	-	-
	2,921,065	-	-	-	-
<b>TOTAL NET ASSETS</b>					
<b>TOTAL LIABILITIES AND NET ASSETS</b>	3,642,696	-	-	-	-



**ELM COMMUNITY CHARTER SCHOOL**  
**Budget / Operating Plan**  
**2022-23**

	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
Total Revenue	-	2,502,634	-	-	2,502,634	-	-	2,545,895	-	-	3,142,979	-
Total Expenses	-	3,324,945	-	-	2,861,453	-	-	2,845,690	-	-	3,047,899	-
Net Income	-	(822,312)	-	-	(358,820)	-	-	(299,796)	-	-	95,080	-
Actual Student Enrollment	-	419	-	-	419	-	-	419	-	-	419	-

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

	Quarter 0			Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	No. of Positions	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance
<b>EXPENSES</b>																
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>																
Executive Management	-	45,600	-	-	45,600	-	-	-	45,600	-	-	45,600	-	-	45,600	-
Instructional Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Deans, Directors & Coordinators	-	163,875	-	-	163,875	-	-	-	163,875	-	-	163,875	-	-	163,875	-
CFO / Director of Finance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Staff	-	62,226	-	-	62,226	-	-	-	62,226	-	-	62,226	-	-	62,226	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	-	271,701	-	-	271,701	-	-	-	271,701	-	-	271,701	-	-	271,697	-
<b>INSTRUCTIONAL PERSONNEL COSTS</b>																
Teachers - Regular	-	394,884	-	-	592,326	-	-	-	592,326	-	-	789,764	-	-	789,764	-
Teachers - SPED	-	149,350	-	-	224,025	-	-	-	224,025	-	-	298,700	-	-	298,700	-
Substitute Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	-	57,324	-	-	57,324	-	-	-	57,324	-	-	57,328	-	-	57,328	-
Aides	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Therapists & Counselors	-	23,366	-	-	35,049	-	-	-	35,049	-	-	46,736	-	-	46,736	-
Other	-	10,000	-	-	30,000	-	-	-	30,000	-	-	30,000	-	-	30,000	-
<b>TOTAL INSTRUCTIONAL</b>	-	634,924	-	-	938,724	-	-	-	938,724	-	-	1,222,528	-	-	1,222,528	-
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>																
Nurse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	-	906,625	-	-	1,210,425	-	-	-	1,210,425	-	-	1,494,225	-	-	1,494,225	-
<b>PAYROLL TAXES AND BENEFITS</b>																
Payroll Taxes	-	76,185	-	-	99,288	-	-	-	99,288	-	-	120,872	-	-	120,872	-
Fringe / Employee Benefits	-	99,024	-	-	99,024	-	-	-	99,024	-	-	99,025	-	-	99,025	-
Retirement / Pension	-	26,634	-	-	35,559	-	-	-	35,559	-	-	43,899	-	-	43,899	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	-	201,843	-	-	233,871	-	-	-	233,871	-	-	263,796	-	-	263,796	-
<b>TOTAL PERSONNEL SERVICE COSTS</b>	-	1,108,468	-	-	1,444,296	-	-	-	1,444,296	-	-	1,758,021	-	-	1,758,021	-
<b>CONTRACTED SERVICES</b>																
Accounting / Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal	-	18,750	-	-	18,750	-	-	-	18,750	-	-	20,460	-	-	20,460	-
Management Company Fee	-	-	-	-	-	-	-	-	-	-	-	18,750	-	-	18,750	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payroll Services	-	15,576	-	-	15,576	-	-	-	15,576	-	-	8,750	-	-	8,750	-
Special Ed Services	-	5,001	-	-	5,001	-	-	-	5,001	-	-	15,579	-	-	15,579	-
Titlment Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	4,997	-	-	4,997	-
Other Purchased / Professional / Consulting	-	52,863	-	-	52,863	-	-	-	52,863	-	-	61,670	-	-	61,670	-
<b>TOTAL CONTRACTED SERVICES</b>	-	92,190	-	-	92,190	-	-	-	92,190	-	-	130,206	-	-	130,206	-

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

**2022-23**

	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
<b>Total Revenue</b>	-	2,502,634	-	-	2,502,634	-	-	2,545,895	-	-	3,142,979	-
<b>Total Expenses</b>	-	3,324,945	-	-	2,861,453	-	-	2,845,690	-	-	3,047,899	-
<b>Net Income</b>	-	(822,312)	-	-	(358,820)	-	-	(299,796)	-	-	95,080	-
<b>Actual Student Enrollment</b>	-	419	-	-	419	-	-	419	-	-	419	-
<b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b>												
<b>SCHOOL OPERATIONS</b>												
Board Expenses	9,999	9,999	-	-	9,999	-	-	9,999	-	-	10,003	-
Classroom / Teaching Supplies & Materials	30,691	40,371	-	-	40,371	-	-	40,371	-	-	40,370	-
Special Ed Supplies & Materials	-	-	-	-	-	-	-	-	-	-	-	-
Textbooks / Workbooks	11,762	11,568	-	-	11,568	-	-	11,568	-	-	5,102	-
Supplies & Materials other	1,177	50,196	-	-	50,196	-	-	50,196	-	-	72,679	-
Equipment / Furniture	337,022	13,194	-	-	13,194	-	-	13,194	-	-	13,188	-
Telephone	-	-	-	-	-	-	-	-	-	-	-	-
Technology	208,154	36,672	-	-	36,672	-	-	30,774	-	-	30,773	-
Student Testing & Assessment	67,626	-	-	-	-	-	-	37,500	-	-	37,500	-
Field Trips	-	-	-	-	-	-	-	-	-	-	-	-
Transportation (student)	-	-	-	-	-	-	-	-	-	-	-	-
Student Services - other	-	1,767	-	-	1,767	-	-	1,767	-	-	1,766	-
Office Expense	12,138	12,138	-	-	12,138	-	-	12,138	-	-	38,657	-
Staff Development	100,800	42,000	-	-	42,000	-	-	12,600	-	-	12,600	-
Staff Recruitment	-	23,499	-	-	23,499	-	-	23,499	-	-	23,502	-
School Recruitment / Marketing	1,675	18,155	-	-	18,155	-	-	32,539	-	-	26,186	-
School Meals / Lunch	-	-	-	-	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-	-	-	-	-
Other	21,774	29,748	-	-	29,748	-	-	29,898	-	-	29,886	-
<b>TOTAL SCHOOL OPERATIONS</b>	-	802,818	-	-	289,307	-	-	306,043	-	-	342,211	-
<b>FACILITY OPERATION &amp; MAINTENANCE</b>												
Insurance	100,095	-	-	-	-	-	-	-	-	-	-	-
Janitorial	72,693	54,519	-	-	54,519	-	-	54,519	-	-	36,349	-
Building and Land Rent / Lease / Facility Finance Interest	715,040	547,500	-	-	547,500	-	-	547,500	-	-	379,964	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Equipment / Furniture	32,499	32,499	-	-	32,499	-	-	-	-	-	2	-
Security	36,699	36,699	-	-	36,699	-	-	36,699	-	-	36,703	-
Utilities	15,000	15,000	-	-	15,000	-	-	15,000	-	-	15,000	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	972,026	-	-	686,217	-	-	653,718	-	-	468,018	-
<b>DEPRECIATION &amp; AMORTIZATION</b>	22,719	22,719	-	-	22,719	-	-	22,719	-	-	22,723	-
<b>COVID-19 / CONTINGENCY</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>DEFERRED RENT</b>	326,724	326,724	-	-	326,724	-	-	326,724	-	-	326,720	-
<b>TOTAL EXPENSES</b>	-	3,324,945	-	-	2,861,453	-	-	2,845,690	-	-	3,047,899	-
<b>NET INCOME</b>	-	(822,312)	-	-	(358,820)	-	-	(299,796)	-	-	95,080	-







ELM COMMUNITY CHARTER SCHOOL

Budget / Operating Plan

2022-23

	Actual vs. Budget			Original vs. Current			Actual vs. Original			Actual vs. Original		
	Actual	Current Budget	Current vs. Budget	Current Budget	Original Budget	Original vs. Current	Original Budget	Original vs. Current	Original Budget	Original vs. Current	Original Budget	Original vs. Current
Total Revenue	-	-	-	10,694,140	10,694,140	-	10,694,140	10,694,140	-	10,694,140	10,694,140	-
Total Expenses	-	-	-	12,079,987	12,079,987	-	12,079,987	12,079,987	-	12,079,987	12,079,987	-
Net Income	-	-	-	(1,385,847)	(1,385,847)	-	(1,385,847)	(1,385,847)	-	(1,385,847)	(1,385,847)	-
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-	-	-
<p><b>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</b></p>												
<p><b>TOTALS AND VARIANCE ANALYSIS</b></p>												
<p><b>EXPENSES</b></p>												
<p><b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b></p>												
Executive Management	-	-	-	182,400	182,400	-	182,400	182,400	-	182,400	182,400	-
Instructional Management	-	-	-	-	-	-	-	-	-	-	-	-
Deans, Directors & Coordinators	-	-	-	655,500	655,500	-	655,500	655,500	-	655,500	655,500	-
CFO / Director of Finance	-	-	-	-	-	-	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Staff	-	-	-	248,900	248,900	-	248,900	248,900	-	248,900	248,900	-
TOTAL ADMINISTRATIVE STAFF	-	-	-	1,086,800	1,086,800	-	1,086,800	1,086,800	-	1,086,800	1,086,800	-
<p><b>INSTRUCTIONAL PERSONNEL COSTS</b></p>												
Teachers - Regular	-	-	-	2,369,300	2,369,300	-	2,369,300	2,369,300	-	2,369,300	2,369,300	-
Teachers - SPED	-	-	-	896,100	896,100	-	896,100	896,100	-	896,100	896,100	-
Substitute Teachers	-	-	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	-	-	-	229,300	229,300	-	229,300	229,300	-	229,300	229,300	-
Aides	-	-	-	-	-	-	-	-	-	-	-	-
Therapists & Counselors	-	-	-	140,200	140,200	-	140,200	140,200	-	140,200	140,200	-
Other	-	-	-	100,000	100,000	-	100,000	100,000	-	100,000	100,000	-
TOTAL INSTRUCTIONAL	-	-	-	3,734,900	3,734,900	-	3,734,900	3,734,900	-	3,734,900	3,734,900	-
<p><b>NON-INSTRUCTIONAL PERSONNEL COSTS</b></p>												
Nurse	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	-	-	-	-	-	-
<p><b>SUBTOTAL PERSONNEL SERVICE COSTS</b></p>												
<p><b>PAYROLL TAXES AND BENEFITS</b></p>												
Payroll Taxes	-	-	-	395,633	395,633	-	395,633	395,633	-	395,633	395,633	-
Fringe / Employee Benefits	-	-	-	396,097	396,097	-	396,097	396,097	-	396,097	396,097	-
Retirement / Pension	-	-	-	141,651	141,651	-	141,651	141,651	-	141,651	141,651	-
TOTAL PAYROLL TAXES AND BENEFITS	-	-	-	933,381	933,381	-	933,381	933,381	-	933,381	933,381	-
<p><b>TOTAL PERSONNEL SERVICE COSTS</b></p>												
<p><b>CONTRACTED SERVICES</b></p>												
Accounting / Audit	-	-	-	20,460	20,460	-	20,460	20,460	-	20,460	20,460	-
Legal	-	-	-	75,000	75,000	-	75,000	75,000	-	75,000	75,000	-
Management Company Fee	-	-	-	-	-	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	8,750	8,750	-	8,750	8,750	-	8,750	8,750	-
Payroll Services	-	-	-	62,307	62,307	-	62,307	62,307	-	62,307	62,307	-
Special Ed Services	-	-	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	220,259	220,259	-	220,259	220,259	-	220,259	220,259	-
TOTAL CONTRACTED SERVICES	-	-	-	406,776	406,776	-	406,776	406,776	-	406,776	406,776	-

ELM COMMUNITY CHARTER SCHOOL

Budget / Operating Plan

2022-23

	Actual vs. Current Budget		Current Budget - TY		Actual vs. Original Budget		Original Budget		Actual vs. Original Budget		PY Actual (PY TY) / No. of COMPLETED Actual CY Quarters		Actual vs. Original Budget TY	
	Actual	Current Budget (Current Quarter)	Current Budget	TY	Original Budget	Current Budget (Current Quarter)	Original Budget	TY	Original Budget	Actual	Original Budget	Actual CY Quarters	Original Budget TY	Actual vs. Original Budget TY
Total Revenue	-	-	-	10,694,140	10,694,140	-	-	-	-	-	-	-	-	10,694,140
Total Expenses	-	-	-	12,079,987	12,079,987	-	-	-	-	-	-	-	-	12,079,987
Net Income	-	-	-	(1,385,847)	(1,385,847)	-	-	-	-	-	-	-	-	(1,385,847)
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed														
<b>SCHOOL OPERATIONS</b>														
Board Expenses	-	-	-	40,000	40,000	-	-	-	-	-	-	-	-	40,000
Classroom / Teaching Supplies & Materials	-	-	-	151,803	151,803	-	-	-	-	-	-	-	-	151,803
Special Ed Supplies & Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	40,000	40,000	-	-	-	-	-	-	-	-	40,000
Supplies & Materials other	-	-	-	174,248	174,248	-	-	-	-	-	-	-	-	174,248
Equipment / Furniture	-	-	-	376,598	376,598	-	-	-	-	-	-	-	-	376,598
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Technology	-	-	-	306,373	306,373	-	-	-	-	-	-	-	-	306,373
Student Testing & Assessment	-	-	-	67,625	67,625	-	-	-	-	-	-	-	-	67,625
Field Trips	-	-	-	75,000	75,000	-	-	-	-	-	-	-	-	75,000
Transportation (student)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Student Services - other	-	-	-	5,300	5,300	-	-	-	-	-	-	-	-	5,300
Office Expense	-	-	-	75,071	75,071	-	-	-	-	-	-	-	-	75,071
Staff Development	-	-	-	168,000	168,000	-	-	-	-	-	-	-	-	168,000
Staff Recruitment	-	-	-	70,500	70,500	-	-	-	-	-	-	-	-	70,500
Student Recruitment / Marketing	-	-	-	78,555	78,555	-	-	-	-	-	-	-	-	78,555
School Meals / Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	111,306	111,306	-	-	-	-	-	-	-	-	111,306
<b>TOTAL SCHOOL OPERATIONS</b>	-	-	-	1,740,379	1,740,379	-	-	-	-	-	-	-	-	1,740,379
<b>FACILITY OPERATION &amp; MAINTENANCE</b>														
Insurance	-	-	-	100,095	100,095	-	-	-	-	-	-	-	-	100,095
Janitorial	-	-	-	218,080	218,080	-	-	-	-	-	-	-	-	218,080
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	2,190,004	2,190,004	-	-	-	-	-	-	-	-	2,190,004
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	65,000	65,000	-	-	-	-	-	-	-	-	65,000
Security	-	-	-	146,800	146,800	-	-	-	-	-	-	-	-	146,800
Utilities	-	-	-	60,000	60,000	-	-	-	-	-	-	-	-	60,000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	-	-	-	2,779,979	2,779,979	-	-	-	-	-	-	-	-	2,779,979
<b>DEPRECIATION &amp; AMORTIZATION</b>														
COVID-19 / CONTINGENCY	-	-	-	90,880	90,880	-	-	-	-	-	-	-	-	90,880
DEFERRED RENT	-	-	-	1,306,892	1,306,892	-	-	-	-	-	-	-	-	1,306,892
<b>TOTAL EXPENSES</b>	-	-	-	12,079,987	12,079,987	-	-	-	-	-	-	-	-	12,079,987
<b>NET INCOME</b>	-	-	-	(1,385,847)	(1,385,847)	-	-	-	-	-	-	-	-	(1,385,847)





**Annual Report Requirement**  
*for SUNY Authorized Charter Schools*  
ELM COMMUNITY CHARTER SCHOOL  
2022-23

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**

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

**Trustee Name:**

MICHAEL ELIEL DORCELLY

---

**Name of Charter School Education Corporation:**

ELM COMMUNITY CHARTER SCHOOL

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

SECRETARY

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest





05/26/2022

---

**Signature**

**Date**

Acceptable signature formats include:

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

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



*last revised 04/2022*

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

**Trustee Name:**

Zaineb Hussain

---

**Name of Charter School Education Corporation:**

Elm Community Charter School

---

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

SECRETARY

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

Yes  No

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

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**None**

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

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**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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*Zaineb Hussain* 05/26/2022 7/28/22  
Signature Date

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

*last revised 04/2022*

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

**Trustee Name:**

Zaineb Hussain

---

**Name of Charter School Education Corporation:**

Elm Community Charter School

---

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

SECRETARY

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

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**Yes**      **No**

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**None**

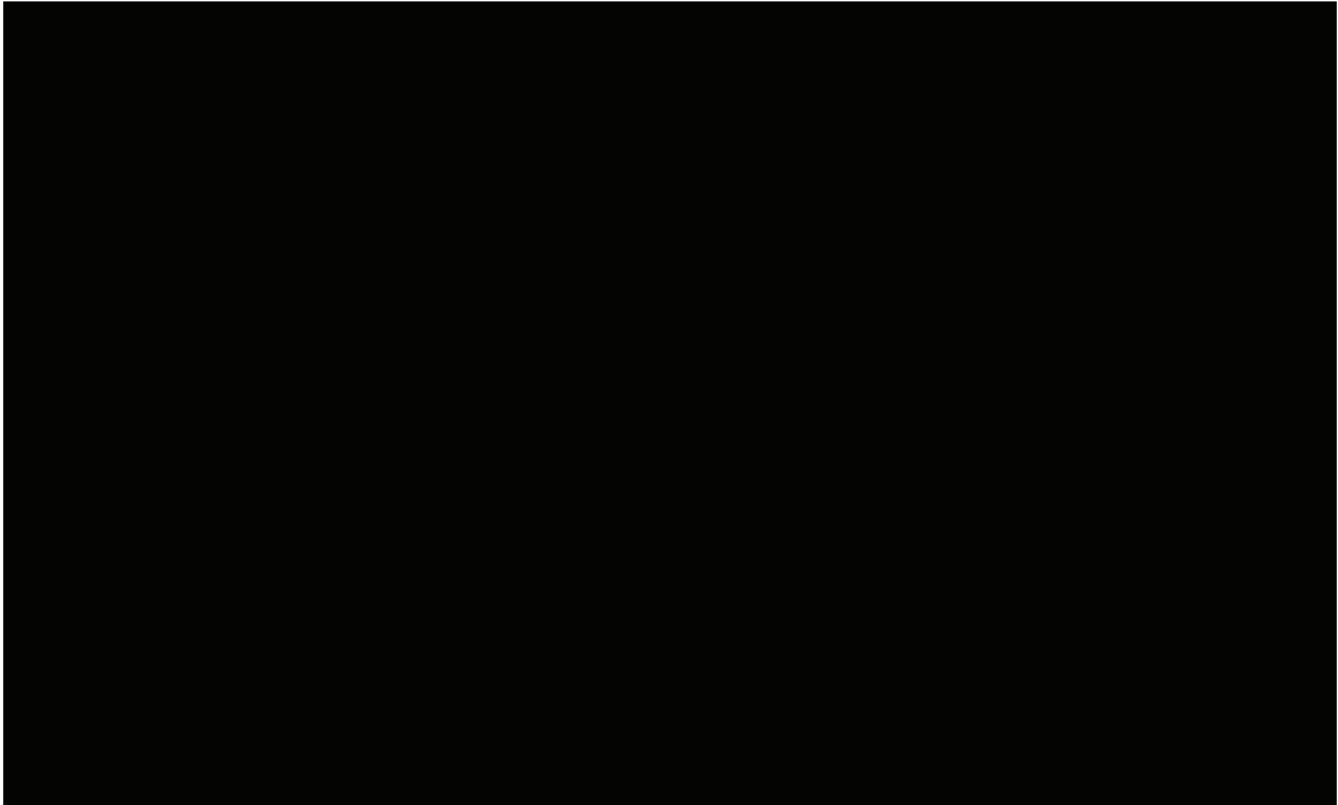
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<i>Anupa Jacob</i>	05/26/2022
<b>Signature</b>	<b>Date</b>

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

**Trustee Name:**

Christopher Kong

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**Name of Charter School Education Corporation:**

Elm Community Charter School

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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Yes  No

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 \_\_\_\_\_ 8/1/2022  
**Signature** **Date**

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*last revised 04/2022*



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

**Trustee Name:**

Debbie Thomas

---

**Name of Charter School Education Corporation:**

Elm Community Charter School

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

Vice Chair

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

Yes  No

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Yes  No

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*Debbie Thomas*

5/26/22

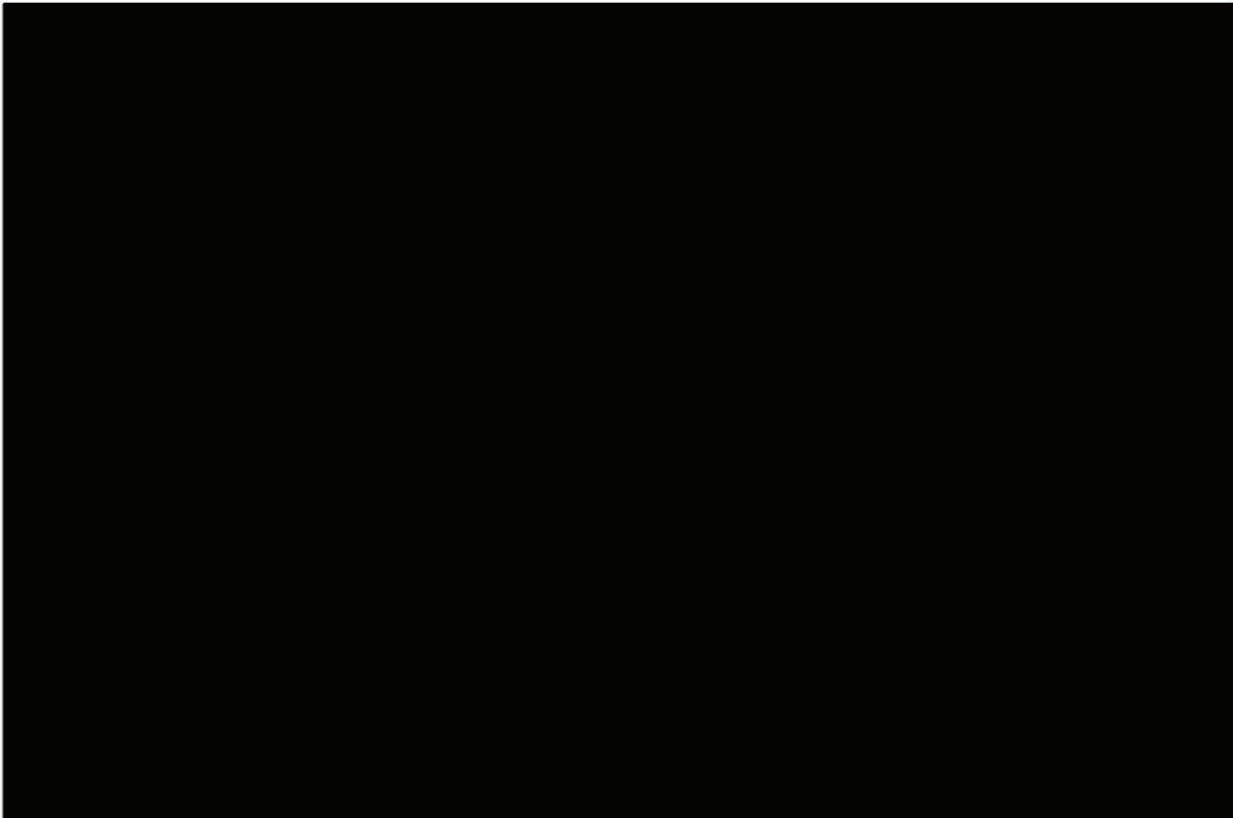
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*last revised 04/2022*

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

**Trustee Name:**

Zaineb Hussain

---

**Name of Charter School Education Corporation:**

Elm Community Charter School

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SECRETARY

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*last revised 04/2022*

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

**Trustee Name:**

Zaineb Hussain

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**Name of Charter School Education Corporation:**

Elm Community Charter School

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05/26/2022

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## 2022 - 2023 [TENTATIVE] School Calendar

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

August 2022				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 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				

November 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		

December 2022				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023				
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			

February 2023				
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			

March 2023				
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

April 2023				
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

May 2023				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Total Days: 183**

Important Dates	
August 29, 2022	First Day of School!
September 5, 2022	No School: Labor Day
September 8, 2022	First Day of Afterschool & OPT Bussing
October 10, 2022	No School: Indigenous Peoples' Day
November 7, 2022	No School: Teacher Professional Development Day
November 11, 2022	No School: Veterans Day
November 16, 2022	Q1 Success Celebrations
November 23, 2022 - November 25, 2022	No School: Thanksgiving Break
December 26, 2022 - January 2, 2023	No School: Winter Break
January 16, 2023	No School: Dr. Martin Luther King Jr. Day
January 23, 2023	No School: Teacher Professional Development Day
February 1, 2023	Q2 Success Celebrations
February 20, 2023 - February 24, 2023	No School: Mid Winter Recess
April 3, 2023	No School: Teacher Professional Development Day
April 6, 2023 - April 14, 2023	No School: Spring Break
April 19, 2023 - April 20, 2023	NYS ELA Test (3rd - 5th Grades)
April 21, 2023	Half Day Dismissal (note, April 19th is not a half day due to state tests)
April 26, 2023	Q3 Success Celebrations
May 3, 2023 - May 4, 2023	NYS Math Test (3rd - 5th Grades)
May 5, 2023	Half Day Dismissal (note, May 3rd is not a half day due to state tests)
May 29, 2023	No School: Memorial Day
June 14, 2023	Q4 Success Celebration
June 19, 2023	No School: Juneteenth
June 21, 2023	Last Day of School (Half Day / Early Dismissal)
June 22, 2023 - June 26, 2023	No School: Teacher Close Out