

Application: Elmwood Village Charter Schools

Liz Evans - levans@elmwoodvillageschool.org
2022-2023 Annual Report

Summary

ID: 0000000273
Last submitted: Oct 31 2023 02:17 PM (EDT)
Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed - Jul 28 2023

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 the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

ELMWOOD VILLAGE CHARTER SCHOOL DAYS PARK 800000059315

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

e. Date of Approved Initial Charter

Jan 10 2006

f. Date School First Opened for Instruction

Sep 6 2006

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

N/A for SUNY Schools

h. School Website Address

www.evcsbuffalo.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

450

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

431

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5
6
7
8

I. Charter Management Organization

Do you have a [Charter Management Organization?](#)

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	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	40 Days Park	716-886-4581	Buffalo	K-8	K-8	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	David Phillips	Principal	716-886-4581	716-480-1943	
Operational Leader	Liz Evans	Director of Operations	716-886-4581	716-982-3421	
Compliance Contact	David Phillips	Principal	716-886-4581	716-480-1943	
Complaint Contact	Liz Evans	Director of Operations	716-886-4581	716-982-3421	
DASA Coordinator	David Phillips	Principal	716-886-4581	716-480-1943	
Phone Contact for After Hours Emergencies	Liz Evans	Director of Operations	716-886-4581	716-982-3421	

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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- 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, 2023.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy 40 Days.pdf](#)

Filename: Certificate of Occupancy 40 Days.pdf **Size:** 498.4 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[2022-11 Fire Inspection Report Days Park.pdf](#)

Filename: 2022-11 Fire Inspection Report Days Park.pdf **Size:** 350.3 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

None

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

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	Liz Evans
Position	Director of Operations
Phone/Extension	716-886-4581-403
Email	levans@elmwoodvillageschool.org

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

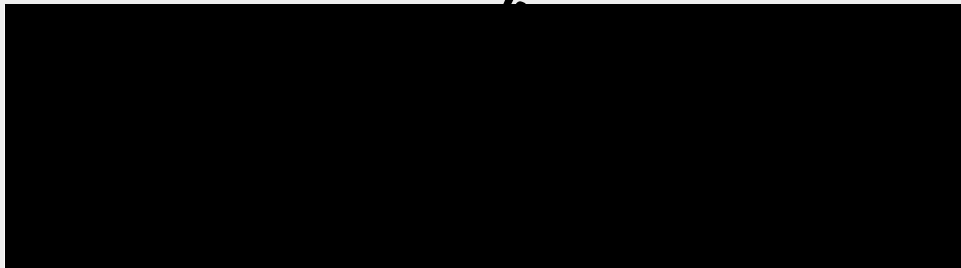
As outlined in ENTRY 10:

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.

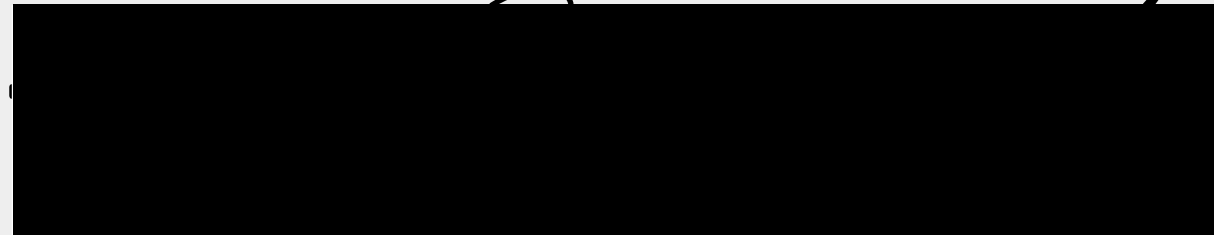
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. There are some faint, illegible handwritten marks above and below the box.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. There are some faint, illegible handwritten marks above and below the box.

Date

Jul 28 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 28 2023

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., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Elmwood Village Charter Schools

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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<u>https://www.evcsbuffalo.org/about-elmwood-village-charter-schools/annual-reports-accountability/</u>
2. Board meeting notices, agendas and documents	<u>https://www.evcsbuffalo.org/about-elmwood-village-charter-schools/our-board-of-trustees/</u>
3. New York State School Report Card	<u>https://www.evcsbuffalo.org/about-elmwood-village-charter-schools/our-board-of-trustees/</u>
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	<u>https://www.evcsbuffalo.org/for-parents-and-students/security-safety/</u>
6. Authorizer-approved FOIL Policy	<u>https://www.evcsbuffalo.org/about-elmwood-village-charter-schools/</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://www.evcsbuffalo.org/about-elmwood-village-charter-schools/</u>

Thank you.



Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
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Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Completed - Oct 31 2023

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 Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

[Accountability Plan Progress Report 22](#)

Filename: Accountability_Plan_Progress_Report_qcPTB73.pdf Size: 395.5 kB

Entry 4 - Audited Financial Statements

Completed - Oct 27 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[2023 Financial Statements - FINAL](#)

Filename: 2023_Financial_Statements_-_FINAL_pOTsYyz.pdf Size: 743.9 kB

Entry 4a – Audited Financial Report Template (SUNY)

Completed - Oct 27 2023

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

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

[EVCCS - Hertel2022-23-Audited-Financial-Statement-Template SUNY](#)

Filename: EVCCS_-_Hertel2022-23-Audited-Fin_PyQ3J1J.xlsx Size: 174.9 kB

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

Incomplete - Hidden from applicant

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

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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

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

Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. 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. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

Entry 4d - Financial Contact Information

Incomplete - 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, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
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3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 27 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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.

[EVCS DP 2023-24-Budget-and-Quarterly-Report](#)

Filename: EVCS_DP_2023-24-Budget-and-Quarte_Zjn2xaW.xlsx Size: 533.3 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 28 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[Barnes-Coppola Disclosure 6-2023](#)

Filename: Barnes-Coppola_Disclosure_6-2023.pdf Size: 193.4 kB

[Castine Disclosure 6-2023](#)

Filename: Castine_Disclosure_6-2023.pdf **Size:** 178.7 kB

[Bernacki Smith Disclosure 6-2023](#)

Filename: Bernacki_Smith_Disclosure_6-2023.pdf **Size:** 432.7 kB

[Brumfield Disclosure 6-2023](#)

Filename: Brumfield_Disclosure_6-2023.pdf **Size:** 420.5 kB

[Franklin-Adams Disclosure 6-2023](#)

Filename: Franklin-Adams_Disclosure_6-2023.pdf **Size:** 255.8 kB

[Gholston Disclosure 6-2023](#)

Filename: Gholston_Disclosure_6-2023.pdf **Size:** 170.7 kB

[Pennel Disclosure 6-2023](#)

Filename: Pennel_Disclosure_6-2023.pdf **Size:** 187.4 kB

[Piorkowski Disclosure 6-2023](#)

Filename: Piorkowski_Disclosure_6-2023.pdf **Size:** 264.5 kB

[Pollock Disclosure 6-2023](#)

Filename: Pollock_Disclosure_6-2023.pdf **Size:** 203.9 kB

[Sotelo-Peryea Disclosure 6-2023](#)

Filename: Sotelo-Peryea_Disclosure_6-2023.pdf **Size:** 179.3 kB

[Ryan Disclosure 6-2023](#)

Filename: Ryan_Disclosure_6-2023.pdf **Size:** 339.6 kB

Entry 7 BOT Membership Table

Completed - Jul 28 2023

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.

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Mimi Barnes-Coppola	[REDACTED]	Trustee/Member	Academic Excellence, Nominating	Yes	6	7/1/2022	6/30/2025	11
2	Jennifer Bernacki Smith	[REDACTED]	Chair	Executive, Nominating, Academic Excellence, Space Planning WG	Yes	3	7/1/2022	6/30/2025	12
3	Kathy Franklin-Adams	[REDACTED]	Trustee/Member	Academic Excellence, Culture	Yes	6	7/1/2023	6/30/2026	13 or more
4	Kenneth Gholston	[REDACTED]	Trustee/Member	Finance and Audit, Culture	Yes	1	7/1/2021	6/30/2024	11
5	Joshua Pennel	[REDACTED]	Trustee/Member	Nominating, Culture	Yes	1	7/1/2023	6/30/2026	12
6	Jacob Piorkowski	[REDACTED]	Parent Rep	Fundraising/Development,	Yes	1	7/1/2021	6/30/2024	12

		██████████ ██████████		Space Planning WG					
7	Pamela Pollock	██████████ ██████████ ██████████	Secretar y	Executiv e, Academi c Excellen ce, Nominati ng	Yes	6	7/1/2022	6/30/202 5	13 or more
8	Anna Sotelo- Peryea	██████████ ██████████ ██████████	Trustee/ Member	Culture, Space Planning WG,	Yes	2	7/1/2023	6/30/202 6	13 or more
9	Lacole Brumfield	██████████ ██████████ ██████████	Trustee/ Member	Academi c Excellen ce, Fundraisi ng/Devel opment, Culture	Yes	2	7/1/2023	6/30/202 6	12

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Ed Castine	[REDACTED]	Treasurer	Finance/Audit, Executive	Yes	1	7/1/2021	6/30/2024	8
11	Matthew Ryan	[REDACTED]	Vice Chair	Executive, Nominating, Audit/Finance	Yes	4	7/1/2022	6/30/2025	6
12									
13									
14									
15									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	11
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2022-2023

13

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

11

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

11

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 28 2023 - 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 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

EVCS BOT Minutes 1-18-2023

Filename: EVCS_BOT_Minutes_1-18-2023.pdf Size: 68.7 kB

EVCS BOT Minutes 2-15-2023

Filename: EVCS_BOT_Minutes_2-15-2023.pdf Size: 62.6 kB

EVCS BOT minutes 6-21-2023

Filename: EVCS_BOT_minutes_6-21-2023.pdf Size: 353.9 kB

EVCS BOT Minutes 3-15-2023

Filename: EVCS_BOT_Minutes_3-15-2023.pdf Size: 64.9 kB

EVCS BOT minutes 7-20-2022

Filename: EVCS_BOT_minutes_7-20-2022.pdf Size: 88.2 kB

EVCS BOT Minutes 8-17-2022

Filename: EVCS_BOT_Minutes_8-17-2022.pdf Size: 89.7 kB

EVCS BOT Minutes 5-17-2023

Filename: EVCS_BOT_Minutes_5-17-2023.pdf Size: 332.9 kB

EVCS BOT Minutes 4-19-2023

Filename: EVCS_BOT_Minutes_4-19-2023.pdf Size: 78.9 kB

[EVCS BOT Minutes 9-21-2022](#)

Filename: EVCS_BOT_Minutes_9-21-2022.pdf Size: 165.6 kB

[EVCS BOT Minutes 11-16-2022](#)

Filename: EVCS_BOT_Minutes_11-16-2022.pdf Size: 170.9 kB

[EVCS BOT Minutes 12-21-2022](#)

Filename: EVCS_BOT_Minutes_12-21-2022.pdf Size: 90.9 kB

[EVCS BOT Minutes Special Meeting 1-7-2023](#)

Filename: EVCS_BOT_Minutes_Special_Meeting_1-7-2023.pdf Size: 29.4 kB

[EVCS BOT Minutes 10-19-2022](#)

Filename: EVCS_BOT_Minutes_10-19-2022.pdf Size: 160.2 kB

Entry 9 Enrollment & Retention

Completed - Jul 28 2023

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Application packets and brochures mailed to Buffalo Urban League, Jewish Family Services, ACCESS of WNY, University District Community Development Association, 11 CAO Head Start program sites, and Journey's End refugee agency. Participated in 4 in-person charter school fairs run by CAO Head Start and the New York Charter School Association; Advertised in WNY Family Magazine (a free monthly publication available in grocery stores and pediatricians offices); Advertisement in free publications (neighborhood publications), social media campaign and word of mouth for current EVCS families.</p>	<p>EVCS has continued to attend in-person recruiting events. EVCS will continue advertising in free publications and will continue outreach through social media (Facebook, Instagram, Twitter, LinkedIn.) EVCS purchased a billboard for the months of July 2023 and December 2023. EVCS has a dedicated Admissions Coordinator who coordinates with Communications Lead to do all outreach work.</p>
English Language Learners	<p>Translated brochures and applications into top three local languages (Spanish, Karen, Arabic) and had ENL teachers bring them to immigrant and refugee assistance organizations throughout the city, including the International Institute and Journey's End Refugee Services center. ENL teachers communicate with education coordinators at each agency to ensure awareness of EVCS Days Park's services. Outreach at local community centers, refugee agencies, refugee support groups, and translation of all promotional materials into other languages, as done in past efforts.</p>	<p>EVCS will continue outreach to refugee and international organizations. EVCS will continue to leverage current ENL families to help with identifying potential ENL students.</p>
Students with Disabilities	<p>Advertisement in Special Education issue of WNY Family Magazine, a</p>	<p>EVCS will continue to advertise in free WNY Family magazine, which</p>

free publication widely available in grocery stores and pediatricians' offices. Referrals through Special Ed service providers, Best Self Behavioral Services and Buffalo Hearing and Speech, as well as the Buffalo Public District CSE. Outreach to local service agencies, advertisement in special editions in free family magazines, and word of mouth, as done in past efforts.

also has a robust online presence, as well as widespread print distribution. EVCS continues to partner with local service providers and admissions coordinator will do outreach to those organizations who work with students with disabilities.

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>*EVCS has School-wide Title I services.</p> <ul style="list-style-type: none"> • EVCS participates in the Community Eligibility Provision for food service and provided free breakfast and lunch to all students. • EVCS provided busing to all students who requested it. • EVCS provides 1-1 internet connected devices. • EVCS has a Parent Involvement Policy that is intended to help close the gap between disadvantaged students and their peers. • EVCS selects instructional programs that are proven to have success with students in School-wide Title I settings. • EVCS provides homeless children and unaccompanied youth enrolled at the school with the same education as their peers, including bus transportation, and makes every effort to coordinate social services delivery to the student and family in order to stabilize the living environment. • EVCS documented the living arrangements of its students, via a questionnaire that asks if they are living in a shelter, with relatives or others due to lack of housing, in an abandoned apartment/building, in a motel/hotel, camping ground, car, train or bus station or other similar situation due to the lack of adequate housing; or temporarily housed in a shelter awaiting a permanent foster care placement. This is part of the 	<p>EVCS will continue all past efforts to the fullest extent possible. EVCS will continue to provide technology and hotspots to all students/families that need it. EVCS uses all modes available for communicating families experiencing poverty in order to communicate available support for their child's learning and family stability including texting, emails, and backpack communication.</p>

	<p>enrollment form and is kept on file.</p> <ul style="list-style-type: none"> • EVCS provides equal access as per the McKinney–Vento Homeless Assistance Act. • EVCS partners with afterschool providers to provide after-care at no cost to families. 	
English Language Learners	<p>EVCS employed a full-time ENL teacher at each campus to adequately address the learning needs of students with limited English proficiency in all grades. EVCS utilizes the ENL teacher as a resource to offer strategies to all other teachers on teaching language arts to children with limited English proficiency. EVCS provided professional development to faculty on strategies to teach language arts to students with limited English proficiency. The administration of the school makes written resources available to all instructional staff. The ENL teacher educates students and families on the role of the ENL teacher in the classroom. The Student Services Coordinator and the ENL teacher participate in professional development on issues relating to educating children with limited English proficiency. The school maintained contracts with translators to assist school personnel with home-school communication. The school engages the services of translators from the International Institute of Buffalo for parent-teacher conferences. EVCS has a contract with Language Line to facilitate communication through electronic devices, like phones.</p>	<p>EVCS will continue all past efforts. EVCS continues to strengthen the availability of translated materials to better maintain communication with families of ENL students. EVCS participates in the ENL collaborative for WNY charter schools that will be continuing to provide additional resources and PD to help reach ENL students and their families.</p>

<p>Students with Disabilities</p>	<p>To the extent appropriate and allowed by each student's IEP, EVCS educates students with disabilities in the least restrictive environment with their nondisabled peers.</p> <p>EVCS employs a special education coordinator (Student Services Coordinator) and at least one special education teacher per grade level to provide services to the greatest practical extent.</p> <p>In addition to speech pathologists and an occupational therapist, EVCS contracts with Buffalo Hearing and Speech to provide any additional related services in accordance with each student's IEP or Section 504 Plan.</p> <p>Classroom teachers at EVCS are knowledgeable about the needs of students with disabilities, and are informed of their responsibilities for particular students.</p> <p>The Student Services Coordinator and special education teachers work under the Principal to review and assure that quarterly IEP reports are sent to parents, and that annual review meetings are held.</p> <p>The Principal and Student Services Coordinator ensure that referrals are made to the CSE when RtI indicates that the child may have a disability.</p> <p>The Principal and the Student Services Coordinator review the progress of students with disabilities with appropriate staff members.</p> <p>All instructional staff members at EVCS participate in annual professional development and training on issues pertaining to special education. In addition to curriculum-based assessments, EVCS uses diagnostic measures to</p>	<p>EVCS will continue past efforts to the greatest extent possible. EVCS will be working to deliver minutes to students with IEPs in the best possible mode. EVCS hired an additional full-time Behavior Intervention Specialist so each building will have a dedicated BIS to work with teachers.</p>
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monitor academic progress three times throughout the year. EVCS shared a full time Behavior Intervention Specialist between campuses who worked with teachers on behavior intervention plans, and on developing strategies to keep students with emotional disabilities in the classroom as much as possible.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 28 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. 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](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

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 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.

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, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
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	
iv. Technology	
v. 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, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
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 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed - Jul 28 2023

[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, 2023 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, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format 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.

[SY 23-24 EVCS School Calendar Final Updated](#)

Filename: SY_23-24_EVCS_School_Calendar_Fina_uBNrlwG.pdf Size: 132.1 kB

Entry 14 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 (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer	Select your school's authorizer from the drop-down list first , before completing the roster.
NOTE: MUST BE DONE FIRST	
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .

CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

Optional Additional Documents to Upload (BOR)

Incomplete



**Elmwood Village Charter School
Days Park**

**2022-23 ACCOUNTABILITY PLAN
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

November 3rd, 2023

By Danielle Bruno

40 Days Park

Buffalo, NY 14201

716-886-4581

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

Melina Hong (Data Manager), Anne Wechlser (Director of Curriculum) and Liz Evans (Director of Operations) prepared this 2022-23 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)
Jennifer Bernacki-Smith	Chair	Executive, Academic Excellence, Nominating, Space Planning
Mimi Barnes-Coppola		Academic Excellence, Nominating
Lacole Brumfield		Development & Advocacy
Ed Castine	Treasurer	Executive, Audit & Finance
Kathy Franklin-Adams		Academic Excellence, Culture
Kenneth Gholston		Finance & Audit, Culture
Joshua Pennel		Development & Advocacy, Nominating
Jacob Piorkowski		Development & Advocacy, Space Planning
Pamela Pollock	Secretary	Executive, Academic Excellence, Nominating
Matthew Ryan	Vice Chair	Executive, Audit & Finance, Development & Advocacy, Nominating
Anna Sotelo-Peryea		Space Planning, Culture
Patricia Anderson		Culture
Nicca Lebeda		Nominating, Academic Excellence
George McLean		

David Phillips has served as the school principal since 2022. Danielle Bruno has served as the Director of Schools since 2022 and was the principal of EVCS Days Park since 2016.

SCHOOL OVERVIEW

EVCS Days Park opened in 2006 with 125 students in grades K-4. The original configuration of the school was to be K-6, with one class at each grade level. As EVCS graduated its first class of 6th graders, the administration and trustees realized the need to expand through 8th grade. EVCS also decided to add an additional class at each grade level and opened a second location at EVCS Hertel. The percentage of economically disadvantaged students grew from 25% in 2006 to 57% in 2022-2023. EVCS Days Park moved to its current location in 2012 and added bussing in 2013.

The mission of the school is as follows: “The Elmwood Village Charter Schools will provide a stimulating and engaging learning environment that recognizes student capability, fosters their connectedness to their immediate and broader communities, and offers them ways to contribute to school life. EVCS believes that all students can and will learn at high levels when provided with the right learning conditions.”

Key Design Elements:

- Small, K-8 community: EVCS has 2 classrooms per grade level, with all its students located in the same facility, building a sense of closeness and community.
- Student-Teacher Ratio: each classroom has a small student-teacher ratio (with one certified teacher and a teaching assistant in each classroom, and a special education teacher at each grade level), which allows for more individualized attention and higher quality education.
- Responsive Classroom model: based on the belief that there is a direct correlation between strong social skills on the one hand, and academic competence and success on the other. Responsive Classroom is a research and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate. Social emotional learning is at the heart of all teaching and learning.
- Morning meeting in every classroom every day to build connection and community. A Whole school morning meeting is held once a month and led and planned by students to build community as a whole school.
- Longer daily schedule and school year: The school day runs from 8:00 am to 3:05 p.m., with optional afterschool care operated through the Boys & Girls Club. This provides students with approximately one extra day of instruction per week compared to the district of location. The school has a minimum of 185 instructional days per year.
- More time on task: extended periods are provided for the core subjects (English Language Arts and Math) along with tutoring and enrichment opportunities.
- Interdisciplinary curriculum: EVCS emphasizes cross-curricular educational development where the connection between different fields of knowledge is shown through theme-based and project-focused instruction.
- Arts integration: arts are used as a catalyst for teaching across the curriculum to broaden and deepen the assimilation of the material presented in core subjects. This program of integration has been shown to improve students’ test scores.
- Parental involvement: Students do better in school when parents communicate with teachers and become involved in the school. EVCS has added opportunities for parent-teacher communication and for parental participation in school activities and events.

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

- Technology integration: EVCS is committed to using educational technologies in support of student success. Technology is used in targeted ways to address learning difficulties and move more students toward proficiency. Media and information literacy are developed through the classroom, and the librarian.
- Instructional coaching: EVCS sees our teaching staff as a great asset and their continued development over time is critical to student success. During the 2022-2023 school year, EVCS employed five instructional coaches and a curriculum director who work across both campuses to provide classroom teachers with professional development, guidance, and targeted feedback to support their continued growth.

Notable Changes in SY 2022-2023:

Assessments: During the 2022-2023 school year, EVCS changed from ANET interim assessments to new standards/curriculum-based interim assessments created in-house that are more tightly aligned to the content. We did this to provide teachers with more useful data for re-teaches.

Writing Instruction: EVCS moved from stand-alone, isolated writing units taught through the workshop model, to explicit writing instruction embedded in the content of the curriculum. Instruction has a heavy focus on writing at the sentence level to allow for explicit instruction, repetitive practice and targeted feedback leading to revision.

Math focused Instructional Coach: In order to strengthen math instruction, we added an instructional coach focused on math instruction for the upper grades.

Digital Citizenship: An additional Digital Citizenship class was added for our kindergarten through 5th grade students. It occurs once in a six-day cycle.

New Staff Evaluation Plan: We moved from using the Danielson rubric for teacher evaluation, to an evaluation created in-house. This new evaluation is more tightly aligned with EVCS's mission, vision, and operating values.

Steering Committee: A faculty Steering Committee was established to give teachers more voice and to encourage collaboration and problem solving. The Steering Committee meets once a month and includes one representative from each grade level, along with representatives from other constituent groups.

ENROLLMENT SUMMARY

School Enrollment by Grade Level and School Year

School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2020-21	46	51	52	51	52	49	50	48	44	0	0	0	0	443
2021-22	49	52	51	52	52	48	52	48	41	0	0	0	0	445
2022-23	44	47	51	49	49	52	51	50	44	0	0	0	0	437

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

GOAL 1: ENGLISH LANGUAGE ARTS

Elmwood Village Charter School Days Park students will be proficient readers, writers, and speakers of the English language as demonstrated by academic attainment and growth on the STAR Reading and STAR Early Literacy assessment.

BACKGROUND

In school year 2022-2023, ELA was taught in alignment with the NYS Next Generation Learning Standards. Grades K-3 used Really Great Reading, and grades 4-8 used Novel Study. Due to our longer school day, all students received two periods of ELA every day along with a period of Small Group Reading every day for students in grades K-6. EVCS utilized the STAR ELA Assessment to evaluate student progress in Reading (2-8) and Early Literacy (K-1).

ELEMENTARY AND MIDDLE ELA

ELA Measure 1 - Absolute

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.

The tables below summarize the participation information for this year's test administration as well as the performance of all students and students enrolled for at least two years.

2022-23 State English Language Arts Exam
Number of Students Tested and Not Tested

Grade	Total Tested	Not Tested						Total Enrolled
		Absent	Refusal	ELL/IEP	Admin error	Medically excused	Other reason	
3	46	1	2	0	0	0	0	49
4	45	0	1	0	0	0	0	46
5	45	2	4	0	0	0	0	51
6	44	0	3	0	0	0	0	47
7	47	1	2	0	0	0	0	49
8	34	4	9	0	0	0	0	44
All	261	4	21	0	0	0	0	286

Performance on 2022-23 State English Language Arts Exam
By All Students and Students Enrolled in At Least Their Second Year¹

Grade	All Students	Enrolled in at least their Second Year
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¹ Students are considered "enrolled in at least their second year" if they were enrolled on BEDS day of the school year prior to the most recent exam administration.

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

	Number Tested	Number Proficient	Percent Proficient	Number Tested	Number Proficient	Percent Proficient
3	46	26	57	41	24	59
4	45	20	44	39	19	49
5	45	19	42	39	15	49
6	44	25	57	39	23	59
7	47	17	36	42	16	38
8	34	22	65	33	22	67
All	261	129	49	233	119	51

ELA Measure 2 - Absolute

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.

Schools are not required to report attainment of this measure for 2022-23. Subsequent to the completion of this document, the Institute may calculate and report out results to schools pending further information from the NYSED.

ELA Measure 3 - 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 all students in the same tested grades in the school district of comparison.

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.²

2022-23 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 nd Year		All District Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3				
4				
5				

² Schools can access these data when the NYSED releases its database containing grade level ELA and mathematics results for all schools and districts statewide. The NYSED announces the releases of these data [here](#).

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

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ELA Measure 4 - 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.

The Institute conducts a Comparative Performance Analysis, which compares the school's performance to that of demographically similar public schools statewide. The Institute uses a regression analysis to control for the percentage of economically disadvantaged students among all public schools in New York State. The difference between the school's actual and predicted performance, relative to other schools with similar economically disadvantaged statistics, produces an Effect Size. An Effect Size of 0.3, or performing higher than expected to a meaningful degree, is the target for this measure. Given the timing of the state's release of economically disadvantaged data and the demands of the data analysis, the 2022-23 analysis is not yet available. This report contains 2021-22 results.³

2021-22 English Language Arts Comparative Performance by Grade Level

Grade	Percent Economically Disadvantaged	Percent of Students at Levels 3&4 ⁴		Effect Size
		Actual	Predicted	
3	51.9	34.8	48.3	-0.74
4	55.8	44.0	41.9	0.12
5	85.4	38.3	26.1	0.73
6	71.2	60.4	51.9	0.51
7	70.8	48.8	42.9	0.32
8	65.9	35.5	47.1	-0.61
All	66.8	44.2	42.8	0.10

ELA Measure 5 - 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.

³ These data can be found in the school's Accountability Summary provided by the Institute in spring 2023.

⁴ Typically, the Institute uses schools' mean scale scores (when available) to calculate the comparative performance analysis. Due to the late availability of the 2021-22 mean scale scores, the Institute formally reported out the analysis using proficiency rates. The Institute will retroactively send schools the 2021-22 comparative performance analysis using mean scale scores in fall 2023.

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

Given the timing of the state's release of Growth Model data, the 2022-23 analysis is not yet available. As such, schools are not required to report on this measure for 2022-23. The Institute will calculate and report out results to schools pending availability of the data.

ELA INTERNAL EXAM RESULTS

During 2022-23, in addition to the New York State 3rd – 8th grade exams, the school primarily used the following assessment to measure student growth and achievement in ELA: **STAR**

EVCS Days Park's growth goal for the STAR for the 2022-23 school year was to achieve a median SGP of 50 (between BOY and EOY) for 3rd through 8th grade. The overall SGP was 57 – EVCS Days Park met this goal. Grades 3, 4, 5, and 6 met this target and grades 7 and 8 fell short. Results by grade level are in the table below:

Grade	Student Count	Median STAR ELA SGP
3	49	76
4	45	62
5	47	52
6	46	69
7	47	49
8	43	45
All	277	57

SUMMARY OF THE ELA GOAL

EVCS Days Park can report the results on two of the Institute's five goals (one absolute, one comparative), as well as one internal goal that measures student growth.

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.	No
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.	No

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

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
Internal Growth	For the 2022-2023 school year, achieve a median SGP of 50 on the national STAR ELA assessment (measured between BOY and EOY) for 3 rd through 8 th grade.	Yes

EVALUATION OF ELA GOAL

EVCS Days Park fell short of meeting the institute's absolute goal of 75% of second year students meeting proficiency (51%). No grade levels hit the target of 75%. However, we are pleased to see that proficiency for ELA at EVCS-Days Park has returned to the proficiency seen the year prior to the pandemic. EVCS all fell short of meeting the institute's comparative goal of an effect size larger than 0.3 (0.1). With the pandemic making a large impact on state proficiency, EVCS has continued to track student growth internally on the STAR ELA test (Literacy for grades K-1, Reading for grades 2-8). EVCS Days Park exceeded the internal goal of SGP=50 national STAR test (57), with 4 of 6 grades meeting or exceeding the target of 50.

ADDITIONAL CONTEXT AND EVIDENCE

Like many schools, school year 2022-2023 involved a pivot back towards "normalcy" from the COVID-19 pandemic. While strict protocols were loosened, students and teachers alike were adjusting to what it meant to be in school and what was required to make up for missed learning from the two prior years.

ELA ACTION PLAN

EVCS is focused on using data to drive instruction. Teachers attend weekly PLCs facilitated by an instructional coach where classroom-level data is reviewed. In addition, administrative staff and school building leaders participate in monthly/bi-monthly reviews of full school level data. The goal of these meetings is to come away from each meeting with specific actions steps to improve teaching and learning.

In 2021 - 2022 EVCS began to shift its approach to reading instruction to one that is aligned to the Science of Reading. We started by adopting a Science of Reading aligned foundational skills program called Really Great Reading. We implemented this in grades K-3 as a Tier 1 program and used it as a Tier 3 intervention in grades K-6. We have seen strong growth in early literacy skills in classrooms where this program has been implemented with fidelity, so we will continue with this program and continue to work on strengthening implementation through coaching and regular use of assessment data. Now that the foundational skills piece is solidly in place, we are focused on strengthening language comprehension. We have adopted Wit & Wisdom for the 2023-2024 school year as the new knowledge building curriculum in grades K-3. We are continuing our implementation of the Teach Like a Champion Reading Reconsidered curriculum in grades 4-8. Both of these programs place a heavy emphasis on knowledge building and vocabulary and provide many opportunities for students to write about content. We have also joined a Reading Reconsidered data cohort this year that is focuses on fluency in the upper grades. We are working alongside the program authors a few other schools to examine oral reading practices and to implement oral reading fluency routines in the classroom.

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

One factor that has impacted our ability to achieve strong student growth across all classrooms is teacher retention. We have a larger number of novice teachers post-pandemic than we had pre-pandemic. In order to help these novice teachers improve their teaching skills quickly, we have begun to implement live coaching/in-the-moment feedback. By supporting teachers at the point of error with corrective feedback and an opportunity to practice, we are hoping to strengthen instruction by speeding up the growth trajectory of these new teachers.

GOAL 2: MATHEMATICS

Elmwood Village Charter School Days Park students will be competent operators of mathematics, able to understand and apply mathematical theories, computation, and problem solving, as demonstrated by academic attainment and growth on the state's common core math exams.

BACKGROUND

Teachers in grades K-8 use Zearn as a core curriculum. However, teachers are given a certain amount of autonomy to supplement with additional resources from sources like Engage NY and Desmos.

In addition to NYS Math Assessments, students in grades 1-8 take the computer adaptive STAR Math 3 times a year. This assessment is used primarily for benchmarking and screening. Students in grades K-8 also take Math Interim Assessments three times a year. These assessments are aligned to the standards that have just been taught in class, thus allowing us to see if students have learned what was taught.

EVCS offers Regents Algebra in addition to 8th grade mathematics to those students whose scores and work habits have qualified them to take this advanced math course. Passing the Regents exam can earn EVCS 8th graders high school credit.

ELEMENTARY AND MIDDLE MATHEMATICS

Math Measure 1 - Absolute

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.

The tables below summarize the participation information for this year's test administration as well as the performance of all students and students enrolled for at least two years.

2022-23 State Mathematics Exam Number of Students Tested and Not Tested									
Grade	Total Tested	Not Tested							Total Enrolled
		Absent	Refusal	ELL/IEP	Admin error	Medically excused	Other reason	Took Regents	
3	48	0	1	0	0	0	0	0	49

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

4	44	1	1	0	0	0	0	0	46
5	42	1	8	0	0	0	0	0	51
6	40	0	7	0	0	0	0	0	47
7	42	0	7	0	0	0	0	0	49
8	33	0	11	0	0	0	0	0	44
All	249	2	35	0	0	0	0	0	286

Performance on 2022-23 State Mathematics Exam By All Students and Students Enrolled in At Least Their Second Year

Grade	All Students			Enrolled in at least their Second Year		
	Number Tested	Number Proficient	Percent Proficient	Number Tested	Number Proficient	Percent Proficient
3	48	28	58	43	26	61
4	44	18	41	38	17	45
5	42	18	43	35	15	43
6	40	19	48	35	18	51
7	42	15	36	38	14	37
8	33	18	55	32	18	56
All	249	116	47	221	108	49

Math Measure 2 - Absolute

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.

Schools are not required to report attainment of this measure for 2022-23. Subsequent to the completion of this document, the Institute may calculate and report out results to schools pending further information from the NYSED.

Math Measure 3 - 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 all students in the same tested grades in the school district of comparison.

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.

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

Charter School and District Performance by Grade Level

Grade	Percent of Students at or Above Proficiency			
	Charter School Students In At Least 2 nd Year		All District Students	
	Percent Proficient	Number Tested	Percent Proficient	Number Tested
3				
4				
5				
6				
7				
8				
All				

Math Measure 4 - 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.

The Institute conducts a Comparative Performance Analysis, which compares the school's performance to that of demographically similar public schools statewide. The Institute uses a regression analysis to control for the percentage of economically disadvantaged students among all public schools in New York State. The difference between the school's actual and predicted performance, relative to other schools with similar economically disadvantaged statistics, produces an Effect Size. An Effect Size of 0.3, or performing higher than expected to a meaningful degree, is the target for this measure. Given the timing of the state's release of economically disadvantaged data and the demands of the data analysis, the 2022-23 analysis is not yet available. This report contains 2021-22 results.

2021-22 Mathematics Comparative Performance by Grade Level

Grade	Percent Economically Disadvantaged	Percent of Students at Levels 3&4		Effect Size
		Actual	Predicted	
3	51.9	42.2	49.9	-0.43
4	55.8	62.8	43.1	1.03
5	85.4	32.6	22.8	0.52
6	71.2	37.0	31.7	0.28
7	70.8	25.0	27.8	-0.15
8	65.9	24.0	20.9	0.17
All	66.7	38.7	33.9	0.25

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

Math Measure 5 - 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.

Given the timing of the state's release of Growth Model data, the 2022-23 analysis is not yet available. As such, schools are not required to report on this measure for 2022-23. The Institute will calculate and report out results to schools pending availability of the data.

MATHEMATICS INTERNAL EXAM RESULTS

During 2022-23, in addition to the New York State 3rd – 8th grade exams, the school primarily used the following assessment to measure student growth and achievement in mathematics: **STAR**

EVCS Days Park's growth goal for the STAR for the 2022-23 school year was to achieve a median SGP of 50 (between BOY and EOY) for 3rd through 8th grade. The overall SGP was 56.5 – EVCS Days Park met this goal. Grades 3, 4, 6, and 7 met this target and grades 5 and 8 fell short. Results by grade level are in the table below:

Grade	Student Count	Median STAR ELA SGP
3	49	62
4	46	62.5
5	50	43
6	47	51
7	48	68
8	42	46
All	282	56.5

SUMMARY OF THE MATHEMATICS GOAL

EVCS Days Park can report the results on two of the Institute's five goals (one absolute, one comparative), as well as one internal goal that measures student growth.

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 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.	N/A

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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.	Not met
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
Internal Growth	For the 2022-2023 school year, achieve a median SGP of 50 on the national STAR Math assessment (measured between BOY and EOY) for 3 rd through 8 th grade.	Yes

EVALUATION OF THE MATHEMATICS GOAL

EVCS Days Park fell short of meeting the institute's absolute goal of 75% of second year students meeting proficiency (49%). No grade levels hit the target of 75%. However, we are pleased to see that proficiency for Math at EVCS-Days Park made a noticeable increase from the 2021-2022 school year. EVCS all fell short of meeting the institute's comparative goal of an effect size larger than 0.3 (0.25). With the pandemic making a large impact on state proficiency, EVCS has continued to track student growth internally on the STAR Math test. EVCS Days Park exceeded the internal goal of SGP=50 national STAR test (56.5), with 4 of 6 grades meeting or exceeding the target of 50.

ADDITIONAL CONTEXT AND EVIDENCE

Like many schools, school year 2022-2023 involved a pivot back towards "normalcy" from the COVID-19 pandemic. While strict protocols were loosened, students and teachers alike were adjusting to what it meant to be in school and what was required to make up for missed learning from the two prior years. Like many studies have revealed, student learning loss in mathematics was greater than for ELA. We have seen similar results at EVCS-Days Park, but again, are pleased with the student growth seen on the STAR test and the improved proficiency on the NYS test.

MATHEMATICS ACTION PLAN

EVCS will continue to utilize the STAR to measure student progress in mathematics three times a year. The consistent collection of this data prior to the pandemic and now after the pandemic has given us a strong historical data set to see trends over time.

EVCS is focused on using data to drive instruction. Teachers attend weekly PLCs facilitated by an instructional coach where classroom-level data is reviewed. In addition, administrative staff and school building leaders participate in monthly/bi-monthly reviews of full school level data. The goal of these meetings is to come away from each meeting with specific actions steps to improve teaching and learning.

After analyzing last year's STAR Math growth scores, we noticed a few commonalities across classrooms with the highest student growth percentiles in Math. These commonalities included supplemental daily fluency practice, and more "at bats" during the independent practice portion of the lesson. This year,

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

we are continuing to use Zearn Math in grades K-5, but we have emphasized the importance of incorporating these two high leverage practices across all classrooms.

We are also leveraging our Learning Specialist (a highly successful, general education teacher) to implement math intervention in grades 2-5. This teacher works to build foundational skills with students who are significantly below grade level.

In our middle school (grades 6-8), we have switched from Zearn to Desmos. With the onset of computer-based testing, we felt an interactive online software that includes equations and mathematical modeling would be beneficial and help our students prepare for the online assessment.

As mentioned, above, teacher attrition has impacted our ability to achieve strong student growth across all classrooms. We have a larger number of novice teachers post-pandemic than we had pre-pandemic. To help these novice teachers improve their teaching skills quickly, we have begun to implement live coaching/in-the-moment feedback. By supporting teachers at the point of error with corrective feedback and an opportunity to practice, we are hoping to strengthen instruction by speeding up the growth trajectory of these new teachers.

GOAL 3: SCIENCE

Elmwood Village Charter School Days Park students will be proficient in scientific process and inquiry skills to apply scientific knowledge and methods to explore and explain the world around them as demonstrated by academic attainment and growth on the state's common core science exams.

BACKGROUND

Mystery Science (K-5) Teachers in grades K-5 use the Mystery Science curriculum. Mystery Science is aligned to the Next Generation Science Standards (NGSS). Each lesson is aligned to a topic, performance expectations, science and engineering practices, disciplinary core ideas, and crosscutting concepts. Science instruction at the Elmwood Village Charter School is designed to nurture the excitement which comes with a growing understanding of the world around us. Instruction is primarily inquiry-based, with emphasis placed on hands-on experiences, experimentation, and field trips. This helps students develop critical thinking, problem solving, and teamwork skills. Each lesson contains a central mystery, a video, discussion questions, supplemental reading, and a hands-on activity.

Middle School Science In grades 6-8, teachers use the Amplify Science curriculum. The curriculum has strong alignment to the Next Generation Science Standards (NGSS) and robust online components. Students in 6th grade take Earth & Space Science, student in 7th grade take Physical Science, and students in 8th grade take Life Science. Students engage in lab activities, hands-on simulations, virtual labs, and role playing or modeling activities. Students excelling in Science and ready for a challenge, also have the opportunity to take Regents Living Environment.

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

ELEMENTARY AND MIDDLE SCIENCE

Science Measure 1 - Absolute

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.

The school administered the New York State Testing Program science assessment to students in 4th and 8th grade in spring 2023. The table below summarizes the performance of students enrolled for at least two years.

Charter School Performance on 2022-23 State Science Exam
By Students Enrolled in At Least Their Second Year

Grade	Students in At Least Their 2 nd Year		
	Number Tested	Number Proficient	Percent Proficient
4	N/A	N/A	N/A
8	39	20	51
All	39	20	51

Science Measure 2 - Comparative

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 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 and the results for the respective grades in the school district of comparison.

2022-23 State Science Exam
Charter School and District Performance by Grade Level

Grade	Charter School Students in at Least 2 nd Year			All District Students		
	Number Tested	Number Proficient	Percent Proficient	Number Tested	Number Proficient	Percent Proficient
4						
8						
All						

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

SUMMARY OF THE ELEMENTARY/MIDDLE SCIENCE GOAL

Type	Measure	Outcome
Absolute	Each year, 75 percent of all tested students enrolled in at least their second year will perform at proficiency on the New York State examination.	No
Comparative	Each year, the percent of all tested students enrolled in at least their second year and performing at proficiency on the state exam will be greater than that of all students in the same tested grades in the school district of comparison.	N/A

EVALUATION OF THE SCIENCE GOAL

With only 8th graders taking the NYS Science test last year, EVCS-Days Park data is limited. Overall proficiency was 51, falling short of the target. EVCS 8th graders that participate in the Living Environment Regents class continue to perform well on the examination.

ADDITIONAL CONTEXT AND EVIDENCE

Performance on a Regents Science Exam
Of 8th Grade All Students by Year

Grade	Year	Regents Exam	Number Tested	Number Passing	Percent Passing
8	2018-19	Living Environment	11	10	91%
8	2021-22	Living Environment	7	7	100%
8	2022-23	Living Environment	13	10	77%

ACTION PLAN

We will have a new focus on live coaching/in-the-moment feedback to support novice teachers. By supporting teachers at the point of error with corrective feedback and an opportunity to practice, we are hoping to strengthen instruction by speeding up the growth trajectory of these new teachers.

In grades K-3 we are implementing a new knowledge building ELA curriculum (Wit & Wisdom) with multiple modules at each grade level focused on Science content. This will help build students' science background knowledge and support stronger performance on the Science assessment over time.

Additionally, we will be implementing the NYS Science investigations across grades 4-8. These are authentic, hands-on laboratory experiences that will help prepare students for the NYS Science Assessment.

2022-23 ACCOUNTABILITY PLAN PROGRESS REPORT

GOAL 4: ESSA

ESSA Measure 1

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.

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. More information on assigned accountability designations and context can be found [here](#).

Accountability Status by Year

Year	Status
2020-21	Good Standing
2021-22	Good Standing
2022-23	LSI

ADDITIONAL CONTEXT AND EVIDENCE

EVCS Days Park was designated as a school in good standing.

ORGANIZATIONAL AND OTHER NON-ACADEMIC GOALS

Elmwood Village Charter School Days Park will maintain and actively support a healthy and diverse school climate as demonstrated by student re-enrollment and parent satisfaction.

Once enrolled in the school, 80% of students will re-enroll for the following year, as measured by yearly BEDS day enrollment data.

- EVCS Days Park re-enrollment from school year 2021-2022 to 2022-2023 was 88% - EVCS Days Park met the target of 80%.

80% of responding parents will report they are satisfied with the school, as measured by an annual survey.

- EVCS Days Park overall parent satisfaction was 93% - EVCS Days Park met the target of 80%.

ELMWOOD VILLAGE CHARTER SCHOOLS

SINGLE AUDIT REPORTING PACKAGE

JUNE 30, 2023

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INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Elmwood Village Charter Schools

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying balance sheets of Elmwood Village Charter Schools (the Organization) as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2023 and 2022, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

Basis for Opinion

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

Adoption of ASU No. 2016-02

As discussed in Note 5 to the financial statements, the Organization changed its method of accounting for leases of longer than one year, and adopted Accounting Standards Update (ASU) No. 2016-02, Leases (Topic 842), effective July 1, 2022. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

Additional Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2023 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

October 18, 2023

ELMWOOD VILLAGE CHARTER SCHOOLS

Balance Sheets

June 30,	2023	2022
Assets		
Current assets:		
Cash	\$ 6,594,616	\$ 6,282,010
Receivables (Note 2)	1,081,026	1,786,739
Prepaid expenses and other	176,739	58,184
	<u>7,852,381</u>	<u>8,126,933</u>
Property and equipment, net (Note 3)	12,438,581	12,256,490
Right of use asset - lease (Note 5)	812,230	-
Restricted cash	<u>150,000</u>	<u>150,000</u>
	<u>\$ 21,253,192</u>	<u>\$ 20,533,423</u>
Liabilities and Net Assets		
Current liabilities:		
Current portion of lease liability (Note 5)	\$ 247,190	\$ -
Current portion of long-term debt (Note 6)	308,754	300,628
Accounts payable	471,409	712,775
Accrued expenses	1,507,274	1,450,732
	<u>2,534,627</u>	<u>2,464,135</u>
Lease liability (Note 5)	565,040	-
Long-term debt (Note 6)	5,315,785	5,624,906
Net assets:		
Without donor restrictions	12,837,740	12,439,882
With donor restrictions	-	4,500
	<u>12,837,740</u>	<u>12,444,382</u>
	<u>\$ 21,253,192</u>	<u>\$ 20,533,423</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOLS

Statements of Activities

For the years ended June 30,	2023	2022
Net assets without donor restrictions:		
Support and revenue:		
Enrollment fees:		
Resident students	\$ 10,774,014	\$ 10,338,424
Resident students with disabilities	1,313,381	1,353,839
Contributions:		
Federal awards	1,446,006	1,904,351
State awards and other	34,866	117,715
Rental income	255,596	238,459
Interest income	39,122	4,478
Other income	31,106	31,730
Net assets released from restrictions	4,500	44,535
Total support and revenue	<u>13,898,591</u>	<u>14,033,531</u>
Expenses:		
Program expenses:		
Regular education	7,446,361	7,084,399
Special education	2,032,236	1,805,055
Other program	982,502	1,374,030
Supporting services:		
Management and general	3,039,634	2,904,842
Total expenses	<u>13,500,733</u>	<u>13,168,326</u>
Change in net assets without donor restrictions	<u>397,858</u>	<u>865,205</u>
Net assets with donor restrictions:		
Net assets released from restrictions	<u>(4,500)</u>	<u>(44,535)</u>
Change in net assets	<u>393,358</u>	<u>820,670</u>
Net assets - beginning	<u>12,444,382</u>	<u>11,623,712</u>
Net assets - ending	<u>\$ 12,837,740</u>	<u>\$ 12,444,382</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOLS

Statement of Functional Expenses

For the year ended June 30, 2023

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	27.0	\$ -	\$ -	\$ -	\$ 1,407,995	\$ 1,407,995
Instructional personnel	119.8	4,188,618	1,236,966	-	-	5,425,584
Non-instructional personnel	12.9	-	-	601,672	-	601,672
Total salaries	159.7	\$ 4,188,618	\$ 1,236,966	\$ 601,672	\$ 1,407,995	\$ 7,435,251
Salaries		\$ 4,188,618	\$ 1,236,966	\$ 601,672	\$ 1,407,995	\$ 7,435,251
Employee benefits and taxes		1,131,671	299,690	169,345	533,664	2,134,370
Retirement		373,824	109,575	53,473	124,114	660,986
Professional fees		-	-	-	280,732	280,732
Other purchased and consulting services		50,111	154,873	-	-	204,984
Rent expense		110,068	4,226	21,802	168,354	304,450
Repairs and maintenance		154,544	44,911	22,365	55,470	277,290
Insurance		60,010	2,304	11,886	91,784	165,984
Utilities		95,073	28,340	13,744	32,654	169,811
Supplies and materials		168,435	-	-	-	168,435
Staff development		107,512	-	-	-	107,512
Marketing and recruitment		-	-	-	11,817	11,817
Technology		182,300	-	-	-	182,300
Student services		241,356	-	109	-	241,465
Office expense		40,743	8,963	6,518	28,145	84,369
Interest		71,421	3,353	14,018	106,420	195,212
Other expenses		804	-	-	40,021	40,825
		6,976,490	1,893,201	914,932	2,881,170	12,665,793
Depreciation		469,871	139,035	67,570	158,464	834,940
Total		\$ 7,446,361	\$ 2,032,236	\$ 982,502	\$ 3,039,634	\$ 13,500,733

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOLS

Statement of Functional Expenses

For the year ended June 30, 2022

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	24.0	\$ -	\$ -	\$ -	\$ 1,361,443	\$ 1,361,443
Instructional personnel	123.0	4,056,859	1,133,896	-	-	5,190,755
Non-instructional personnel	17.6	-	-	832,188	-	832,188
Total salaries	164.6	\$ 4,056,859	\$ 1,133,896	\$ 832,188	\$ 1,361,443	\$ 7,384,386
Salaries		\$ 4,056,859	\$ 1,133,896	\$ 832,188	\$ 1,361,443	\$ 7,384,386
Employee benefits and taxes		1,052,158	272,086	238,477	503,563	2,066,284
Retirement		341,468	95,037	71,106	124,291	631,902
Professional fees		-	-	-	240,876	240,876
Other purchased and consulting services		50,499	119,732	-	-	170,231
Rent expense		86,336	-	40,936	176,552	303,824
Repairs and maintenance		126,855	33,473	27,702	52,214	240,244
Insurance		44,016	-	20,868	90,010	154,894
Utilities		92,001	24,638	19,385	31,811	167,835
Supplies and materials		206,421	-	-	-	206,421
Staff development		101,491	-	-	-	101,491
Marketing and recruitment		-	-	-	13,604	13,604
Technology		220,377	-	-	-	220,377
Student services		187,618	-	-	-	187,618
Office expense		25,416	5,274	6,872	18,604	56,166
Interest		59,180	624	27,447	117,070	204,321
Other expenses		1,060	-	-	29,067	30,127
		6,651,755	1,684,760	1,284,981	2,759,105	12,380,601
Depreciation		432,644	120,295	89,049	145,737	787,725
Total		\$ 7,084,399	\$ 1,805,055	\$ 1,374,030	\$ 2,904,842	\$ 13,168,326

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOLS

Statements of Cash Flows

For the years ended June 30,	2023	2022
Operating activities:		
Cash received from enrollment fees	\$ 12,251,442	\$ 11,575,680
Cash received from contributions	2,022,538	1,338,803
Cash received from rental activities	255,596	238,459
Cash received from other sources	70,228	36,208
Payments to employees for services and benefits	(10,174,065)	(9,928,408)
Payments to vendors and suppliers	(2,410,956)	(1,846,691)
Interest paid	(195,212)	(204,321)
Net operating activities	1,819,571	1,209,730
Investing activities:		
Property and equipment expenditures	(1,205,970)	(394,795)
Financing activities:		
Principal payments on long-term debt	(300,995)	(298,950)
Net change in cash and restricted cash	312,606	515,985
Cash and restricted cash - beginning	6,432,010	5,916,025
Cash and restricted cash - ending	\$ 6,744,616	\$ 6,432,010

See accompanying notes.

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

Elmwood Village Charter Schools (the Organization) operates Elmwood Village Charter School Days Park (EVCS Days Park) and Elmwood Village Charter School Hertel (EVCS Hertel) in the City of Buffalo, New York (the City) authorized by the Board of Trustees of the State University of New York (Board of Trustees).

EVCS Days Park is chartered through June 2025 and EVCS Hertel is chartered through July 2027. Continuance of operations after these dates is contingent upon charter renewal approvals.

EVCS Days Park currently offers classes from kindergarten through eighth grade. EVCS Hertel offered classes from kindergarten through seventh grade in 2023 (kindergarten through sixth in 2022).

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 18, 2023, the date the financial statements were available to be issued.

Cash:

Cash in financial institutions potentially subjects the Organization to concentrations of credit risk, since it may exceed insured limits at various times throughout the year. The Organization complies with a requirement to hold no less than \$150,000 in an escrow account to pay legal and audit expenses that would be associated with dissolution should it occur. This is included as restricted cash on the balance sheets as of June 30, 2023 and 2022.

Property and Equipment:

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

Net Assets:

The Organization's financial position and activities are reported according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Net assets with donor restrictions are those whose use has been limited by donors for a specific time period or purpose.

Revenue Recognition:

Enrollment Fees

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

Contributions

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

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

As of June 30, 2023, conditional government awards from the Education Stabilization Fund awarded and not yet received amounted to approximately \$339,000 and will be recognized when qualifying expenses are incurred over the next two years.

Receivables

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

Income Taxes:

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

Transportation and Food Services:

Several districts provide the Organization with certain transportation services without cost. The City School District also provides food services without cost. The value of these services has not been recorded in the accompanying financial statements.

Use of Estimates:

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

Functional Expense Allocation:

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

Reclassifications:

The 2022 financial statements have been reclassified to conform with the presentation adopted for 2023.

2. Receivables:

	2023	2022
Enrollment fees	\$ 432,567	\$ 596,614
Grants	648,459	1,190,125
	<u>\$ 1,081,026</u>	<u>\$ 1,786,739</u>

Enrollment fees receivable as of June 30, 2023 and 2022 include amounts withheld by the City School District for disputed rates of special education services provided by the Organization from 2008 through 2018 (Note 10).

3. Property and Equipment:

	2023	2022
Land	\$ 546,400	\$ 546,400
Building and improvements	15,078,130	13,921,738
Leasehold improvements	140,806	140,806
Instructional equipment	1,779,884	1,572,778
Office equipment	408,709	400,377
Maintenance equipment	53,994	47,027
Construction in progress	-	361,766
	<u>18,007,923</u>	<u>16,990,892</u>
Less accumulated depreciation	<u>5,569,342</u>	<u>4,734,402</u>
	<u>\$ 12,438,581</u>	<u>\$ 12,256,490</u>

4. Short-Term Borrowings:

The Organization has available a \$200,000 bank demand line of credit for working capital with interest payable at prime plus .25%. The line is subject to the usual terms and conditions applied by the bank for working capital financing, secured by essentially all assets of the Organization, and is annually reviewed and renewed. There were no borrowings on the line of credit at June 30, 2023 and 2022.

5. Lease Liability:

The Organization leases property under the terms of a non-cancelable operating lease.

Accounting Standards Update (ASU) 2016-02, *Leases*, requires for leases longer than one year, a lessee recognize on the balance sheets a right of use asset (ROU), representing the right to use the underlying asset for the lease term, and a lease liability, representing the present value of future lease payments. This ASU was adopted as of July 1, 2022 using the cumulative effect method. As of July 1, 2022, ROU asset and lease liability of \$1,045,060 were recognized; prior year financial statements were not recast under the new method. The standard did not impact the Organization's statement of activities.

The present value of the Organization's lease liability at transition was calculated using an estimated incremental borrowing rate of 6%. In determining the incremental borrowing rate, the Organization considered estimated borrowing data for similar arrangements as of the transition date.

As permitted by guidance, leases with expected durations of less than 12 months from inception (i.e. short-term leases) were excluded from the Organization's calculation of its lease liability and ROU asset.

Additionally, the Organization has a concurrent agreement with an unaffiliated organization to sublease the property at a monthly rate of \$21,449 through July 2026. Rental income under this sublease agreement totaled \$255,596 and \$238,459 for the years ended June 30, 2023 and 2022.

The following is a summary of the Organization's total lease costs:

	2023	2022
Operating lease cost	<u>\$ 304,450</u>	<u>\$ 303,824</u>

The following is a summary of cash paid in 2023 for amounts included in the measurement of lease liability:

	2023
Operating cash flows used for operating leases	<u>\$ 304,450</u>

The following is a summary of the Organization's maturity of operating lease liability:

2024	\$ 289,200
2025	289,200
2026	289,200
2027	24,100
Total lease payments	<u>891,700</u>
Less interest	<u>79,470</u>
Total lease liability	<u>\$ 812,230</u>

6. Long Term Debt:

	2023	2022
Bank mortgage note payable, monthly installments of \$33,252 including interest at 3.152%, secured by Organization property and equipment, balloon payment of approximately \$4,756,000 due March 2026.	<u>\$ 5,405,042</u>	<u>\$ 5,627,452</u>
Bank note payable, monthly installments of \$5,644 including interest at 3.152%, secured by Organization property and equipment, due through March 2026.	<u>178,674</u>	<u>239,625</u>
Equipment loans, varying monthly installments and interest rates, secured by related equipment, due through May 2027.	<u>63,134</u>	<u>89,134</u>
	<u>5,646,850</u>	<u>5,956,211</u>
Less unamortized debt issuance costs	<u>22,311</u>	<u>30,677</u>
	<u>5,624,539</u>	<u>5,925,534</u>
Less current portion	<u>308,754</u>	<u>300,628</u>
	<u>\$ 5,315,785</u>	<u>\$ 5,624,906</u>

Debt issuance costs are amortized as interest expense over the remaining term of the debt arrangements. Amortization expense of debt issuance costs for the years ended June 30, 2023 and 2022 was \$8,366.

Aggregate maturities of net long-term debt balances at June 30, 2023 are:

2024	\$ 308,754
2025	307,905
2026	4,997,533
2027	10,347
	<u>\$ 5,624,539</u>

The bank loan agreements contain certain covenants relating to, among other things, the maintenance of levels of debt service coverage and various other restrictions. Management believes it complies with pertinent covenants.

7. Retirement Plans:

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

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

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

Pursuant to Article 11 of the Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate is 10.29% of the annual covered payroll for the year ended June 30, 2023, and 9.80% for the year ended June 30, 2022. The Organization's required contributions for the years ended June 30, 2023 and 2022 were \$626,918 and \$588,800.

The Organization also has a contributory defined contribution pension plan covering selected employee groups. The Organization contributes a percentage of non-instructional employees' salaries to the plan, subject to certain limitations. The Organization's pension expenses for the years ended June 30, 2023 and 2022 were \$34,068 and \$43,102.

8. Cash Flows Information:

The 2023 and 2022 statements of cash flows exclude the effect of property and equipment additions included in accounts payable at June 30, 2023 and 2022 totaling \$142,300 and \$331,239.

The 2022 statement of cash flows also excludes property and equipment additions acquired with term financing arrangements of \$63,487.

9. Financial Assets Available for Operating Purposes:

The Organization obtains financial assets generally through enrollment fees, contributions, and rental income. The financial assets are acquired throughout the year to help meet the Organization's cash needs for general expenditures. If necessary, the Organization also has access to a \$200,000 bank demand line of credit (Note 4).

The Organization's financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consist of the following at June 30, 2023 and 2022:

	2023	2022
Cash available for operations	\$ 6,594,616	\$ 6,277,510
Receivables	1,081,026	1,786,739
	<u>\$ 7,675,642</u>	<u>\$ 8,064,249</u>

10. Contingency:

In 2019, an audit by the Office of the New York State Comptroller determined the City School District had provided incorrect special education rates for over a decade. As a result, there is a dispute with the rate used for aid that passes through the City School District to the Organization for special education services.

The City School District recouped approximately \$501,400 in special education aid in the 2019-20 and 2020-21 school years through a reduction in the City School District's payments for enrollment fees earned by the Organization. To recover amounts withheld and pursuant to guidance, the Organization has submitted a State intercept to the New York State Education Department Commissioner and is following all administrative procedures to resolve the matter.

In May 2023, the Organization received payment from the State for the 2019-20 school year recoupment for a total of approximately \$199,000. Management believes the Organization will receive the remaining funds through the State administrative procedure for the 2020-21 school year as well.

Additional Information
Combining Statement of Activities

For the year ended June 30, 2023
 (With comparative totals for June 30, 2022)

	EVCS Days Park	EVCS Hertel	Total 2023	Total 2022
Net assets without donor restrictions:				
Support and revenue:				
Enrollment fees:				
Resident students	\$ 5,739,596	\$ 5,034,418	\$ 10,774,014	\$ 10,338,424
Resident students with disabilities	705,093	608,288	1,313,381	1,353,839
Contributions:				
Federal awards	641,804	804,202	1,446,006	1,904,351
State awards and other	15,143	19,723	34,866	117,715
Rental income	127,798	127,798	255,596	238,459
Interest income	19,561	19,561	39,122	4,478
Other income	8,708	22,398	31,106	31,730
Net assets released from restrictions	-	4,500	4,500	44,535
Total support and revenue	7,257,703	6,640,888	13,898,591	14,033,531
Expenses:				
Program expenses:				
Regular education	4,064,704	3,381,657	7,446,361	7,084,399
Special education	1,077,772	954,464	2,032,236	1,805,055
Other program	523,702	458,800	982,502	1,374,030
Supporting services:				
Management and general	1,529,501	1,510,133	3,039,634	2,904,842
Total expenses	7,195,679	6,305,054	13,500,733	13,168,326
Change in net assets without donor restrictions	62,024	335,834	397,858	865,205
Net assets with donor restrictions:				
Net assets released from restrictions	-	(4,500)	(4,500)	(44,535)
Changes in net assets	62,024	331,334	393,358	820,670
Net assets - beginning	10,644,851	1,799,531	12,444,382	11,623,712
Net assets - ending	\$ 10,706,875	\$ 2,130,865	\$ 12,837,740	\$ 12,444,382

ELMWOOD VILLAGE CHARTER SCHOOLS

Additional Information
Combining Statement of Functional Expenses

For the year ended June 30, 2023
(With comparative totals for June 30, 2022)

	EVCS Days Park					
	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	13.5	\$ -	\$ -	\$ -	\$ 702,457	\$ 702,457
Instructional personnel	61.9	2,286,465	640,121	-	-	2,926,586
Non-instructional personnel	6.1	-	-	318,793	-	318,793
Total salaries	81.5	\$ 2,286,465	\$ 640,121	\$ 318,793	\$ 702,457	\$ 3,947,836
Salaries		\$ 2,286,465	\$ 640,121	\$ 318,793	\$ 702,457	\$ 3,947,836
Employee benefits and taxes		645,852	164,969	93,830	277,707	1,182,358
Retirement		226,174	63,447	31,570	69,726	390,917
Professional fees		-	-	-	140,366	140,366
Other purchased and consulting services		24,087	95,262	-	-	119,349
Rent expense		55,034	2,113	10,901	84,177	152,225
Repairs and maintenance		83,620	23,058	11,745	27,473	145,896
Insurance		30,005	1,152	5,943	45,892	82,992
Utilities		43,190	12,077	6,025	13,341	74,633
Supplies and materials		80,541	-	-	-	80,541
Staff development		53,890	-	-	-	53,890
Marketing and recruitment		-	-	-	5,650	5,650
Technology		102,344	-	-	-	102,344
Student services		127,763	-	-	-	127,763
Office expense		20,846	4,380	3,261	13,777	42,264
Interest		35,736	1,664	7,007	53,181	97,588
Other expenses		804	-	-	19,454	20,258
		3,816,351	1,008,243	489,075	1,453,201	6,766,870
Depreciation		248,353	69,529	34,627	76,300	428,809
Total		\$ 4,064,704	\$ 1,077,772	\$ 523,702	\$ 1,529,501	\$ 7,195,679

EVCS Hertel									
Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total	Total 2023	Total 2022		
13.5	\$ -	\$ -	\$ -	\$ 705,538	\$ 705,538	\$ 1,407,995	\$ 1,361,443		
57.9	1,902,153	596,845	-	-	2,498,998	5,425,584	5,190,755		
6.8	-	-	282,879	-	282,879	601,672	832,188		
78.2	\$ 1,902,153	\$ 596,845	\$ 282,879	\$ 705,538	\$ 3,487,415	\$ 7,435,251	\$ 7,384,386		
	\$ 1,902,153	\$ 596,845	\$ 282,879	\$ 705,538	\$ 3,487,415	\$ 7,435,251	\$ 7,384,386		
	485,819	134,721	75,515	255,957	952,012	2,134,370	2,066,284		
	147,650	46,128	21,903	54,388	270,069	660,986	631,902		
	-	-	-	140,366	140,366	280,732	240,876		
	26,024	59,611	-	-	85,635	204,984	170,231		
	55,034	2,113	10,901	84,177	152,225	304,450	303,824		
	70,924	21,853	10,620	27,997	131,394	277,290	240,244		
	30,005	1,152	5,943	45,892	82,992	165,984	154,894		
	51,883	16,263	7,719	19,313	95,178	169,811	167,835		
	87,894	-	-	-	87,894	168,435	206,421		
	53,622	-	-	-	53,622	107,512	101,491		
	-	-	-	6,167	6,167	11,817	13,604		
	79,956	-	-	-	79,956	182,300	220,377		
	113,593	-	109	-	113,702	241,465	187,618		
	19,897	4,583	3,257	14,368	42,105	84,369	56,166		
	35,685	1,689	7,011	53,239	97,624	195,212	204,321		
	-	-	-	20,567	20,567	40,825	30,127		
	3,160,139	884,958	425,857	1,427,969	5,898,923	12,665,793	12,380,601		
	221,518	69,506	32,943	82,164	406,131	834,940	787,725		
	\$ 3,381,657	\$ 954,464	\$ 458,800	\$ 1,510,133	\$ 6,305,054	\$ 13,500,733	\$ 13,168,326		

ELMWOOD VILLAGE CHARTER SCHOOLS

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Grantor Number	Expenditures
<u>U.S. Department of Education</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-23-4340/0021-23-5325	\$ 276,693
Title I Grants to Local Educational Agencies	84.010	0021-22-4340/0021-22-5325	5,538
Supporting Effective Instruction State Grants	84.367	0147-23-4340/0147-23-5325	36,017
Student Support and Academic Enrichment Program	84.424	0204-23-4340/0204-23-5325	11,319
Student Support and Academic Enrichment Program	84.424	0204-22-4340/0204-22-5325	10,735
Education Stabilization Fund:			
American Rescue Plan Elementary and Secondary School			
Emergency Relief Fund	84.425U	5880-21-4340/5880-21-5325	1,006,225
Total U.S. Department of Education			<u>1,346,527</u>
<u>Federal Communications Commission</u>			
Emergency Connectivity Fund Program	32.009	n/a	<u>99,479</u>
Total Expenditures of Federal Awards			<u>\$ 1,446,006</u>

See accompanying notes.

Notes to Schedule of Expenditures of Federal Awards

1. Summary of Significant Accounting Policies:

Basis of Presentation

The accompanying schedule of expenditures of federal awards presents the activity of all federal award programs administered by Elmwood Village Charter Schools (the Organization), an entity as defined in Note 1 to the Organization's financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included on the schedule of expenditures of federal awards.

Basis of Accounting

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

Indirect Costs

The Organization typically does not allocate indirect costs to federal programs and as such, the 10% de minimis indirect cost rate permitted by the Uniform Guidance is not applicable.

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

The Board of Trustees
Elmwood Village Charter Schools

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Elmwood Village Charter Schools (the Organization), which comprise the balance sheet as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 18, 2023.

Report on Internal Control over Financial Reporting

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

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


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

Report on Compliance and Other Matters

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

Purpose of this Report

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



October 18, 2023

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

The Board of Trustees
Elmwood Village Charter Schools

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Elmwood Village Charter Schools' (the Organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2023. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditors' Responsibilities for the Audit of Compliance

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

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

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

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


Report on Internal Control Over Compliance

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

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

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

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



October 18, 2023

Schedule of Findings and Questioned Costs

For the year ended June 30, 2023

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: *Unmodified*

Internal control over financial reporting:

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

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

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

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

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

Identification of major programs:

Name of Federal Program or Cluster	Assistance Listing Number	Amount
Education Stabilization Fund	84.425	<u>\$ 1,006,225</u>

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

Auditee qualified as low-risk auditee? Yes

Section II. Financial Statement Findings

No findings were reported.

Section III. Federal Award Findings and Questioned Costs

No findings were reported.

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

Trustee Name:

Mimi Barnes-Coppola

Name of Charter School Education Corporation:

Elmwood Village Charter Schools

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

member, chair, Academic Excellence Comm.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

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

Business Telephone:



Business Address:



E-mail Address:




Home Telephone:



Home Address:





Signature

4/21/23

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Edward Castine

Name of Charter School Education Corporation:

Elmwood Village 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.).

Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒

Yes

☐

No

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

My daughter attends one of the schools

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

☐

Yes

☒

No

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

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

☒ **None**

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

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

☒ **None**

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

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Signature

Date

6/21/2023

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

-

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Home Telephone:

Home Address:

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 Trustee
--

Trustee Name:

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

-

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E-mail Address:

Home Telephone:

Home Address:

Signature

Date

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- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Kathleen Franklin Adams

Name of Charter School Education Corporation:

EVCS

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

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

Yes

No

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

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

Yes

No

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

I am the grandparent of a currently enrolled student. My being on the Board helps to support the assurance that the mission, vision & goals are continued to be upheld so that he & every EVCS student receives a quality education.

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.

Past Consultant

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

None

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

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

None

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

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Business Telephone:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Kenneth Gholston

Name of Charter School Education Corporation:

Elmwood Village 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.).

Board Member

Committee Member

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

Parent of 2 children currently attending
EVCS Days Park

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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



None

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

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

☒ None

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

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Signature

Date

6/21/23

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Josh Pennel

Name of Charter School Education Corporation:

Elmwood Village 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.).

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.

Daughter Madeline Pennel
Son Theodor Pennel

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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☒ **None**

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

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

[REDACTED]

6/21/23

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Jacob A. Piorkowski

Name of Charter School Education Corporation:

Elmwood Village Chater School

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

Parent Representative

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

Yes. My daughter Eviania Piorkowski, is currently in 4th grade at the school, and my daughter, Mila Piorkowski, will be starting Kindergarten for the 2023-2024 school year. I do not believe that either of them receive a direct benefit from my involvement with the Board of Trustees. Any benefit derived by them would be a benefit to the school as a whole.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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☒ **None**

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

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

6/12/23

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Pamela Pollock

Name of Charter School Education Corporation:

Elmwood Village 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.).

*Board Secretary
member Academic Excellence Committee
member Asst. Principal Search Committee*

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

☒ Yes ☐ No

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

*Mother of ~~Academic~~ Director of Curriculum
and Instruction*

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

Parent of "Director of Curriculum + Instruction".

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
repeated		Refrain from discussion and/or voting on matters influencing individual's salary, promotion, or continued employment.	Anne Wechsler (daughter)

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

☒ **None**

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

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Business Telephone:

Retired

Business Address:

Retired

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

6-14-23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Anna Sotelo-Peryea

Name of Charter School Education Corporation:

Elmwood Village 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.).

Parent representative - Hertel.

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.

I have two children in the school. They would hopefully benefit in equal measure with other children in the school from my 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.

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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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[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

[REDACTED]

6/21/2021

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

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

Trustee Name:

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

-
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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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Business Telephone:

[REDACTED] _____

Business Address:

[REDACTED] _____

E-mail Address:

[REDACTED] _____

Home Telephone:

[REDACTED] _____

Home Address:

[REDACTED] _____

[REDACTED]

Signature

Date

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last revised 04/2022

**Elmwood Village Charter Schools
Board of Trustee Meeting
Wednesday, January 18, 2023
Meeting Site, EVCS Hertel**

Trustees Present: Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel, Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea (via ZOOM)

Trustees Absent: None

Trustees Excused: Lacole Brumfield; Ed Castine; Matt Ryan

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS, Director of Curriculum and Instruction; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants; Angel Beiter, CPA, Kirisits & Associates

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:04 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, December 21, 2022, were presented.

Mimi moved and Kathy seconded that the December 21st minutes be approved as presented. Approved unanimously.

The minutes of the Elmwood Village Charter Schools Board of Trustees special meeting held on January 7, 2023, online via ZOOM were then presented.

Jacob moved and Josh seconded that the minutes of the Special Meeting be approved as presented. Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits presented the Treasurer's Report. For the six months ended December 31, 2022, EVCS showed a decrease in net assets of \$(880,400) vs. a budgeted decrease in net assets of approximately \$(880,700). The result was a favorable variance of approximately \$300.

In review, for grants and other receivables expenditures must be made prior to the cash being received. Lead time for grant requisitions being reimbursed is typically 6-8 weeks. There were grant receivables on December 31, 2022, of approximately \$1,503,500. Other receivables include \$501,328 of BPS "claw back" matter offset by (\$124,100) due to Buffalo Public Schools for the 2019-20 and 2020-21 school months and other district receivables from 2020-21 & 2021-22 of \$45,100.

The school's current ratio of assets to liabilities as of December 31, 2022 was 2.92 to 1. A current ratio in excess of 2:1 is considered favorable.

Angel Beiter discussed the complex issue of the "Claw back". The SPED "claw back" issue came to light in May, 2019, as a result of an audit the Buffalo Public

Schools underwent from the State Comptroller's Office. BPS has already recouped all of the \$501,328 in aid already paid that it claims to be excess. An intercept has been filed with NYSED for the deductions in 2019-20 to receive these funds directly from the state and is currently under consideration by them. In February, 2021, NYSED recommended that intercepts for 5 of 6 and 6 of 6 for 2019-2020 school year be approved for one school. This approval (for one school) was forwarded to the State Comptroller's Office and was deducted from the district's next payment. The assumption is the approval will be replicated for all charter schools affected including Elmwood Village. NYSED initially requested that 2020-21 related intercepts be held while 2019-20 was considered but has now released all remaining intercepts to be submitted for consideration. EVCS has been advised that the state will resume this review in June 2023.

Josh moved and Jake seconded that Financial report be approved. Approved unanimously.

HERTEL LEADERSHIP UPDATE

Unforeseen circumstances have resulted in the fact that as of June 30, 2023, the Positions of both Principal and Assistant at the Hertel Campus will have been vacated and will need to be filled with new personnel. The positions have been posted and several high quality candidates have already submitted resumes. The hiring committee is expected to consist of at least 2 Board members, a member of the instructional staff, a member of the non-instructional staff, and a parent representative. The Committee's tasks will include review of the resumes, holding interviews, and reviewing/scoring qualified candidates

DIRECTORS' REPORTS

Director of Schools

School Leadership and Culture

The organization's top priority at this time is securing a strong Leadership team for the Hertel campus.

The postings for Principal and Assistant Principal went live on January 14 2023. At this time the Board and the Leadership Team will begin the administrative hiring process by:

- Identifying members of the hiring committee
- Reviewing resumes
- Scheduling Round 1 interviews

HR/Hiring

Position	Name	Campus	Qualifications
Substitute Teacher	Faith Britt	Hertel	Bachelor's Degree: SUNY Buffalo; Biology
Substitute Teacher	Ari Elaine	Hertel	Bachelor's Degree: Arizona State State University; English Linguistics
Substitute Teacher	Kathy Federick	Hertel	Master's Degree: Canisius College: Counseling and Human Services Bachelor's Degree: Buffalo State College; Secondary Education
Substitute Teacher	Nelli Kisliuk	Hertel	Bachelor's Degree: University at Buffalo; Public Health
Substitute Teacher	Himdeep Singh	Hertel	Bachelor's Degree: Daemen University; Biology
General Education Teacher	Suzanne Wolf	Hertel	Master's Degree: D'Youville College; Childhood Education Bachelor's Degree: D'Youville College; Business Management Certifications: -NYS Early Childhood Education (Birth- Grade. 2) -NYS Childhood Education (Grades 1-6)

Jake moved and Pam seconded that all proposed hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Academics

Mid-year STAR assessments are to be completed this week.

STAR data meetings will be held the week of 1/23/23

Interim Assessments in ELA and Math, which are curriculum based, will be done at the end of the month.

1/12/23 will be a half-day to accommodate parent/teacher conferences.

Professional Development

1-12/23 will be a half-day for Professional Development:

- Community building with lunch and Name that Tune
- EVCS Culture Rubric with action step planning (Days Park)
- Sentence Craft/Writing at the Sentence Level (Hertel)

SMARTER Goal mid-year check-in meetings

Practice Clinic: Warm/Demander (warm, but firm) Classroom Presence

Workshop: How To use STAR reports to drive instruction

Director of Operations

Operations/Facilities

Hertel: Repaving of the parking lot has been scheduled for the end of June.

Days Park: Members of the Advocacy and Development Committee are working on communicating with Common Council Member Nowakowski's office to talk about safety at the Days Park Campus - specifically the condition of the sidewalks and how EVCS can work with the City to get them repaired.

Shared: EVCS is posting the position of Temporary Facilities Coordinator in the coming Week. (Mr. G. is expected to be on leave for awhile.)

Admissions/Student Enrollment

EVCS is continuing to receive applications through Enroll Buffalo Charters. Below is the number of applications to date for each campus.

	K	1	2	3	4	5	6	7	8	Totals
EVCS Days Park	114	20	22	8	10	19	12	14	10	229
EVCS Hertel	97	21	14	10	8	25	18	20	9	222

Last year at this time EVCS had received 194 applications at EVCS Days Park, and 159 at EVCS Hertel.

Technology

EVCS's application for the third round of Emergency Connectivity Funding through USAC was approved in the amount of \$89,400 and will cover the cost of iPads and Chromebooks for classrooms.

Grants/Finance

Grants: Grant applications are being submitted to various foundations such as the 214 Foundation and Grow with One. Updates will be given upon decision. The ESSER grant is ongoing.

Finance: The first budgeting meeting of the year will be held on 1/20/23.

HR Updates

Open enrollment took place for EVCS staff from 1/10/23 to 1/17/23. The new plan year for benefits begins 2/1/23. The cost of health insurance renewal was initially proposed at 18%. EVCS took the plans to market and, after meetings and research, the decision was made to move from Highmark to Univera at a 2.5% increase, and to move dental and vision to Sun Life at a reduced cost to the school and employees.

Other Business

NYS Assembly member Jonathan Rivera will be visiting Days Park for the Black History Month assembly. This assembly will be held 2/10/23 from 1-2 pm. The assembly member will join EVCS for a tour and discussion of EVCS programs.

The New York Charter School Association has a charter board member working group which meets monthly. The next meeting will be held 1/19/23 from 4-5p.m. The topic will be finance/budgeting. The registration link is:

https://nycharters.zoom.us/meeting/register/tZAod0CopzoiGNJW1K9ILQqHg6J4Pzxtv_T3

SUBCOMMITTEE REPORTS

Space Planning Committee

The Hertel committee met on January 9, 2023. They discussed ways in which the outdoor spaces might be used most effectively and established the following priorities for the Hertel Campus:

- Playground
- Blacktop; pairing games, etc.
- Fields
- Parking Lot/driveway
- Lighting and Gardens

Finance Committee	Issues were as discussed in the Financial Report
Nominating Committee	The Committee did not meet this month.
Academic Excellence Committee	Melina Hong expects testing data to be available in early February. A meeting will be scheduled for 2-9-23.
Development and Advocacy Committee (AKA Fundraising)	Activities are in the early planning stages.
EVCS Culture Committee	The committee looked at suspension data and discussed specific goal and strategies.

124 ELMWOOD LAWSUIT UPDATE

Key parties met on December 31, 2022. There was not much new information to report. EVCS representative, Colby Smith, reported that the estimates “seemed fair”.

COMMUNITY ASSOCIATION

Days Park

Jake reported that the pre-holiday reindeer visit went smoothly and was a popular event. They are considering other holiday happenings that might be considered for a three-year rotation. Student artwork samples, on mugs etc., are available online at Square-One. The group is planning to have an author make a presentation online. In order to honor Days Park teachers they will be providing a monthly snack and hoping to do a “faculty room makeover” to include deep cleaning and reorganization.

Anna reported that the Hertel CA is continuing its “winter warmth campaign” collecting and distributing gently used winter wear to families in need. They are planning a shed to house these items. The group is scheduled to meet during the week of January 23, 2023.

ADMINISTRATION, PERSONNEL and BOARD MANAGEMENT

Jake moved and Josh seconded that the Board enter executive session to discuss legal and personnel matters. Approved unanimously.

Pertinent discussion ensued.

Jake moved and Kathy seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENTS/NEW BUSINESS

There was no additional business and no further announcements.

Ken moved and Jake seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:34 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: February 15, 2023; March 15, 2023; April 19, 2023; May 17, 2023, June 21, 2023, July 19, 2023

All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, February 15, 2023
Meeting Site, EVCS Days Park**

Trustees Present: Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacle Brumfield; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Matt Ryan; Anna Sotelo Peryea

Trustees Absent: None

Trustees Excused: Ed Castine

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants; Dave Phillips, Principal EVCS Days Park; Liz Fisher, Principal, EVCS Hertel; Amy Adornetto, Chair, Hertel CA, accompanied by Cassie Calabrese, Megan King and Becky Zuppardo, Parents representing the Hertel Community Association

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:02 PM. She presented the agenda. There were no changes

Jen introduced Amy Adornetto who spoke on behalf of some of the Hertel parents who are concerned about the high rate of teacher turnover at the school - and in one classroom in particular. This concern elicited much discussion and a partial explanation that teacher turnover has become a huge problem nationwide since COVID and that the Board and EVCS Hertel leaders are aware of the problem and are putting processes in place to actively seek ways to recruit and retain highly effective teachers.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, January 18, 2023, were presented.

Matt moved and Josh seconded that the minutes be approved as presented.

Approved unanimously.

TREASURER'S REPORT

Lisa presented the Financial Report. She began with a brief explanation of the fiscal year (July 1 - June 30). She noted that because, as a school, EVCS will always begin the year with a negative balance. No state funding is received in July or August because there are no students in attendance. However, spending occurs during that period in order to be ready for the arrival of students in September. Once the state funding begins the school is able to work its way onto a positive position.

For the seven months ended January 31, 2023, EVCS showed a decrease in net assets of \$(756,700) vs, a budgeted decrease in net assets of approximately \$(749,000). The result was an unfavorable variance of approximately \$(7,700).

Lisa noted that work on the 2023-2024 budget is in progress and that the #990 Form is complete.

Jake moved and Matt seconded that the Treasurer's report be approved.

Approved unanimously.

DIRECTORS' REPORTS

Directors' reports were submitted by Danielle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

Principals will present and answer questions during Academic Excellence Committee report.

School Leadership and Culture

Black History Month Assemblies

American Heart Association Assembly, grades K-4

FBI Digital Citizenship/Safety Assembly, grades 4-8

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Riley Robertson	Hertel	Master's Degree - Temple University; English Bachelor's Degree - Huntingdon College; English
Evening Custodian	Jaylin Harrison	Hertel	High School Diploma Sweet Home High School
Substitute Evening Custodian	Andrew Rosenfeld	Hertel	D'Youville University; Biology
Substitute Teacher	Nazia Tafader	Hertel	Master's Degree - University of Toronto; English Bachelor's Degree - University of Toronto; English
Substitute Teacher	Julia Hamilton	Days Park	Master's Degree - Buffalo State University; Museum Studies Bachelor's Degree - Buffalo State University; Art History and Philosophy

Ken moved and Lacole seconded that all prospective hires be approved.

Approved unanimously.

Promotions

Ebony Eison was promoted from Digital Literacy/Career Connections Teacher and Student Support Assistant to Student Life and Community Connections Coordinator at EVCS Days Park.

Randy Chi, an EVCS Alumnus, was promoted from Instructional Assistant to Digital Literacy/Career Connections Teacher and Student Support Assistant at EVCS Days Park,

Director of Curriculum and Instruction

Academics

- Academic Excellence Committee met - Committee will report.
- ELA Interim Assessments - Administered the assessments, held data meetings and planned reteaches. (IA's differ from STAR in that they are more likely linked to the curriculum and measure whether students have mastered the specific content taught over a period of time.)
- Panorama survey was administered and data meetings are being held this week.
- Math Interim Assessments - to be administered the week after return from winter break.

Professional Development

- Turn & Talk Practice Clinic

Director of Operations

Operations/ Facilities

Hertel: Projects and inspections are to be done during break.

Days Park: Projects will be done during break.

Shared: EVCS has begun interviews for the temporary Facilities Manager Role.

Admissions/Student Enrollment

EVCS hosted an open house at both campuses on Saturday, February 11th, from 9-11 a.m., and will host another open house Thursday, February 16th from 5-7pm.

Applications for 2023-2024 School Year

	K	1	2	3	4	5	6	7	8	Totals
EVCS	140	26	32	15	20	27	20	22	8	314
Days Park										
EVCS	123	26	24	15	17	34	30	26	11	306
Hertel										

Last year at this time EVCS had received 289 applications at EVCS Days Park and 263 at EVCS Hertel.

Technology

EVCS purchased and received Chromebooks funded by the Emergency Connectivity Fund.

Grants/Finance

Grants: Grant applications for Hertel lighting and security system upgrades were submitted.

Finance: EVCS was selected to participate in a desk audit for ESSER funds, Title funds, and is undergoing an attendance audit at Days Park by BPS.

HR Updates

EVCS is continuing the building leader searches at Hertel.

Other Business

EVCS hosted NYS Assembly Member Jonathan Rivera on February 10th. He watched part of the Black History Month assembly, toured the school, and talked with EVCS representatives for about an hour.

SUBCOMMITTEE REPORTS

Space Planning Committee

-The Committee met and had a good discussion. They appreciated hearing from stakeholders at both locations.

Finance Committee

-The 23-24 Budget is being compiled. A meeting with Lisa is scheduled for April. The budget will be presented in May.

Nominating Committee

-Matt is reviewing terms of Board members and is actively seeking possible new Board members.

Academic Excellence Committee

-A document showing student mid-year results in the areas of Attendance, Academics and Social /Emotional Growth was presented. Results were varied. Strategies for improvement, including a Student Support Team, were discussed.

Development & Advocacy Committee

-Dave Phillips discussed student involvement, including the idea of a Student Advisory Committee which would include the voices of selected 7th and 8th grade students.

EVCS Culture Committee

-There was no meeting this month.

HERTEL LEADERSHIP UPDATE

Committees have been formed and the search for a Principal and an Assistant Principal at the Hertel Campus has started. Some resumes have been reviewed. The process is just beginning.

LAWSUIT

Discussions continue about the best strategies for completing needed repairs to the Elmwood Avenue building under lease from Sam Savarino by EVCS and sublet to Autism Services. Various possibilities are under consideration.

DISCUSSION OF FORMER EVCS FAMILY'S COMMUNICATION TO BOARD MEMBERS

Discussion was had regarding a letter received by administration and board members from family of a student who left EVCS. The Administrative Team briefly addressed statements made in the letter. Public response and privacy issues were reviewed. Board chair, Jennifer Bernacki Smith plans to reach out to legal counsel to appraise them of the matter and inquire if any additional action is warranted.

COMMUNITY ASSOCIATION

Josh reported that the Days Park CA has not met this month. The group is planning a pre-Easter chocolate sale in conjunction with the Hertel CA and is hoping to sponsor some activities relating to Earth Day. He also reported having received some phone calls regarding some inappropriate behaviors in one of the classrooms.

Anna added that the Hertel CA would also be working on the chocolate sale. Their group has sponsored a teacher appreciation breakfast. They have purchased a disco ball and a smoke machine to be used in future events. They have planned to make a \$5000 donation to the arts program and to give \$2000 to the Coach for Field Day. They will be organizing an Earth Day Clean Up. There will be an Anderson's fundraising event on March 20, and a Chiavetta's Chicken sale on May 11. Another "school Dance" is scheduled for May 6.

ADMINISTRATION, PERSONNEL AND BOARD MANAGEMENT

Matt moved and Lacole seconded that the Board enter executive session to discuss legal and personnel matters. Approved unanimously.

Pertinent discussion ensued.

Matt moved and Mimi seconded that the Board exit executive session. approved unanimously.

ANNOUNCEMENTS AND NEW BUSINESS

There were no further announcements and no additional business.

Matt moved and Jake seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Pamela Pollock

Future Meetings: Mar. 16, 2023; April 20, 2023; May 18, 2023; June 15, 2023; and July 20, 2023.

All meetings begin at 6:00 PM.

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, June 21, 2023
Site: EVCS Days Park**

Trustees Present: Mimi Barnes Coppola; Lacole Brumfield; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Jennifer Bernaki-Smith; Matt Ryan

Others Present: Danielle Bruno, EVCS Head of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Ed Castine called the meeting to order at 6:04 PM. He presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, May 17, 2023, were presented.

Jake moved and Lacole seconded that the minutes be approved as presented. Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits presented the Financial Report. She highlighted that \$199,000 of the money owed EVCS from the "Buffalo Clawback" has been received. She added that the state will resume review of this situation in June of 2023.

The current ratio of the school's current assets (e.g., current assets consisting of cash, receivables and prepaid expenses = approximately \$8,614,700) to to current liabilities (e.g., consisting of accounts payable , deferred revenue, accrued expenses, current portion of long-term debt = approximately \$2,878,700) and measures the school's ability to meet current obligations as they become due. The school's ratio on May 31, 2023 was 2.99 to 1. A current ratio in excess of 2:1 is considered favorable.

Lisa presented the Projected Operating Budget for the year ending June 30, 2024, and highlighted several changes from the current year.

Lisa added that the Investment Account with UBS is making progress and that her office is already preparing for the annual financial audit.

**Lacole moved and Jake seconded that the financial report be approved.
Approved unanimously.**

DIRECTORS' REPORTS

This report was submitted jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

School Leadership and Culture

- Hertel School Leadership held a meet and greet on 6/20/23.
- End of year evaluations and exit meetings have been completed.
- School year 23-24 teacher retention: 88% Days Park; 77% Hertel.
- Hiring and staffing open positions for school year 2023-2024.
- Board commendations were given to those who ran extracurricular clubs and activities this year.

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Jasmine Finkley	Hertel	High School Diploma: Bennett H.S. Previous school-based experience as a Substitute Teacher
Operations Manager and Chief of Staff	Sara Corona	Shared	-Master's Degree: U. of Nevada, Las Vegas; Special Education -Bachelor's Degree: SUNY Buffalo; English -Buffalo Collegiate Charter School; CS Academy Director -NYC Charter School of the Arts; Assistant Principal/Assistant head of School (2018-20) Dean of Students (2017-18) Director of Student Support (2016-2017)

**Pam moved and Kathy seconded that all proposed hires be approved.
Approved unanimously.**

Director of Curriculum and Instruction

Academics

Math and Science Regents assessments have been completed and many 8th grade students completed the Spanish 1 exam.

Academic Excellence Committee meeting to be scheduled.

Professional Development.

Planning for August PD is well underway. A strong focus is placed on The First Six Weeks, student management and establishing a strong classroom culture (see below.

Director of Operations

Operations/Facilities

Hertel: Parking lot paving and striping will be taking place the last week in June, after teachers are out of the building, but before the end of the fiscal year.

Days Park: Playground consultation scheduled for the week of July 3rd.

Shared: Security update scheduled; installing bell system (see technology, below), planning for summer wrap-up, including deep cleaning over summer.

District Safety Plan

The District Safety Plan for 2023-2024 has been posted on the website for 30 days for review and public comment.

Jake moved and Mimi seconded that the District Safety Plan for 2023-2024 be approved. Approved unanimously.

Admissions/Student Enrollment

Offers are continuing to be made and communications are going out to new families about orientation and welcome events.

Admissions Coordinator (AC) is making good progress on target enrollment goals:

- Hertel: 441 currently enrolled
- Days Park: 444 currently enrolled

In-District Kindergarten applications are still being received for Hertel (one or two each couple of days). EVCS purchased advertising on Billboard at Hertel @ Elmwood to advertise open seats still available (runs in July).

AC is canvassing CAO Head Starts, libraries, community centers, pediatrician/dentist offices, etc. with application posters (copies available to post in churches, libraries, etc. where you may have relationships).

High traffic locations in the neighborhood are being targeted for lawn signs.

Over 25 individual tours have been conducted. Dozens of call hours reaching out to families making offers or assisting with incomplete enrollment have been logged.

Weekly office hours are being held to assist families in completing registration.

AC is sending out bi-weekly communication (electronic and mail-outs) to enrolled or accepted families to maintain interest and connection.

Planned for Summer:

- New Family Orientation Night - the committee had its first meeting to allocate tasks and start preparing for event on August 24th.
- Launched the Student Mentor Program - soliciting exemplar students at each campus to be partnered with an incoming student at their grade level. Nominated students are currently signing up for the program and submitting messages to be sent to new families over the summer.

Technology

Projects over the summer include:

- Installing a bell system at Hertel and programming the PA system at Days Park to help tighten up transitions.
- Purchasing a number of Chromebooks for students and some better models for staff. This is in preparation for a number of devices reaching end of life and for the beginning of mandatory computer based testing (CBT) that is being rolled out by SED.

Grants/Finance

Grants: No word yet on safety and security grant. Foundation 214 grant application for musical instruments and a sound system for Hertel was submitted.

Finance: Compensation study is continuing, and communication went out to staff about creating a system of graduated raises around performance and contribution to EVCS. This will be shared with the Board when the draft has been finalized.

EVCS Raised \$8,695 for the annual appeal this year. Thanks to everyone who donated!

HR Updates

New employee policies, including Religious Accommodation, Personal Property, and Problem Resolution will be presented ahead of the fall for the Board's consideration and approval.

EVCS requested nursing services for EVCS Days Park for the 2023-2024 school year and was assigned a 1.0 FTE RN. This assignment has been accepted and will be communicated to families when the identity of the nurse is known.

Other Business

Discipline at EVCS: In response to increased student behaviors post-pandemic, the school is taking the following steps for SY 23-24.

- Full time Behavior Intervention Specialist at both campuses
- Robust student and family onboarding and orientation for newly enrolled students
- 8th Grade "Culture Week" and middle school leadership and community service expectations
- Bell system and tightening of middle school expectations, routines and procedures
- Internal logical consequences and disciplinary response updates aligned with code of conduct
- Civility policy for families
- Professional Development in summer (see below)
- Special education consulting and parent education regarding disciplinary procedures and rights
- Weekly checkpoints with instructional coaches and school leaders with strategic action plans for struggling teachers

PD Topics:

Responsive Classroom

Morning Meeting

RC Pillars

Rule Creation & Hopes & Dreams

Routines & Procedures

Teacher Language

Positive Framing/Envisioning Language

RC Discipline

Practice Clinics:

HALLS Procedure

Confident Presence/Strong Voice

Teacher Radar/Be seen Looking

What to do directions/CFU

Whole Class Reset (Do it Again)

Transitions (entry routine, exit routine, desk to carpet, Do it Again, etc.)

Redirection - reinforce, remind, redirect (with scenario cards)

Least invasive redirection

Social Conference practice clinic

Behavior Team Practice Clinic

First Five/Last Five

SLANT - Track the Speaker

Play like a Champion

Other Behavior Related Topics:

EVCS Way

Cooperative Discipline

K Camp

8th Grade Boot Camp

Behavior Protocol

Culture Rubric

Parent Communication

Board Retreat The two dates that the most people can come are Saturday 8/19 and Saturday 9/23. Michael Good said that he can be on site 8/19, but would have to lead remotely on 9/23.

Those that can come on 8/19 but not 9/23:

Anna

Lacole

Kathy

Those that can come on 9/23 but not on 8/19

Mimi

Jen

Jacob

SUBCOMMITTEE REPORTS**Space planning Committee**

-See Directors' Report

Finance Committee

-Committee has not met since approval of the 2023-2024 budget.

Nominating Committee

The Committee met to review and potentially fill some vacancies on the Board. See following;

Mimi moved and Pam seconded

-that Kathy Franklin Adams, Lacle Brunfield, Josh Pennel and Anna Sotelo-Peryea be approved for an additional three-year term on the EVCS Board of Trustees

-that Nicca Lebeda be approved for a three-year term as Parent Representative from the Hertel Campus to the Board

- and that Patti Anderson be approved to fill the remaining two years on a vacant Board Seat.

Approved unanimously.

Josh moved and Jake seconded that the current slate of Board officers be approved for the next year. Approved unanimously.

Academic Excellence

-The Academic Excellence Committee will meet in July to review EVCS's 2022-2023 performance.

**Development and Advocacy
EVCS Culture**

**-The Committee is scheduled to meet in July.
-End of year is being celebrated with a variety of activities.**

HERTEL LEADERSHIP UPDATE

Joseph Ciesielski has been hired as the new Principal at the Hertel Campus and Brandon Williamson has been selected to become the new Assistant Principal. They will be formally introduced to the Board at the August meeting.

124 ELMWOOD UPDATE

Matters are currently in limbo as Autism Services has been acquired by People, Inc. and Hodson Russ has been Attorney of record for both institutions.

SUNY INSTITUTE UPDATE

There was no new information on this matter.

SPED FUNDING UPDATE

Charter Schools have requested that BPS provide, or pay for, Special Education services, to Buffalo students who require them. This matter remains unsettled.

COMMUNITY ASSOCIATION

Jake reported that Days Park students enjoyed the end-of-year Field Day. The Community Association has not met this month.

Anna noted that the Hertel CA has sponsored a number of successful activities including A Chiavetta's Chicken Barbecue, a student dance and field days. A summer CA Officers meeting will be held. They will be looking for strategies to recruit volunteers.

ADMINISTRATION PERFORMANCE REVIEWS & RECOMMENDATIONS

Josh moved and Lacole seconded that the Board enter executive session to discuss legal and personnel matters. Approved unanimously.

Relevant discussion ensued.

Jake moved and Josh seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENTS/NEW BUSINESS

There were no further announcements and no additional business.

Lacole moved and Kathy seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:07 PM.

Respectfully submitted,

Pamela Pollock
EVCS Board Secretary

Future meeting dates: July 19, 2023
All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, March 15, 2023
Meeting Site: EVCS Hertel**

Trustees Present: Jennifer Bernacki-Smith; Lacle Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Mimi Barnes Coppola; Matt Ryan

Others Present: Danielle Bruno, EVCS Head of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:05 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on Wednesday, February 15, 2023, were presented.

Kathy moved and Josh seconded that the minutes be approved as presented.

Approved unanimously.

TREASURER'S REPORT

Ed and Lisa cooperated to provide the Treasurer's Report.

Review of Financials: Ed reported a strong financial position stating that EVCS "has more cash" than is needed to pay current debts. The Financial Committee is seeking opportunities for investing that will allow "our money to work for us." It is hoped that it might be able to generate sufficient income to allow for an increase in teacher salaries.

Ed and Lisa also presented the Form 990 - Return of Organization Exempt from Income Tax, for the period beginning July 1, 2021, and ending June 30, 2022. A number of items were highlighted and explained.

The BPS Intercept was again discussed. Lisa's office has contacted officials weekly. Currently, it has been reported that all charter schools except EVCS and West Buffalo Charter are being processed. Josh volunteered to contact Sean Ryan to seek a possible explanation.

Ed moved and Lacle seconded that the Treasurer's Report be accepted.

Approved unanimously.

DIRECTORS' REPORT

The Directors' Report was prepared jointly by Danelle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

School Leadership & Culture

Principal Search Update:

- The committee moved one candidate on to the site visit, which was held on 3/13/23. The visit consisted of lunch, an informal conversation, and a tour/visit of the building. Board Trustee Kathy Franklin Adams participated in the entire process. Reference checks have been completed for the candidate, and the writing prompt has been received and rated by the committee. The committee will meet on 3/16/23 to review all of the information and come to a consensus on a decision.

Assistant. Principal Search Update:

- The committee has been assembled and has received all of the documents needed to rate the resumes and cover letters of the potential candidates.
- An initial meeting will be held with the committee to review the process and begin scheduling. It is hoped that this meeting can be held on 3/23/23 pending the outcome of the Principal search process.

Hertel Campus:

- Potential interim AP elected not to leave their school mid-year.
- Danielle will be based at Hertel full-time until further notice.

Days Park Campus:

- Daily check-ins with Days Park leadership team are scheduled to continue to provide support to that campus.

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Tibrisha Faulkner	Days Park	Bachelor's Degree: SUNY Fredonia; English
Substitute Teacher	Cassidy Klaybor	Hertel	Master's Degree: SUNY Buffalo; TESOL Bachelor's Degree: SUNY Buffalo; Early Childhood Education
Receptionist	Marcella James	Hertel	High School Diploma: Bennett High School

Substitute Teacher	Swar Dakein	Hertel	Master's Degree: Brown University; Chemistry B.A.; SUNY Fredonia Chemistry
Evening Custodian	Traymore Home	Hertel	High School Diploma: McKinley Vocational High School (in progress)

Pam moved and Ed seconded that all proposed hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Academics

The trimester ends on 3/16. Report cards will be sent home on March 31st. NYS ELA Assessments are scheduled for April 19th and 20th.

Professional Development

A half-day of professional development was held on March 3, 2023.

- Classroom teams worked collaboratively on project-based learning units.
- Special area teachers and AIS teachers worked on plans for Family Engagement Nights at each campus.

Each campus held practice clinics on the "Cold Call".

Director of Operations

Operations/Facilities

Hertel: EVCS is continuing the process of trying to reach an agreement with People Inc. to get reimbursed for water used by the residential facility that shares a water and sewer line with EVCS Hertel. This was discovered during a cold snap in January of 2022. Hodgson Russ is unable to represent EVCS in this matter because they are also counsel for People, Inc. They have referred us to a lawyer who can draw up an agreement letter. This can be discussed further at a later time.

Days Park: EVCS Days Park needs a repair to its back flow prevention system. This work will be scheduled to be done during the April break.

Shared: Each Campus of EVCS had a visit from a food service provider to assess the kitchen facilities and formulate a bid to offer meal preparation and service. This would replace the current practice of receiving breakfast and lunch through BPS. EVCS reached out to a School Food Administration. A consultant is to get a quote for services in connection with administering and overseeing the provision of a meal provider. The cost of the consult would, in the future, be covered by reimbursements for meals from the FDA, but since the cost would not be

covered during this fiscal year, EVCS will include the cost of a consultant in the 2023-2024 budget to oversee the implementation of the service in the 2024-2025 school year.

An interim Facilities Manager has been hired and is currently being onboarded. They will take over hiring and management of the custodial staff, as well as bidding out services for the coming school year, among other duties.

Action Item: The Board of Trustees must decide if they wish to engage counsel for the matter of water line maintenance and reimbursement for usage.

Admissions/Student Enrollment

Applications to date in Enroll Buffalo Charters:

	K	1	2	3	4	5	6	7	8	TOTAL
EVCS										
Days Park	162	30	40	20	23	35	28	32	23	393
EVCS Hertel	140	34	32	21	22	44	38	38	21	390
TOTAL	302	64	72	41	45	79	66	70	44	783

At this time last year EVCS Days Park had 395 applications and EVCS Hertel had 359 applications for a total of 754.

EVCS will participate in a “School Choice” Fair at Buffalo Collegiate Charter School on Saturday 3/18/23 from 11-1 and a Buffalo Charter Fair The following Saturday at the Buffalo Museum of Science.

Technology

Station 28 has been informed by EVCS phone service provider, AT Technology, that the phones are approaching end of life and must be replaced in the near future. Station 28 is recommending moving from the current system to a cloud based system, which can be managed remotely. Both scenarios would require purchasing new phones. Station 28 is asking for updated quotes. The cost of maintaining either the current system or a cloud based system would be roughly

equivalent. The cost will be included in the capital expenditure portion of the 2023-2024 budget.

Grants/Finance

Grants: No update

Finance: Work on the 2023-2024 budget is continuing.

HR Updates

The Shared Leadership Team and HR Manager participated in the first session of Phase II of the Buffalo Compensation Project, sponsored by NYCSA and Edgility Consulting. Key headlines are:

- From the benchmark analysis conducted: charter schools and districts start at the same “starting line” in the “race” for teacher talent, but lose the race along the way. As competition for talent becomes more fierce, this becomes increasingly challenging.
- Consultant recommendation: Our major takeaway and recommendation is that each charter needs to have a compensation plan that is transparent and reflects their values, and which is regularly and proactively shared with staff.
- Work Sessions:
 - Session I: Exploring and discussing key design consideration and tensions in compensatory strategy
 - Session II: Building your toolkit of compensation tactics and policies
 - Session III: Creating personalized action plans to carry forward organizational change

Other Business

There were no additional items to report.

SUBCOMMITTEE REPORTS

Space Planning Committee
Finance Committee
Nominating Committee
Academic Excellence Committee

- The Committee had nothing new to report.
- The Committee had nothing new to report.
- The Committee had nothing new to report.
- The Committee met recently to share
- recent information regarding Attendance,

**Development and Advocacy
Committee**

Academic Performance, and Social/
Emotional status.

-The Committee met on March 6. They
discussed their developing role and
responsibilities.

EVCS Culture

-There was no meeting this month.

HERTEL LEADERSHIP UPDATE

As noted in the Director's report, committees have been formed and the selection process has been initiated.

124 ELMWOOD UPDATE

The meeting was cancelled to accommodate a funeral. It is hoped to re-schedule for next month.

SPECIAL EDUCATION FUNDING

A preliminary discussion was held regarding apparent inequities in funding for Special Education services. The possibility of a lawsuit was mentioned.

COMMUNITY ASSOCIATION

Anna reported that the Hertel CA will sponsor a Spring Clean-Up Day on April 22, 2023. There will be a can and bottle drive and a sports equipment exchange. They are planning a Spring Dance, during the day sometime in May. There is an ongoing Anderson's ice cream gift card fundraiser and there will be a Chiavetta's Chicken sale on Thursday, May 11.

Jake noted that the Days Park CA had formed a new Steering Committee. They were looking into the possibility of collecting and distributing food from the cafeteria that might otherwise go to waste. They discussed a number of projects including the purchase of a refrigerator to be used for classroom projects and parties.

ADMINISTRATION, PERSONNEL and BOARD MANAGEMENT

Ed moved and Lacole seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.

Appropriate discussion ensued.

Josh moved and Ed seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENTS /NEW BUSINESS

There were no further announcements and no new business.

Ed moved and Josh seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:52 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: April 19, 2023; May 17, 2023, June 21, 2023, July 19, 2023

All meetings begin at 6:00 PM

**Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, July 20, 2022
Meeting Site: EVCS Hertel**

Trustees Present: Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacle Brumfield; Ken Gholston; Kathy Franklin-Adams; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

Trustees Excused: Ed Castine; Matt Ryan

Trustees Absent: None

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants; Melina Hong, EVCS Data Manager

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees Meeting held on June 15, 2022, were presented.

Jacob moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.

A correction to the Board Minutes of April 20, 2022, was presented. The Committee Reports portion incorrectly stated that “The Personnel Committee had no report.” The correct statement should have been:

“Matt reported that The terms of the following Trustees were about to expire:

Mimi Barnes Coppola
Jennifer Bernacki Smith
Pamela Pollock
Matt Ryan

Jake moved and Josh seconded that the previously named Trustees be approved for an additional term on the Board of Trustees. Approved unanimously by members present.”

TREASURERER’S REPORT

Lisa Kirisits gave the Treasurer’s report. She noted that the amount of deferred revenue was zero. This was as expected at the end of June as not all vendors have as yet submitted their invoices.

For the year ended June 30, 2022, EVCS showed an increase in net assets of \$946,600 vs. a budgeted increase in net assets of approximately \$93,300. The result was a favorable variance of approximately \$853,300. Lisa described the EVCS debt ratio as “very good.”

Lacole moved and Josh seconded that the Financial Report be approved as a draft through June 30. Approved unanimously.

Other items of note were discussed:

-Questions were raised with appropriate people regarding “the intercept” of funds. Additional information is not yet available.

-The annual audit will be done near the end of August and the report to the Board will take place at the October meeting.

-Matt has discussed possible investment strategies and has recommended staying with T Bills and CDs for which fees can be waived.

DIRECTORS' REPORT

The Director's Report was prepared jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

Transitioning to the new School Leadership Team

School Leadership Team now consists of the three directors: Director of Schools; Director of Curriculum and Instruction; and Director of operations. Principals and Assistant Principals are now building leaders and participate less frequently, but regularly, in strategic planning.

An organizational chart is available for review.

- **Shared Leadership Team (SLT)** = Directors
- **Administrative Team** = Directors and Building Leaders (Principals and Asst. Principals)
- **Instructional Leadership Team** = Director of Schools, Director of Curriculum and Instruction, Principals and Assistant Principals

Director of Schools

Strategic Planning for the Start of Year

- All school leaders have attended the summer institute of the RELAY National Principals Academy Fellowship. The Hertel Principal and both Assistant Principals will complete the program over the course of this school year.
 - The Administrative Team (Shared Leadership Team and School Building Leaders) are participating in the annual EVCS Summer Leadership Retreat this week. During this time, the Admin Team has:

- Conducted team-building and orientation activities to welcome new leadership team members
- Developed data-driven goals that are aligned with the EVCS Strategic Plan
- Reviewed the new EVCS evaluation plan and staff evaluation tools
- Finalized the Arc of the Year document which guides EVCS leadership work
- Planned for the return of Key 11-month employees (coaches and coordinators)
- Developed a Middle School Reboot Plan to align and tighten middle school programming across both schools
- Identified roles and responsibilities of school building leaders
- Developed a school building leadership playbook for the opening of school and The First Six Weeks
- Reviewed COVID protocols and recent legislative updates for 22-23

HR/Hiring

Position	Name	Campus	Qualifications
Assistant Principal	Kaitlyn Istas	Days Park	Bachelor's Degree: Alfred University; Mathematics Master's Degree: Canisius College; Special Education Certifications: -Mathematics, Grades 7-12 -School Building Leader, Educational Administration
Assistant Principal	Andrea Cwynar	Hertel	Bachelor's Degree: Buffalo State College; Education Master's Degree: SUNY Stony Brook; Education - Literacy Specialist SUNY Stony Brook Educational Leadership Program Certifications: -Students with Disabilities; Grades 1-6 -Childhood Education; Grades 1-6 -Literacy; Birth - Grade 6 -Literacy; Grades 5-12 -School Building Lead School District Leader
Summer Custodian	Edgardo Ubilis	Days Park	2 years custodial experience
Summer Custodian	Luiz Santiago	Days Park	2 years Custodial experience
Special Education Teacher	Mandy Skeet	Hertel	Bachelor's Degree: Alfred University; Psychology Master's Degree: Buffalo State College;

			Childhood Special Education Certifications: -Early Childhood Education: Birth-Gr. 2 -Childhood Education: Grades 1-6 -Students with Disabilities: Grades 1-6
Middle School ELA Teacher	Catherine Suchan	Hertel	Bachelor's Degree: D'Youville College; English Master's Degree: Buffalo State College; English Education Certification: -English Language Arts: Grades 7-12
General Education Teacher	Eve Everette	Days Park	Bachelor's Degree: Buffalo State College; Theater Arts and Art History Master's Degree: Buffalo State College; Childhood Education Certification: -Childhood Education: Grades 1-6
Instructional Assistant	Ethan Fischer	Days Park	Bachelor's Degree: Buffalo State College; Exceptional Education
School Counselor	Emily Waldron	Days Park	Bachelor's Degree: Buffalo State College; Psychology Master's Degree: SUNY at Buffalo; School counseling Certification: -School Counselor
General Education Teacher	April Metz-Maher	Hertel	Bachelor's Degree: Buffalo State College; Sociology Master's Degree: Buffalo State College; Education Certifications: -Early Childhood Education: Birth-Gr. 2 -Childhood Education: Gr. 1-6
Middle School School Science Teacher	Antonio Roman	Hertel	Bachelor's Degree: Canisius College; Biology Master's Degree: SUNY at Buffalo; Education Certifications: -Biology: Gr.7-12 -Chemistry: Gr.7-12
Middle School Math Teacher	Katherine Snowney	Days Park	Bachelor's Degree: Shorter College; Middle Grades Education Certifications: (Georgia) -Middle Grades 4-8 -Middle Grades Math 4-8 -Middle Grades Social Science 4-8

6th Grade Math	Daniel Jaenecke	Days Park	Bachelor's Degree: Buffalo State College; Childhood Education Master's Degree: Buffalo State College; Childhood Education (in progress) Certifications: -Childhood Education Gr. 1-6 (in process) -Special Education Generalist Gr. 7-12 (in Process)
General Education Teacher	Jillian Gilmartin	Hertel	Bachelor's Degree: Fordham University; English Master's Degree: Hunter College; Education Certification: <u>Childhood Education Grades 1-6</u>
General Education Teacher	Emily Altschul	Hertel	Bachelor's Degree: Carleton College; English and Theater Arts Master's Degree: Berkeley; Education and Multiple Subject Teaching Certifications: Childhood Education Grades 1-6 in progress

Currently Hiring: General Education Teachers, Special Education Teachers, Librarian, Middle School Math, Behavior Intervention Specialist, Custodians, Instructional Assistants

Pam moved and LaCole seconded that all proposed hiring be approved.

Approved. Approvals were unanimous except for one individual for whom Anna recused herself citing a personal relationship. This individual was approved by the remainder of the Board.

Culture

Strategic plans are in progress to strengthen School culture at both campuses. A few of the initiatives include:

-For Faculty: "Adult Culture Action Plan" that includes specific actions to foster all of the "Three C's" (Capable, Connected and Contributing) for the adults in the community.

-For Families: Engage families by bringing them back to the EVCS Community through Family Nights, field trip chaperoning opportunities, invitations to publishing parties, etc.
For Students: Bring back all aspects of "The EVCS Way." Implement a middle school culture reboot that focuses on intentional on-boarding of new students and families,

positive community building through collaborative team-building activities, and a focus on common expectations and tight routines and procedures.

Director of Curriculum and Instruction

Academics

The Academic Excellence Committee met on June 28, 2022.

Professional Development

Plans are in progress for individual PD sessions to be included in the two weeks of professional development at the end of August.

Update on 2021-2022 Organizational Goals

Using computer graphics and printed handouts, Melina Hong presented an excellent summary of EVCS's 2021-2022 goals and levels achievement. Her handout is available upon request.

Director of Operations

Operations/Facilities

Hertel: Construction on the Arts building is continuing.

Days Park: Days Park Block Club has asked for multiple meetings with Dave Phillips in the past month. These are in regard to use of the park, ideas for educating students about the park's history, etc.

The City of Buffalo shared some upgrades in Days Park, including repaving the street. It is agreed that all these are needed and will improve traffic and pedestrian safety. Any comments or questions are due by 7/25/22.

Excerpt of changes from the email from Nolan Skipper:

- Shifts the STOP sign for westbound traffic from the park half-circle to the east at the corner of Cottage.
- Proposes to add a speed hump to slow vehicle speeds within the area.
- Includes installing the ADA ramps, crosswalks and stop bars to be completed after paving of Days Park.
- EVCS is planning to install all new concrete between the two new ADA ramps in the park to create a cohesive look.

Action Items: Capital Improvements

The Operations Team has gathered quotes for capital projects. These include:

-Hertel parking lot repaving (still waiting on one estimate from another company)
\$139,800 for entire lot; or (for 2 phases) \$110,781 for larger section and \$41,912 for smaller section

-Blinds for EVCS Days Park: \$41,215. This is necessary because original vertical blinds installed in 2012 are damaged and do not adequately darken rooms. On the first floor, especially, there is a desire to decrease visibility into the classrooms from outside.

-AC for EVCS Days Park Gym: \$18,452. This will improve both comfort and air quality in the gym for both PE classes and for school-wide events like whole-school morning meetings, literacy events, etc. There is AC in the gym at Hertel, which is a significantly larger space.

Total dollar amounts:

All projects:	\$199,467
All Days Park projects and phase 1 of Hertel paving:	\$170,448

Kathy moved and Anna seconded that all capital expenses proposed in the Director's Report be approved. Approved unanimously.

Shared:

Safety and Security Update

Liz Evans and Dave Phillips attended a two-day school-based incident response training in Akron, NY. The training was provided through the NYS Division of Homeland Security & Emergency Services. This training helped provide context and new training and response protocols for emergency situations in schools.

See "District Safety Plan for 2022-2023.

Admissions/Student Enrollment

No update at this time.

Technology

Station 28 is performing updates on staff laptops and student Chromebooks. They are also overseeing cabling for new alarm and camera systems at Hertel and submitting orders for hardware through BPS using technology funds allowed to EVCS.

Grants/Finance

Grants: No updates.

Finance: EVCS is working with the New York Charter School Association on a compensation study and related services survey to identify how EVCS compares to peer charter schools.

HR Updates

HR Manager, Kim Rosenfeld, is working on finalizing new employee policies which will be brought before the Board in August. These will be included in the Employee Handbook for the 2022-2023 school year.

Other Business

None

SUBCOMMITTEE REPORTS

Space Planning Committee	The Committee continues to meet with parents from both campuses to discuss construction and paving issues.
Finance Committee	The Finance Committee is studying the best prospects for future investment of EVCs funds.
Nominating Committee	The Committee is actively seeking good candidates to replace Board members as seats become vacant. They are also discussing the possibility of rotating Board officers.
Academic Excellence Committee	The Committee reviewed the school health indicators: Student Performance; Attendance; and School Culture, as identified using the EVCS Goals and Drivers Dashboard created and presented by Melina Hong. The document is available on request.
Fundraising Committee	Jacob is looking into opportunities for both short-term and long Term fund raising. strategies.
EVCS Culture Committee	Certificates of appreciation were presented to teachers and were well received. The plan is to have copies made for their personnel folders.The committee is scheduled to meet in August.

124 ELMWOOD - Lawsuit Update

Additional information is reported to be forthcoming.

BOARD DEVELOPMENT DISCUSSION

Liz announced that she would create a “Doodle Poll” to determine acceptable dates for the annual Board Training. Michael Good was suggested as a possible speaker.

COMMUNITY ASSOCIATION

Jake reported that both the Days Park and Hertel Campuses had successful end-of-year events which included field days, book fairs and other special treats. The Book fair netted a profit of approximately \$1800 which will be used to buy books and supplies from Scholastic.

SCHOOL LEADERSHIP AND EVALUATIONS

Mimi moved and Lacole seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.

Discussion ensued.

Anna moved and Jake seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENTS/NEW BUSINESS

There was no additional business and no further announcements.
Anna moved and Jake seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Pamela Pollock

Future Meeting: August 17, 2022

All meetings begin at 6:00 p.m.

**Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, August 17, 2022
Meeting Site: EVCS Days Park**

Trustees Present: Jennifer Bernacki-Smith; Lacole Brumfield; Ed Castine; Kathy Franklin-Adams; Jacob Piorkowski; Pamela Pollock; Anna Sotelo-Peryea

Trustees Excused: Mimi Barnes-Coppola; Ken Gholston; Joshua Pennel Matt Ryan
Trustees Absent: None

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Dave Phillips, Principal Days Park; Katie Istas, Assistant Principal at Days Park; Andrea Cwynar, Assistant Principal at Hertel; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:01 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter School Board of Trustees Meeting held on July 20, 2022, were presented.

Jacob moved and Lacole seconded that the minutes be accepted as presented. Approved unanimously.

INTRODUCTION AND WELCOME

Danielle introduced recently hired personnel Katie Istas, Assistant Principal at Days Park and Andrea Cwynar, Assistant Principal at Hertel. The Board welcomed the new members to the EVCS team.

TREASURER'S REPORT

Lisa Kiristis presented the Financial Statement. For the month ended July 31, 2022, EVCS showed a decrease in net assets of (524,300) vs. a budgeted decrease in net assets of approximately (\$538,200). The result was a favorable variance of approximately \$13,900.

A review of the balance sheet indicated that, as of July 31 2022, the ratio of the school's current assets to current liabilities was 2.62 to 1. This ratio measures the school's ability to meet current obligations as they become due. A current ratio in excess of 2:1 is considered favorable.

Lisa also indicated that there has been slow progress in the attempt to recoup contested special education funds from New York State.

Ed reminded the Board that EVCS had secured a payroll protection loan from Evans Bank in May of 2020 which required that a bank account be opened with them for the initial deposit of the loan funds. He proposed the following resolution:

*At a regular meeting of the Elmwood Village Charter Schools ("School") held on this 17th day of August, 2022, a lawful quorum being present, the **following Resolution was adopted by the Board of Trustees:***

WHEREAS, Elmwood Village Charter Schools secured a payroll protection loan from Evans Bank in May 2020 which required the opening of a bank account for the initial deposit of the loan funds,

WHEREAS, Elmwood Village Charter Schools no longer has a need for a checking account at Evans Bank,

NOW THEREFORE BE IT RESOLVED, the bank account #10172930 with Evans Bank will be closed and all funds transferred to Elmwood Village Charter Schools' checking account at Northwest Bank.

Anna moved and Ed seconded that the proposed resolution be approved. Approved unanimously by members present.

There was some discussion of future investment possibilities. Ed reported that interest rates were generally up for CD options and that Merrill Lynch seemed to be offering the best rates and the best value. It is to be noted that Matt Ryan was not present at the time of this discussion.

Ed moved and Jacob seconded that the Board approve the financial report. Approved unanimously by members present.
Funds remaining in the account will be transferred to the EVCS account at Northwest Bank.

DIRECTORS' REPORTS

Director of Schools

School Leadership

Danielle welcomed building-level leadership team members:

Dave Phillips, Principal Days Park
Liz Fisher, Principal, Hertel

and new Assistant Principals
Andrea Cwynar: Hertel Campus
Katie Istas; Days Park Campus

HR/Hiring

Position	Name	Campus	Qualifications
Instructional Assistant-Canisius College, Teacher Resident	Shajuana Day	Days Park	Bachelor's Degree: D'Youville College; Physician Assistant Studies Master's Degree: Canisius College; (in progress); Childhood Education and Special education
Instructional Assistant-Canisius College, Teacher Resident	Rebecca Gasiorek-Kawamura	Hertel	Bachelor's Degree: Buffalo State College; Japanese Language Master's Degree: Canisius College (in progress); Childhood Education and Special Education
Middle School Math Teacher	Brett Martin	Days Park	Bachelor's Degree: SUNY Fredonia; Mathematics Education (7-12) Certifications: Commonwealth of Virginia: Teaching License New York Adolescence Mathematics Education (7-12) (pending)
Behavior Intervention Specialist	Elizabeth Dillon	Days Park	Bachelor's Degree: Loyola University, Maryland; Elementary Education Master's Degree: Loyola Marymount University; Special Education Certifications: Professional Development Moderator; Building Relationships & Behavior Interventions California: Multiple subject Teaching Credentials

Position	Name	Campus	Qualifications
Middle School Spanish Teacher	Abigail MacWilliams	Days Park	Bachelor's Degree: St. Bonaventure University; Spanish Master's Degree: St. Bonaventure University; Adolescence Education Spanish, Gr. K-7
Instructional Assistant	Kelsey Wiperman	Hertel	Bachelor's Degree: SUNY Buffalo; Psychology Master's Degree: Buffalo State College; Education (in progress)
Special Education Teacher	Molly D'Angelo	Days Park	Bachelor's Degree: SUNY Fredonia; Education Master's Degree: Buffalo State College; Education Certifications: Early Childhood Education, Birth-Gr. 2 Childhood Education, Gr.1-6 Students with Disabilities Gr. 1-6

Lacole moved and Ed seconded that all proposed new hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Professional Development

All staff participated in professional development during the two-week period prior to the opening of school. It was as follows:

8/15 - 8/19 - faculty with < 3 years at EVCS

- 4 day Intro to Responsive Classroom Elementary Core Course
- 4 day Responsive Classroom middle school course
- EVCS culture and values

8/22 - 8/26 - Everyone

In addition to curriculum-based PD and time for planning, topics included

- Full Day of Diversity, Equity and Inclusion with Dr. Hunter
- 2 hours of Trauma Informed Instruction provided by the Institute of Trauma and Trauma-Informed Care, UB School of Social Work (and continued partnership)

Community/Culture Building

- Hot Dog Social on 8/23 4:00-6:00
- Open House/Supply Drop Off on 8/30, 1:00-4:00
- Community Gathering with families on 8/30 ,4:00-6:00

Director of Operations

Operations/Facilities

Hertel: Construction on the arts building is reaching conclusion. Certificate of operation is expected before the start of the school year.

Days Park: Nothing new to report.

Shared: Safety and Security Update

The updated District Safety Plan (2022-2023) has been posted on the website for 30 days with no public comment.

Lacole moved and Jen seconded that the 2022-2023 Safety and Security Plan be approved. Approved unanimously.

Admissions/Student Enrollment

Offers are continuing to be made and communications are going out to new families about orientation and welcome events.

Technology

Summer work on student and staff devices and accounts is continuing. Rosters for academic subscriptions are being updated with new classroom assignments as they change.

Grants/Finance

Grants: Cullen Foundation has offered Buffalo charter schools a new opportunity. This would involve the chance to fund a fundraising platform and fundraising coaching support through Jumpstart. This would cost \$1000 during the first year and then \$2,400/year subsequently. It could track all fundraisers and can have multiple users (CA users, business office, accountant, etc.). Grant application is due by the end of the month.

Finance: Nothing new to report.

HR Updates

Several new policies were presented for Board consideration:

- The first was an **Employees with Children Policy**. This proposed certain guidelines for employees whose children attend the school.
- The second policy proposed that EVCS reimburse teachers' tuition for education related courses during their employment at the school. Considerable discussion ensued and a number of modifications to the proposals were suggested.

Ed moved and Lacle seconded that both proposal be approved pending appropriate modifications. Approved unanimously.

In response to inquiry, HR breakdown and attrition ate were discussed with graphic illustrations on PowerPoint.

Other Business

The New York Charter School Association is holding its annual Charter School Conference in Buffalo, NY on October 19-21. EVCS Staff and Board may Attend for free.

2022-2023 BOARD MEETING SCHEDULE

The EVCS Board of Trustees meeting schedule for the 2022-2023 academic year was announced and reviewed. Dates and locations are as follow:

September 21, 2022

Hertel

September 24 2022 (9 am -1pm) *Board Retreat (Location TBD)*

October 19, 2022

Days Park

November 16, 2022

Hertel

December 21, 2022

Days Park

January 18, 2023

Hertel

February, 15, 2023

Days Park

March 15, 2023

Hertel

April 19, 2023

Days Park

May 17, 2023

Hertel

June 21, 2023

Days Park

July19, 2023

Hertel

August 16, 2022

Days Park

Ed moved and Kathy seconded that the 2022-2023 Board Meeting Schedule be approved. Approved unanimously.

SUBCOMMITTEE REPORTS

Space Planning Committee No new information

Finance Committee See Treasurer's report. No additional information.
Nominating Committee No new information.

Academic Excellence Committee No new information.

Fundraising Committee Jacob Piorkowski has agreed to serve as the new Chair of the Fundraising Committee. He has previous experience which can be helpful in this area.

EVCS Culture Committee The group has planned ways of welcoming new and returning staff and families. They continue to develop teacher recognition strategies.

124 ELMWOOD - LAWSUIT UPDATE

There has been some action regarding the property at 124 Elmwood. Autism Services has provided some necessary invoices. The court has inquired about movement. There seems to be some pressure to settle the matter.

BOARD DEVELOPMENT

The Annual Board Development retreat has been scheduled for Saturday, September 24, 2022, from 9 am to 1pm. The focus will be on developing and defining roles and responsibilities of Board Members and leaders.

COMMUNITY ASSOCIATION

Both the Days Park and Hertel Community Associations are looking forward to the upcoming 2022-2023 academic year. The groups have not met in August, but are planning to have a joint meeting soon, perhaps including families.

SCHOOL LEADERSHIP AND EVALUATIONS

Ed moved and Jake seconded that the Board enter executive session to discuss various personnel matters. Approved unanimously.

Several matters pertaining to personal policies and procedures and their relationships to various employees were discussed.

Ed moved and Jake seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENTS AND NEW BUSINESS

There was neither additional business nor further announcements.
Jake moved and Ed seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:07 PM

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: September 21, 2022; October 19, 2022; November 16, 2022; December 21, 2022; January 18, 2023; February 15, 2023; March 15, 2023; April 19, 2023; May 17, 2023; June 21, 2023; July 19, 2023; August 16, 2023

All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, May 17, 2023
Meeting Site: EVCS Hertel**

Trustees Present: Mimi Barnes Coppola; Jennifer Bernacki-Smith; Lacole Brumfield; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: Ed Castine

Others Present: Danielle Bruno, EVCS Head of Schools; Anne Wechsler, EVCS Director of Operations; Lisa Kirisits of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:02 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on Wednesday, April 19, 2023, were presented.

Mimi moved and Lacole seconded that the minutes be approved as presented. Approved unanimously.

TREASURER'S REPORT

Lisa expressed thanks to Josh who made a call to the NY State Assembly in an effort to facilitate movement of the SPED "clawback" money owed to EVCS. Lisa stated that the amount to be paid to Days Park was expected to be \$199,080 and that Hertel was expected to receive \$7,375.

For the ten months ended April 30, 2023, EVCS showed an increase in net assets of \$57,000 vs. a budgeted decrease in net assets of approximately \$(178,300). The result was a favorable variance of approximately \$235,800.

The current ratio is the ratio of the school's current assets (e.g., current assets consisting of cash, receivables and prepaid expenses = approximately \$7,568,000) to current liabilities (e.g., consisting of accounts payable, deferred revenue, accrued expenses, current portion of long-term debt = approximately \$2,146,300) and measures the school's ability to meet current obligations as they become due. The school's current ratio on April 30, 2023 was 3.53 to 1. A current ratio in excess of 2:1 is considered favorable.

Ken moved and Jake seconded that the financial report be approved. Approved unanimously.

The projected operating budget for the academic year ending June 30, 2024 was presented. It was noted that this was the result of 13 iterations of the budget.

Matt moved and Jake seconded that the projected operating budget for the academic year ending June 30, 2024 be approved. Approved unanimously.

DIRECTORS' REPORTS

This report was submitted jointly by Danielle Bruno, Liz Evans and Anne Wechsler

Director of Schools

School Leadership and Culture

-The Hertel Hiring Committee recommends Mr. Brandon Williamson for the role of Assistant Principal at EVCS Hertel. He was unanimously selected by the members of the committee following the rigorous interview process and site

visits.

-Mr. Ciesielski will be on campus beginning June 19th. He has made two site visits since his hire and was a part of the entire AP hiring process.

-A meet-and-greet for Mr. Ciesielski and Mr. Williamson is being planned to

occur before the end of the school year.

-Hertel Campus Literacy Night - June 1st.

-Days Park Campus Literacy Event - May 6

-The Days Park Class of 2023 will host their annual Car Wash fundraiser on Saturday, May 20th.

-Hertel Whole School Morning Meeting is on Thursday, May 18th.

-Days Park Whole School Morning Meeting is on Friday, May 26th.

-Assemblies: Reading is Magic (Grades 1-2) and Andy Parker's Weather Machine (Grades 3-4), The Reptile Guy (Grades 4-5) at both schools -

some assemblies courtesy of a grant and partnership with Arts for Learning

WNY - Field Trips: Grades 6-8 Tours of Highmark Stadium, Penn Dixie (Gr. 3),

Lockport Locks/Erie Canal (Gr. 4), Kelkenberg Farms (K), Silo City, Fire Station,

-Buffalo Bisons Kids Day (June 1st)-Field Day (June 16th)-Kindergarten

Graduation (June 20th), 8th Grade Graduation (June 22nd)

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Assistant Principal	Brandon Williamson	Hertel	BA - Theater Arts - Minor in Philosophy: SUNY Fredonia; MA - Creativity Studies: SUNY
Substitute Teacher	Juliane Bonilla	Hertel	Associates Degree - Bryant and Stratton College (in progress)
Substitute Teacher	Juhi Roy	Days Park	Medical PhD - International Development-Global Studies: SYNY Buffalo Master's Degree - International Development and Policy Studies: SIT Graduate Institute

Promotions

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>
Rayshawn Downs	Long Term Substitute Teacher	Instructional Assistant : MA Physical Education: Canisius College

Kathy moved and Pam seconded that the hiring of Brandon Williamson as Assistant principal at EVCS Days Park be approved. Approved Unanimously.

Matt moved and Josh seconded that all additional proposed hires and promotions be approved. Approved unanimously

Director of Curriculum and Instruction

Academics

- NYS Math assessments have been completed and graded.
- NYS 8th Grade Science Test: performance task on May 30, written assessment on June 5.
- Regents Assessments - some eighth grade students at Days Park will have the opportunity to take the Regents exams in Algebra, Regents Living Environment, and the Spanish Regents.
- End of year internal assessments have begun: STAR Reading & Math, Really Great Reading, EOY assessments (K-3), On-Demand Writing, Panorama SEL
- Survey

Director of Operations

Operations/ Facilities

Hertel: Bids received and vendors selected to install sound equipment in the gym over the summer. This will be included in an upcoming grant application, but money was also budgeted in case the funds are not granted.

Bidding out on a synchronized clock/bell system to help with tighter transitions (included in budget).

Days Park: Nothing to report.

Shared:

- Continuing to get quotes for vendors, including snow plowing, roofers, HVAC contractors, etc.
- Moving to Cloud based phone system (included in budget).
- Moving to new security firm.
- Working to get coverage for summer cleaning projects.

District Safety Plan for 2023-2024

The plan has been completed and shared.

Admissions/Student Enrollment

- Continuing to push out offers and fill seats
- Promotional video about Kindergarten Camp - to fill open seats at Hertel in the Kindergarten (moving through the waitlist and planning to advertise for open seats)
- Continuing to promote individual tours
- Assisting families with registration
- Outreach to families that are possible exits
- Retention meetings being held now
- Coordinating Summer Outreach efforts to enrolled families and developing strong BOY communication and events

Technology

EVCS is moving from ZOOM for remote instruction to Google Meet. EVCS will retain about 20 licenses for central office staff, administrative staff and other shared staff that need the functionality and flexibility of ZOOM.

EVCS is looking at switching up the enrollment system and forming a sharing system. This is being done both to better integrate with the student information system, and also to lower costs.

Grants/Finance

Grants: EVCVS did not receive the "Grow with Us" grant from the New York Agriculture in the Classroom (NYAIRC) program.

EVCS is still waiting to hear back about the safety and Security Grant. The notification was delayed because of the large number of applicants.

Finance: The Budget has been completed and presented to the Board for review and approval.

HR Updates

EVCS Employee Handbook is in the process of being updated according to the new State mandates. Compensation study is continuing.

Other Business

Board Retreat - Interested in determining board feedback on annual retreat date and subject matter

SUBCOMMITTEE REPORTS

Space Planning

The Committee is evaluating the playground and the

Committee

parking lot - assessed possible repair/replacement needs.

Finance Committee:

See Financial Report.

Nominating Committee

The Committee has met several times recently. some potential candidates were interviewed

and a list of potential Board members was presented. Further inquiries will be made and a vote will be taken at next month's meeting.

Academic Excellence Committee

The Committee will meet the second week in July to review and discuss end-of-year test results. A date will be determined using an online poll.

Development and Advocacy Committee

A full-day Board Retreat is expected to take place in late summer. An online poll will be used to

determine subjects and an agreeable date.

EVCS Culture Committee

The Committee is scheduled to meet on June 7, 2023.

LEADERSHIP UPDATE

See Director's report.

124 ELMWOOD LAWSUIT UPDATE

A meeting is scheduled for June 7, 2023. Jen will be on call for any further updates.

SUNY INSTITUTE COMMUNICATION/COMPLAINT UPDATE

Josh moved and Jake seconded that the Board enter executive session to discuss legal matters. Approved Unanimously.

Discussion ensued.

Jake moved and Josh seconded that the Board exit executive session.. Approved unanimously.

Jake moved and Josh seconded that the draft response and direction recommended by the EVCS attorney be approved.

The response was the following resolution:

Whereas, on or about February 7, 2023 the board received a complaint from a parent; and

Whereas, at its February 15, 2023 meeting the Board met and reviewed this complaint; and

Whereas, the Board found the complaint to be without merit;

Now therefore be it resolved, that the Board of Trustees hereby directs its school attorney to issue a response to the parent in conformity with its finding.

The Board unanimously approved execution of the draft response as written.

SPED FUNDING UPDATE

See Treasurer's report.

COMMUNITY ASSOCIATION

Jake reported that the Days Park CA celebrated Teacher Appreciation Day by making a breakfast for the teachers. The school's Field Day was celebrated with a variety of outdoor activities. A Dunk Tank and Sno Cone Machine were provided for the event. The group sponsored a "Can Drive" which raised \$300.

Anna noted that the Hertel CA had sponsored an Earth Day Clean-Up project and is moving ahead with a Spring Dance. The Dance will be divided into several

sessions according to age. An order from Panera was provided to honor Teacher Appreciation Day. Field Day, scheduled for June 16, will include Sno Cones and a Bounce House. Recent fundraising efforts will provide \$200 for "Care Closets" and \$5000 for the school art program. The Hertel CA has obtained a waterproof A-frame sign to be used for the school barbecue at the end of summer.

ADMINISTRATION, PERSONNEL AND BOARD MANAGEMENT

Jake moved and Lacole seconded that the Board enter executive session to discuss Administration, Personnel and Board Management. Approved unanimously.

Discussion ensued.

Kathy moved and Matt seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENTS AND NEW BUSINESS

There was no additional business and no further announcements.

Mimi moved and Lacole seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:46 PM.

Respectfully submitted,

Pamela Pollock
EVCS Board Secretary

Future meeting dates: June 21, 2023; July 19, 2023
All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, April 19, 2023
Meeting Site: ECVS Days Park**

Trustees Present: Mimi Barnes Coppola; Jennifer Bernacki-Smith; Lacole Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: None

Others Present: Danielle Bruno, EVCS Head of Schools; Liz Evans, EVCS director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on Wednesday, March 15, 2023, were presented.

Ed moved and Kathy seconded that the minutes be approved as presented.

Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits, EVCS Accountant, was unavailable this evening. Ed Castine gave the Financial report. For the nine months ended March 31, 2023, EVCS showed a decrease in net assets of \$(179,200) vs. a budgeted decrease in net assets of approximately \$(316,700). The result was a favorable variance of approximately \$137,500.

The current ratio, on March 31, 2023, of the school's assets to current liabilities was 2.67 to 1. A current ratio in excess of 2:1 is considered favorable.

Lisa has been working on the EVCS Investment Account. Forms are being completed in order to make sure that the money is working for the school.

Lisa has reportedly been in weekly contact with officials in Albany regarding the SPED "claw back" money. The possibility of contacting representatives in Albany was discussed.

A meeting of the Financial Committee has been scheduled for Wednesday, May 10, 2023 at 5:00 PM.

Mimi moved and Lacole seconded that the Financial report be approved.

Approved unanimously.

DIRECTORS' REPORT

The Directors' Report was prepared jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

School leadership and Culture

Principal and Assistant Principal Search Updates

- The Principal search has been completed. The committee has recommended a candidate to the Board for approval.
- The Assistant Principal search is in process. The committee has interviewed the top four candidates and will be meeting 4/20/23 to review the ratings from the interviews and writing samples. From there, two candidates will move to the site visit. After the half-day site visits with the two candidates, the committee will convene, review the ratings and make a recommendation to the Board for approval.

Whole School Morning Meetings - Earth Day/Environment: 4/21 at Days Park, and 4/28 at Hertel.

Field Trips - Students are getting out into the community and exploring Buffalo. All grade levels have either gone on field trips or have a few scheduled between now and the end of the year. The sixth and eighth graders are really excited about an upcoming field trip to tour the new Highmark Stadium.

Steering Committee - The Committee continues to meet monthly at each campus to solicit teacher input and address community concerns.

HR/Hiring

<u>Position</u>	<u>Name</u>	<u>Campus</u>	<u>Qualifications</u>
Substitute Teacher	Aileen Casey	Days Park	Bachelor's Degree: Champlain College; Communications
Substitute Teacher	Jennifer Hogan	Days Park	Bachelor's Degree: University at Buffalo; Psychology
Temporary Facilities Manager	Ottis Workman	Shared	Associate's Degree-Electrical:Erie Community College: Over 10 years facilities experience
Evening Custodian	Karelyn Torres	Hertel	Erie Community College: Associates Degree; Business Administration (in progress)
Substitute Teacher	Thomas Corey Neil	Hertel	Master's Degree: Medialle College; Mental Health Counseling University at Buffalo, Bachelor's Degree; Psychology

Substitute Teacher	Shaun Smith	Days Park	Niagara University: Doctorate: Leadership Buffalo State College: Master's Degree; Management University at Buffalo: Bachelor's Degree Communications
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Promotions

<u>Name</u>	<u>Previous Position</u>	<u>New Position</u>
Cassidy Klaybor	Long Term Substitute	Instructional Assistant

**Pam moved and Mimi seconded that all proposed hires be approved.
Approved unanimously.**

Director of Curriculum and Instruction

Academics

New York State ELA Assessments were done on April 19 and April 20. At Days Park 19 students opted out of testing. One student opted out at Hertel.

Professional Development

The Instructional Coaching Team had a day-long strategic planning retreat, off-site, to begin planning for next year (August professional development and a scope and sequence for a multiyear induction plan).

Director of Operations

Operations/Facilities

Hertel: New trees are being secured by a Hertel parent who works downtown with the city of Buffalo. The trees will be planted soon.

Delaware Soccer Club met with Coach Welch and Liz Evans this week to inquire about using the field at no cost. EVCS shared the proposal from Great Lakes Athletics for maintenance of the field and they indicated that they may be able to contribute toward the cost, and assist with striping and maintaining the field. Nothing definite has been decided at this time.

Days Park: Work on the boiler to repair the back flow was completed during spring break and is now in compliance.

Admissions/Student Enrollment

Applications to Enroll Buffalo Charters

	K	1	2	3	4	5	6	7	8	Total
Elmwood Village Charter School - Days Park	187	43	48	28	32	55	39	43	37	512
Elmwood Village Charter School - Hertel	163	44	42	27	27	58	48	49	34	492
TOTAL	350	87	90	55	59	113	87	92	71	1004

Last year at this time 487 applied to Days Park and 530 applied to Hertel for a total of 1117. It looks like kindergarten applications are down, which accounts for the decrease in overall applications. This is a trend throughout the area, according to the NYSCA liaison.

Update from new Admissions Coordinator & Registrar, Kelly Norton

The live lottery had good attendance - 60 people logged into the Zoom to watch the lottery. On Friday, April 14, families with open seat offers were called to ensure that they were aware of the Open House that weekend. There were 30 families across both campuses who attended. At the Open House, each family was provided with a folder containing information about the school and the next steps with respect to preparing for the school year. Families were taken for guided tours of the campuses and were introduced to members of the staff/faculty with whom they will be working over the coming weeks. Families who are still deciding about their seat offer continue to be called. EVCS is rescinding/declining when necessary and making new seat offers. Paperwork for students who have registered is being reviewed. Current student body is being contacted to identify withdrawals or potential open seats. There will be a focus on summer outreach, coordinating plans to keep newly registered families engaged and

connected with EVCS. Part of this outreach includes a more robust plan for new student orientation prior to the start of the school year.

Technology

End of year planning is underway for work on student and staff devices over the summer. EVCS's existing phone provider indicated that the current phones were at their end of life and would need to be replaced. EVCS has been contemplating a switch from on site phone service to phone service that is hosted in the cloud. This will make management easier and will give EVCS increased functionality with remote phone use, programming, troubleshooting, etc. This cost is included in the 2023-2024 budget.

Grants/Finance

Grants: EVCS was invited to submit a full application to the 214 Foundation, due in June. This grant will be for purchase of musical instruments and installation of a sound system at Hertel.

The grant from the School Safety Grant is under review. Decisions will be announced at the end of April.

Finance: Final Budget meeting is scheduled for Friday, 4/21. The budget will be ready for Finance Committee review after that.

HR Updates

Teaching candidates for any known openings next year are being interviewed.

Other Business

The proposed school calendar for 2013-2024 was distributed.

SUBCOMMITTEE REPORTS

Space Planning Committee

-Liz Evans, and Steve Bengar met with a lawyer regarding the water line that is shared between EVCS and the house across the driveway that is owned by People. Inc. EVCS has fixed the leak and installed a meter. It is hoped that a way can be found to share future costs. The Committee is also seeking support for a proposal to improve the playground.

Finance Committee

-Activity was reported during the Financial Report.

Nominating Committee

-The Committee is seeking candidates to fill new and expiring positions on the Board of Trustees.

Academic Excellence Committee

-The Committee plans to wait until final assessments have been completed. A meeting to review and discuss student performance will be scheduled for the second week in July.

Development & Advocacy Committee

-The Committee met to discuss and clarify the charge to the committee.

EVCS Culture Committee

-The group met. Some members attended training to identify unintentional biases and ways to support teacher retention. Future meetings will be scheduled to discuss potential goals and activities.

HERTEL LEADERSHIP UPDATE

The hiring committee considered eleven candidates for the position of Principal of the Hertel Campus. The process included:

- review of resumes and cover letters
- panel interview
- writing sample
- site visit
- reference checks

At the conclusion of the process, the hiring committee submitted Mr. Joseph Ciesielski to the EVCS Board of Trustees for approval as Principal of the Hertel Campus, effective July 1, 2023.

Kathy moved and Pam seconded the motion to approve Mr. Joseph Ciesielski to be hired as Principal of the EVCS Hertel Campus, effective July 1, 2023. Approved unanimously.

The hiring committee for Assistant Principal at EVCS Hertel has been reviewing letters and writing samples for 33 candidates for that position. Interviews will be scheduled soon for the highest ranked candidates.

124 ELMWOOD UPDATE

There is nothing new to report at this time. The next meeting date will be sometime in June.

SUNY INSTITUTE COMMUNICATION/COMPLAINT

A communication was received from an EVCS parent regarding the School's code of conduct and discipline practices. School leaders have contacted advisors at SUNY to help clarify specifics.

SPED FUNDING (Update)

A meeting was reportedly held earlier on this date. However, no additional information was yet forthcoming.

COMMUNITY ASSOCIATION

Anna noted that the following activities were scheduled for the Hertel Campus:

- A Square Art show supporting Project Hope
- An Earth Day Clean-up project on April 22, 2023, from 10:00 AM to 2 PM.
There will be a sports equipment exchange occurring concurrently.
- Spring Dances on May 19, 2023. The lower school and upper school dances will be held at separate times.
- A Chiavetta's Chicken Barbecue sale on Thursday May 11, 2023.
- A Literacy Night and book sale - date to be determined.

Jake reported the following upcoming activities for the Days Park Campus:

- An Ice Cream Social
- Saturday Academy FieldTrips
- Earth Day Clean Up project on April 22, 2023.
- Teacher - Support Raffle.
- May 6, 2023 Literacy Night
- Spring Field Day with a Snow-Cone Machine

ADMINISTRATION, PERSONNEL AND BOARD MANAGEMENT

Ed moved and Jake seconded that the Board enter executive Session to discuss legal and personnel matters. Approved unanimously.

Relevant discussion ensued.

Jake moved and Lacole seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENT/NEW BUSINESS

There were no further announcements and no new business.

Kathy moved and Lacole seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:45 PM

Future Meeting Dates: May, 17, 2023; June 21, 2023; July 19, 2023

All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, September 21, 2022
Meeting Site: EVCS Hertel**

Trustees Present: Jennifer Bernacki-Smith; Mimi Barnes-Coppola; Lacle Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo Peryea

Trustees Excused: Matt Ryan

Trustees Absent: None

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:10 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees Meeting held on Wednesday, August 17, 2022, were presented. Liz Evans noted that the name of David Phillips, Principal, EVCS Hertel, had been omitted from the list of those attending. **Jake moved and Kathy seconded that David Phillips' name be added to the list of attendees and that the minutes be approved as corrected. Approved unanimously.**

TREASURER'S REPORT

Lisa Kirisits presented the Financial Statement. For the two months ended August 31, 2022, EVCS showed a decrease in net assets of \$(1,343,900) vs. a budgeted decrease in net assets of approximately \$(1,374,000). The result was a favorable variance of approximately \$30,100.

As of September 18, 2022, There were 18 student vacancies at the Hertel Campus and 12 student vacancies at the Days Park Campus. Each vacancy represents dollars in per pupil funding from NY State. It was explained that these vacancies were due to delays in filling openings from the lottery lists and should be filled soon. *

Papers were signed to authorize movement of invested funds from Northwest bank to Merrill-Lynch. This action was authorized by a resolution passed at the meeting of the Board of Trustees at its meeting on August 17, 2022. Lisa stated that she would make the calls to facilitate this transaction.

Ed moved and Mimi seconded that the Financial report be approved. Approved unanimously.

* See Admissions/Enrollment Update 9/22

DIRECTORS' REPORTS

The Director's Reports were prepared jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

School Leadership and Culture

Strong Start: Both Hertel and Days Park are off to a very strong Start for the 22-23 school year. For the first six weeks, school leaders are focused on leading and monitoring the systems and routines that set the foundation for the rest of the year. Their visibility and presence has been noted by staff and parents.

Steering Committee: Each campus has established a steering Committee. The purpose of the Committee is to work collaboratively for the overall good of the school. The committee is comprised of representatives from each grade level and department. The committee meets once a month to discuss ideas or problem-solve concerns together.

School Culture: For the first time since 2019, EVCS held an in-person Meet the Teacher Night. Families came to their respective campuses on Thursday 9/15. Two informational sessions were held to accommodate families with more than one child. Each session began with a video message from the school leadership, followed by a presentation by teachers, which included information about Responsive Classroom, academic curriculum, and elements of the EVCS Way. Specialists held an "information fair" in the gym, and we also had staff members from Buffalo Prep present to provide information to families.

Each campus will be hosting its first Whole School Morning Meeting of the year this month.

The health offices and school leaders have been making a push to receive all necessary health forms from families so that field trips can begin.

The Community Associations at both campuses will be hosting a shared event - Trunk or Treat event in October.

HR/Hiring

Position	Name	Campus	Qualifications
Instructional Assistant	Mary (Claire) Franczyk	Hertel	Bachelor's Degree - University of Richmond Art History and English Master's Degree - Canisius College (In Progress) Childhood Education and Special Education
Special Education Teacher	Kathryn Meyers	Hertel	Bachelor's Degree - University at Buffalo Health and Human Services, Early Childhood Master's Degree - D'Youville College Elementary Education Certifications: Childhood Education Grades 1-6 Students with Disabilities Grades 1-6

Middle School Math Teacher	Alexandria (Lexie) Ferrentino	Hertel	<p>Bachelor's Degree - SUNY Geneseo Mathematics Adolescent Education</p> <p>Master's Degree - University at Buffalo (in progress) Mathematics Education</p> <p>Certifications: Mathematics Grades 7-12</p>
School Librarian	Dianna Urbanski	Days Park	<p>Bachelor's Degree - Buffalo State College Anthropology</p> <p>Master's Degree - University of Buffalo</p>

			<p>Information and Library Science</p> <p>Certifications Library Media Specialist New York State Public Librarian</p>
General Education Teacher	Daniel Schwach	Days Park	<p>Bachelor's Degree - University at Buffalo Music Performance</p> <p>Master's Degree - Buffalo State College Childhood Education</p> <p>Certifications Childhood Education Grades 1-6</p>

Instructional Assistant	Donna Ajaero	Days Park	<p>Bachelor's Degree - Canisius College Finance and Economics</p> <p>Master's Degree - Canisius College (In Progress) Childhood Education and Special Education</p>
Special Education Teacher	Jeffrey Bednarchak	Days Park	<p>Bachelor's Degree - University of Buffalo History</p> <p>Master's Degree - Medaille College Adolescent Education, Social Studies</p> <p>Certifications: Social Studies Grades 7-12</p>
General Education Teacher	Katrina DiGennaro	Hertel	<p>Bachelor's Degree - University at Buffalo Psychology</p> <p>Master's Degree - University at Buffalo Early Childhood/ Childhood Education</p> <p>Certifications: Early Childhood Education Birth - Grade 2 Childhood Education Grades 1-6</p>
Instructional Assistant	Jessica Szabo	Hertel	<p>Bachelor's Degree - Medaille College Psychology</p>

			<p>Master's Degree - Buffalo State Childhood Education</p> <p>Certifications: Childhood Education Grades 1-6 Early Childhood Education Birth - Grade 2 Students with Disabilities Birth - 6 (pending)</p>
Special Education Teacher	Rachael Blaszak	Hertel	<p>Bachelor's Degree - Buffalo State Childhood Education</p> <p>Master's Degree - Medaille College Students with Disabilities</p> <p>Certification Childhood Education Grades 1-6 (in process) Students with Disabilities Grades 1-6</p>

General Education Teacher	Elizabeth Quinlan	Hertel	<p>Bachelor's Degree - University at Buffalo Psychology</p> <p>Master's Degree - University at Buffalo Early Childhood and Childhood Education</p> <p>Certifications: Early Childhood Education Birth - Grade 2 Childhood Education Grades 1-6 Students with Disabilities Grades 1-6 Students with Disabilities Birth - Grade 2</p>
Instructional Assistant	Adrian King	Hertel	<p>Associates Degree - Erie Community College General Studies - Childhood Education</p>
Instructional Assistant	Alan Whitney	Days Park	<p>Bachelor's Degree - Buffalo State College Childhood Education</p>
Middle School Special Education Teacher	Mark Reiford	Hertel	<p>Bachelor's Degree - Western Carolina University History</p> <p>Certification:</p>
			<p>Middle and Secondary Teaching (North Carolina)</p>

Substitute Teacher	Paul Gath	Hertel	Bachelor's Degree - Medaille College Business Master's Degree - Canisius College (In Progress) Childhood Education and Special Education
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Promotions:

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Name	Former Position	New Position
Kelly Norlen	Transportation Coordinator and Office Manager	Transportation, Communications, and Special Projects Coordinator
Desiree Samuel	Health and Safety Attendant	Front Office Administrative Assistant

**Ed moved and Josh seconded that all hires and promotions be approved.
Approved unanimously.**

Director of Curriculum and Instruction

Academics

K Camp - We had another successful year of Kindergarten Camp. Meet the Teacher Night was held 9/15/22.

Beginning of the year assessment:

- RGR Screeners - Our AIS teachers started pulling students for one-on-one foundations skills surveys the 2nd week of school.
- STAR Assessments - Fall STAR Assessments begin on 9/19.

Parent-teacher conferences - coming up on October 13

Professional Development

- August Professional Development - For the first time ever, we differentiated PD by bringing in new teachers (<3 years at EVCS) for two weeks, and veteran teachers for one week. The first week of PD was focused on school culture with four days of Responsive Classroom training. We received lots of positive feedback around this, from veteran teachers, and new teachers, alike. During the second week, we had a mix of team-building, curricular-based PD, and planning time.

- Practice Clinics - We held our first Practice Clinics this week on Routines & Procedures. Our Practice Clinics are essentially a mini 30 minute PD session about practical teaching skills. We explain the why, show an exemplar, identify the criteria for success, and give teachers a short amount of time to plan, practice, and receive feedback.

- 1/2 day PD on September 16th - Topics included planning inquiry projects with Dr. Hunter, planning for small group reading, and standards-based grading in PowerSchool

Director of Operations

Operations/Facilities

Hertel: Construction on the arts building is complete, except for a few punch list items. Certificate of Occupancy

was received prior to the start of the school year and all renovated spaces are being utilized.

Vendor was unable to schedule repaving of parking lot before PD began mid-August. They needed three full days in warm weather temperatures in order to fully prep, pave and stripe the lot. They will schedule the work for next summer as soon as the lot becomes available.

Days Park: AC was installed in the Days Park gym and it is currently being utilized. Blinds will be installed beginning October 10th.

Shared: Staffing updates, facilities manager and operations manager.

Admissions/Student Enrollment

Offers are continuing to be made and there is a push for the end of September to reduce under-enrollment in various grade levels at both campuses. Additional information will be presented as well as up to date numbers.

* See Admissions/Enrollment Update 9/2022.

Technology

EVCS is working to replace Chromebooks that are approaching end-of-life by purchasing about 100-150 devices each year over the next 5 years to stagger end use dates for classroom devices.

Grants/Finance

Grants: EVCS submitted the final report to the Cullen Foundation for its 3 year replication grant which covered salaries and benefits for instructional coaches, the Operations Manager and Data Manager. EVCS is also continuing to work with Cullen on Relay grants to cover PD for Hertel building leaders and instructional coaches.

Finance: EVCS Days Park and Hertel were selected for desk audits for the federal ESSER funding. Lisa Kirisits indicated that many charter schools they work with were identified for this remote audit and we are working with them to coordinate this look into our spending, which they coded and reported on to NYSED.

HR Updates

HR Manager is upgrading payroll and time tracking system to allow for easier tracking of employees, stipends, and reporting. She negotiated that there be no additional cost for this improved system.

Other Business

The New York Charter School Association is holding its annual Charter School Conference in Buffalo, NY on October 19-21. EVCS Staff and Board may attend for free. You can find more information about the conference and register for your complimentary tickets. Use the discount code NYCSA2022 at checkout to access free tickets.

*Admissions/Enrollment Update 9/22

At the start of the 2022-2023 school year EVCS's Admissions Coordinator reported that both campuses would be under enrolled: This was due to:

- Families that accepted spots, filled out some/most/all of the paperwork, and then did not appear when school began.
- Buffalo Public Schools making very late offers to criterion schools (city Honors, Olmsted) resulting in late transfers.
- Problems with lottery/enrollment program that did not give proper priorities to siblings of accepted students. This software is what is used by Enroll Buffalo Charters- the common application used by most Buffalo Charter Schools. We are deciding whether we can afford to stick with EBC or should do stand alone admissions in future years.

Ways that we are addressing the shortage:

- Putting extra staff on making offers and communicating with families on the wait list to make a September push for enrollment, divided by grade level and campus. We have had 10 spots accepted in the past week and are moving those students through the enrollment and classroom assignment process.
- Continuing to make offers past the September push with the aim of full enrollment (or as close as possible). Families are reluctant to switch their child's school once school has begun, so we are moving through wait lists.
- Creation of a plan for 2022-2023 which includes a communication coordinator to provide more communication and touch points with prospective and applied families to ensure accurate enrollment projections for 2023-2024.

Waitlists: Some of our waitlists are short, but we have the advantage of having two waitlists. When one runs out we coordinate on pulling from the bottom of the other campus' list for that grade level.

WAITLIST										TOTAL										767
HERTEL										DAYS PARK										
DATE	Total	K	1	2	3	4	5	6	7	Total	K	1	2	3	4	5	6	7	8	
9/21/22	321	79	37	1	37	45	52	23	47	446	14	64	53	38	41	81	37	54	64	

SUBCOMMITTEE REPORTS

Space Planning Committee	Small groups are being given tours of the newly completed spaces.
Finance Committee	Nothing new to report.
Nominating Committee	Nothing new to report.
Academic Excellence Committee	Meeting will be held in late October or early November to review the results of the STAR Test.
Fund Raising Committee	Jake has contacted Sharon DeTamble. No Evening with EVCS has been planned for this year. The possibility of a Meat Raffle has been discussed.
EVCS Culture Committee	The group has started to discuss candidates for new members to the EVCS Board.

LAWSUIT UPDATE - 124 ELMWOOD

Liz Evans and Jennifer Bernacki Smith have had a conference call with Julia. Julia has taken pictures of the retaining wall and the electric room at the base of the stairs. The photos seem to indicate that the problems areas may be related to work done by the owner, Mr. Savarino.

BOARD DEVELOPMENT REMINDER

Jen reminded Board Members that the Annual Board Retreat was Scheduled for this coming Saturday, September 24, 2022, from 9:00 am until 1:00 pm at the Days Park Campus. The discussion will be led by a representative from SUNY Charter Schools and will focus on Roles and Responsibilities of School Leaders.

COMMUNUNITY ASSOCIATION

Jake reported that the Days Park CA has new Co-Directors. Their group will be cooperating with the Hertel CA to sponsor the Halloween Trunk-or-Treat event at the Hertel Campus on October 29. Both CAs are working to sponsor a social event to introduce new EVCS parents from both campuses to one-another and to the activities of the schools.

The Hertel CA is sponsoring another Chiavetta's Chicken Barbecue sale at the school on Thursday, September 22, 2022. Anna stated that the two groups have agreed to divide the holiday fundraisers. For Christmas, Hertel will sell poinsettias and wreaths. Days Park will handle candy sales. They are considering some possible outdoor activities and maybe dances.

SCHOOL LEADERSHIP AND EVALUATIONS

Ed moved and Ken seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.

Discussion ensued.

Josh moved and Lacole seconded that the Board exit executive session. Approved unanimously.

ANNOUNCEMENTS AND NEW BUSINESS

There were no further announcements and no new business.

Josh moved and Kathy seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: October 19, 2022; November 16, 2022; December 21, 2022; January 18, 2023; February 15, 2023; March 15, 2023; April 19, 2023; May 17, 2023; June 21, 2023; July 19, 2023; August 16, 2023

All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, November 16, 2022
Meeting Site, EVCS Hertel**

Trustees Present: Jennifer Bernacki Smith; Mimi Barnes Coppola; Lacle Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Anna Sotelo Peryea

Trustees Absent: None

Trustees Excused: Matt Ryan

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction, Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:04PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood village Charter Schools Board of Trustees meeting held on Wednesday, October 19, 2022, were presented.

Lacle moved and Kathy seconded that the minutes be approved as presented. Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits summarized the report of the independent audit of EVCS's finances which was recently completed by Lumsden-McCormick and presented to the Financial Committee. The unqualified opinion was "a healthy balance sheet" giving the organization "a clean bill of health".

For the four months ended October 31, 2022, EVCS showed a decrease in net assets of \$(1,185,700) vs. a budgeted decrease in net assets of approximately \$(1,147,200). The result was an unfavorable variance of approximately \$(38,500).

The current ratio is the ratio of the school's current assets (e.g., current assets consisting of cash, receivables and prepaid expenses = approximately (\$7,010,800) to current liabilities (e.g., consisting of accounts payable, deferred revenue, accrued expenses, current portion of long-term debt = approximately \$2,584,400) and measures the school's ability to meet current obligations as they become due. The school's current ratio on October 31, 2022 was 2.46 to 1. A current ratio in excess of 2:1 is considered favorable.

There has been no additional information regarding intercepted monies by NY State.

Ed continues to investigate favorable possibilities for an investment account.

Liz Evans has hosted representatives from Northwest Bank for tours of EVCS. She is hoping to write a grant to finance a playground for the school. **Ed moved and Mimi seconded that the Treasurer's report be approved. Approved unanimously.**

DIRECTORS' REPORT

Annual Goals 2022-2023				
Academic Achievement	Family Satisfaction	Student SEL	Staff Satisfaction	Advocacy
By June of 2024, the median SGP on the STAR Reading and Math will increase to 65. The SGP gap between demographic subgroups* will decrease by half. (* IEP/No IEP, POC/NPOC, Economically Disadvantaged/Not Economically Disadvantaged)	For SY 22/23 & SY 23/24, 90% of students will re-enroll at EVCS. In addition, 95% of families overall and 95% of all self-reported racial subgroups will say they are satisfied with EVCS.	By June 2024, 80% of students will report feeling capable, connected, and contributing with a gap no greater than 5 points between demographic subgroups*. (*IEP/No IEP, POC/NPOC, Male/Female/Nonbin ary, Economically Disadvantaged/Not Economically Disadvantaged)	By June 2024, 95% of staff will say that EVCS is a great place to work with a gap no greater than 5 points between staff that identify as a POC and staff that do not identify as a POC.	By the end of SY22/23 build a plan & coalition to ensure charter schools receive all the funding and services that each child is entitled to.

Director of Schools/Principals

School Leadership Update

STUDENT CULTURE

WHOLE SCHOOL MORNING MEETINGS

September: Hopes and Dreams, CARES

October: Empathy

November: Gratitude

FIELD TRIPS

-Becker Farms

-Planetarium at Buffalo State College

-Community Helper visits to Kindergarten - EMS workers

-Great Pumpkin Farm

-And more upcoming (Buffalo Museum of Science, Greater Niagara Ballet, another class visit to the Buffalo State Planetarium)

COMMUNITY SERVICE

Days Park Cleanup Day

EXTRACURRICULARS

- Soccer - both campuses
Basketball - both campuses
Safety Patrol - both campuses (in process)
- Chess Clubs - both campuses (in process)
- ASL Club & Girl Scouts - Days Park
- Drawing Club - Hertel
-

BUDDY CLASSES

Days Park Examples:

- 5th Grade and 1st Grade Buddies - pumpkin painting

Hertel Examples:

- 7th Grade and 3rd Grade Buddies -

COMING SOON

Panther Pride Awards - Each teacher will nominate 1 student each month for exhibiting CARES. Names will be displayed in a visible place in each school.

STAFF CULTURE

New Staff Coffee

Bowling Night

Coffee & Doughnuts

Community building in monthly faculty meetings

Paint n Sip (Hertel)

Potluck Lunch (Hertel)

Teacher-Student Soccer Game

INSTRUCTIONAL UPDATES

to be shared during Academic Excellence Committee Report

HR/Hiring

Position	Name	Campus	Qualifications
Substitute Teacher	Tabitha Wechter	Days Park	Bachelor's Degree - SUNY College of Environmental Science and Forestry Conservation Biology

AIS Teacher	Melissa Murdoch	Hertel	<p>Bachelor's Degree - SUNY Buffalo English</p> <p>Master's Degree - Medaille College Literacy (Birth - Grade 6)</p> <p>Certifications: Childhood Education Grades 1-6 Literacy Education (in progress)</p>
Substitute Teacher	Hunter Bardin	Days Park	<p>Bachelor's Degree - SUNY Fredonia Visual Arts</p> <p>Certificate (in progress)- SUNY Buffalo Teaching Certification in Art Education</p>
Evening Custodian	Tyrone Fowler	Hertel	High School Diploma Lafayette High School
Substitute Teacher	Elizabeth Hayden	Days Park	Master's Degree - University of Glasgow Pharmacology and Medicinal Chemistry
			Bachelor's Degree - University at Buffalo Biomedical Sciences
Substitute Teacher	Raven Nelson	Days Park	Bachelor's Degree - Niagara University Political Science
Evening Custodian	David London-Clemons	Days Park	Some College - Erie Community College

Pam moved and Ed seconded that all proposed hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Academics

Interim Assessments in ELA and Math - Interims were administered in both subject-areas in K-8 and data meetings were held to plan for reteaches of key skills.

SEL - Panorama Data Point #1

GOAL #3: By June of 2024, 80% of students will report feeling capable, connected, and contributing with a gap no greater than 5 points between demographic subgroups*.

	Grades 2/3	Grades 4-8
Capable	I keep working on things even when they are hard.	When it is challenging to meet a goal that you set, how likely are you to keep trying?
Connected	I feel welcome at my school.	Overall, how much do you feel like you belong at your school?
Contributing	I help others when they need my help.	Do you feel that your talents, ideas, and actions positively add to the school community?

% Favorable Responses

	Capable	Connected	Contributing	Average
All Students	73%	64%	65%	68%
POC	69%	62%	62%	64%
NPOC	82%	70%	73%	76% GAP: -12%
Female	68%	62%	65%	66%
Male	79%	67%	65%	70% GAP: 3.4%

- Favorable responses increased from BOY 2021 by 1 percentage point.
- Grade level Teams met with coaches to plan SEL interventions based on this data.

Professional Development Practice Clinics

- Trauma Informed Instruction - Relating and Trauma Informed Language

- Whole class reset

Instructional Rounds

- Morning Meetings
- Student Engagement

Coaching Support

-We have temporarily shifted coaching focus to allow coaches to provide as much in-class support as possible.

Report Cards

- Trimester 1 ends on Dec. 1
- First ever Teacher recording Day (Dec. 2)

Director of Operations

Operations/Facilities

Hertel: At the request of the teachers, new bottle fillers were installed on both floors of the building.

Days Park: Shades are continuing to be installed throughout the building. The installers will finish on the day after Thanksgiving.

Shared: Space Planning meetings were held during the past week and a half at both campuses. Agenda and minutes are available in the subcommittee reports.

Admissions and Student Enrollment

Offers are continuing to be made and communications about orientation and welcome events are being sent to new families. **EVCS Days Park enrollment is currently at 440; EVCS Hertel enrollment is currently at 387.** Offers are out for kindergarten seats at Hertel, but enrollment is paused at other grade levels to allow for classrooms to settle. The goal is to continue to add students at K and 1 gradually and as able to ensure stability.

EVCS Admissions coordinator, Data Manager, Communications coordinator, and Director of Operations have sketched out an outreach and communications plan for the

coming months to ensure more robust communication with new families to ensure persistence in the enrollment process. This will be rolled out to the admin team for feedback in the coming months.

EVCS is participating in Enroll Buffalo Charters consortium again this year. The new application will be available on December 1st for new students and siblings applying for the 2023-2024 school year.

Technology

EVCS central Office Staff have been looking at visitor-management systems in order to better manage visitors and contractors at both buildings.

Grants/Finance

EVCS reviewed a new safety and security grant announced by the New York state division of Criminal Justice Services with Kirisits. A proposal is being written for improved lighting and upgraded camera systems at both campuses.

On December 6, at 10:30 AM, EVCS is hosting a visit at Days Park from a new organization, Foundation 214, which only funds charter schools. School leaders hope to introduce them to EVCS and discuss their funding priorities. Board members who would like to attend can tell Danielle or Liz Evans.

Finance

There is nothing new to report.

Other Business

None.

SUBCOMMITTEE REPORTS

Space planning Committee

The committee met at Days Park on November 7, to assess needs and to formulate a plan. Possibilities included grassroots gardens, space for organized games, updated playground equipment, picnic tables for small groups, new sidewalk in front of school, structured play area for older students, ways for students to contribute to the beauty of the school.

The committee met at Hertel on November 14. Some similar ideas were mentioned including: Long ;outdoor tables; gazebo or pavilion for outside learning; greenhouse for plant projects, etc.

Finance Committee

Nothing further to report.

Nominating Committee

The committee will meet when Matt Ryan returns to lead the meeting.

Academic Excellence Committee

The committee reviewed data in three areas identified as measures of school health:
-Student Attendance: for 9-1-22 through 10-11-22;
Average Daily Attendance: Hertel 92.40%
Days Park 91.26%
38% of chronic absences due to COVID, RSV or transportation issues.
-School Culture: Among students suspended behavior patterns included physical aggression, & failure to manage emotions.
-Student Achievement: Reviewed data from STAR reading and math assessments. Looked at gaps between economic subgroups and data from previous years and median end-of year over time.
The committee met to begin planning new ideas for fundraising.
The committee met to discuss several items which were identified at the EVCS Board Retreat.

Development and Advocacy Committee
EVCS Culture Committee

124 ELMWOOD - Lawsuit update

A meeting Scheduled for November 9 was cancelled. It will need to be re-scheduled for additional information to be available.

COMMUNITY ASSOCIATION

The Halloween “Trunk or Treat” event sponsored jointly by The Days Park and Hertel CAs included 34 trunks - up from 25 last year. The event, held in the Hertel Parking lot was well attended and a good time was had by all.

Hertel's wreath and poinsettia sale is in progress. Pickups are scheduled for December first.

A Becker Farms Pie sale is being considered for next year.

Hertel is planning a staff and Faculty Breakfast for the holidays.

Antler Ridge farms will be bringing reindeer to visit at days Park.

ANNOUNCEMENTS AND NEW BUSINESS

There was no additional business and no announcements.

Ed moved and Jake seconded that the Board enter executive session to discuss legal and personnel matters. Approved unanimously.

Relevant discussion ensued.

Pam moved and Jake seconded that the Board exit executive session. Approved unanimously.

Jake moved and Josh seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:25 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates:a December 21, 2022; January 18, 2023; February 15, 2023; March 15, 2023; April19, 2023; May 17, 2023; June 21, 2023; July 19, 2023; August 16, 2023

All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday December 21, 2022
Meeting Site: EVCS Days Park**

Trustees Present: Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacole Brumfield; Ed Castine; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Piorkowski; Pamela Pollock; Matthew Ryan; Anna Sotelo-Peryea

Trustees Absent: None

Trustees Excused: None

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits, CPA, of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki-Smith called the meeting to order at 6:07 PM. She presented the agenda. There were no changes

MINUTES

The minutes of the Elmwood Village Charter Schools Board of Trustees meeting held on Wednesday, November 16, 2022, were presented.

Mimi moved and Kathy seconded that the minutes be approved as presented. Approved unanimously.

TREASURER'S REPORT

Lisa Kirisits discussed the balance sheet. For the five months ended November 30, 2022, EVCS showed a decrease in net assets of \$(1,074,900) vs. a budgeted decrease in net assets of approximately \$(1,017,600). The result was an unfavorable variance of approximately \$(57,200). She noted that the Buffalo Public Schools are behind schedule with their payments.

In summary, accrued expenses totaling approximately \$605,000 represented accrued payroll of \$200,600, accrued pension of \$261,500 and \$142,900 in other accruals on November 30 2022.

The current ratio is the ratio of the school's current assets (e.g. current assets consisting of cash receivables and prepaid expenses = approximately \$6,120,600) to current liabilities (e.g., consisting of accounts payable, deferred revenue, accrued expenses, current portion on long-term debt = approximately \$1,925,700) and measures the schools' ability to meet current obligations as they come due. The schools' current ratio on November 30, 2022 was 3.18 to 1. A current ratio of 2:1 is considered favorable.

With regard to the "Claw back" of special education monies which have been withheld from Charter schools, EVCS is awaiting results from a meeting that was scheduled to have been held on November 10, 2022. Finance Committee Chair, Ed Castine reported that the group continues to seek appropriate investment opportunities

for EVCS. The group is hoping to formulate an investment policy which will focus on lower risk options and a consistent conservative strategy They are focusing on laddered CDs and Treasuries at the present time, the goal being “to keep up with inflation.”

**Ed moved and Jake seconded that the financial report be approved.
Approved unanimously.**

Ed moved and Matt seconded that the committee be charged to pursue an offer from OBS to pursue additional possible investments. Approved unanimously.

DIRECTORS' REPORTS

The Directors' reports were prepared and submitted jointly by Danielle Bruno, Liz Evans and Anne Wechsler.

Director of Schools

School Leadership & Culture

- Whole School Morning Meetings on Gratitude held at each campus
- Committee to work on planning for Black History Month - meeting on Jan. 5th
- Reindeer visit to Days Park 12/16
- Middle School Dance at Hertel on 12/21
- Basketball teams in session - both schools: Days Park vs. Hertel at the Hertel Campus on date of next board meeting

Other updates later in session

HR/Hiring

Position	Name	Campus	Qualifications
School Nurse	Susan Budzinski	Hertel	Bachelor's Degree: St. Joseph's College; Health Care Administration Certifications: Registered Nurse
Purchasing Specialist	Jillann Brydges	Shared	Bachelor's Degree: Niagara Univ.; Fine Arts *Previously employed at EVCS as an Instructional Assistant
Long Term Substitute	Elizabeth Strott	Hertel	Bachelor's Degree: Franciscan Univ. of Steubenville Middle Childhood Education
Substitute Teacher	Tess Leverenz	Hertel	Bachelor's Degree: SUNY Geneseo; Education Master's Degree: Bank Street College of Education; Dual Language/Bilingual Childhood Special & General Education Certifications: -Students with Disabilities - Grades 1-6

-Childhood Education - Grades 1-6
 -Bilingual Extension Certification
 *Formerly worked at EVCS as a teacher

Position	Name	Campus	Qualifications	Continued
Substitute Custodian	Stephanie Santiago	Shared	High School Diploma: Grover Cleveland HS *Previous work at EVCS as custodian	
Librarian	Maeve Brownell	Hertel	Bachelor's Degree: Allegheny College: Communication, Arts Education Master's Degree: Buffalo State College; Elementary Education & Early Childhood Education Certification: Childhood Education (Grades 1-6) pending; Early Childhood Education (Birth - grade 2) pending	
Instructional Assistant	Heather Toole	Days Park	Bachelor's Degree: Buffalo State College Special Education and Elementary Education Master's Degree: Buffalo State College; Elementary Education Certification: Childhood Education (Grades 1-6)	
ENL Teacher	Mike Beck	Hertel	Bachelor's Degree: SUNY Buffalo; English Master's Degree: SUNY Buffalo; Education (TESOL)	
Substitute Teacher	Tia Brown	Hertel	Bachelor's Degree: Buffalo State College; English Master's Degree: Pacific University; Writing	
Substitute Teacher	Miko Holt	Hertel	Bachelor's Degree: SUNY Empire State College; Literature Master's Degree: University of Phoenix Education	
Substitute Teacher	Sumia Akter	Days Park	Bachelor's Degree: SUNY Buffalo; Childhood Education (grades 1-6)	
Substitute Teacher	Brendan Carroll	Hertel	Bachelor's Degree: SUNY Brockport; Adolescent Social Studies Education (in progress)	

Promotions

Name	Former Position	New Position
Meriah Millner	Receptionist - Hertel	Front Office Administrative Assistant - Days Park
Alexandra Pagan	Long Term Substitute Teacher	Elementary Spanish Teacher

Pam moved and Ed seconded that all proposed hires be approved. Approved unanimously.

Director of Curriculum and Instruction

Academics

-Trimester 1 Report Cards - going home before break
-Mid-year STAR Assessments - coming in January
Parent-Teacher Conferences - January 26

Professional Development

Practice Clinic - What to Do Directions and Check for Understanding

Workshop - Trauma Informed Instruction - Reason and Promoting Student Accountability-

1/2 day on Jan. 12th-

- Building community at the building level with community lunch and Name that Tune
- Review of Classroom Culture expectations from EVCS and Culture Rubric
- Writing at the Sentence Level

Director of Operations

Operations/Facilities

Hertel: Nothing new to report

Days Park: Nothing new to report

Shared: Because of long-standing service issues EVCS is moving to another fire and burglary monitoring provider. In order to integrate the camera systems that have been installed throughout the years, an expenditure of a proposed \$26,500 will be required for system upgrades. It is hoped that this expense can be covered by a safety and

security grant through NYS. If this is not possible, a capital expenditure may be required.

Admissions/Student Enrollment

Applications for the 2023-2024 school year are being submitted through Enroll Buffalo Charters.

There will be an open house at both buildings on Thursday, 2/16 from 5-7 and Saturday, 2/18 from 9-11.

New guidance was passed regarding employee preferences at charter schools. The policy reads as follows:

On an optional basis, charters may provide a preference to children of employees of the charter school education corporation or of its charter management organization limited to 15% of the charter school's total enrollment. Charters must affirmatively state they will use this preference by amending their admissions policies and applications.

Action Item:

EVCS needs to amend the lottery policy in the employee preference section to read as follows:

Staff preference applies only to children of EVCS Staff members who're employed as regular, permanent employees working under contract at the time of the lottery. Staff preference does not apply to children of temporary, per diem, outsourced service providers, nor to independent contractors serving the school. Staff members benefitting from the staff preference must be employed at EVCS on the first day of the school year for which their children were admitted. Any staff member not still employed at EVCS on the first day of school will forfeit their child's spot to the next eligible student on the waiting list for that grade level. Enrollment of staff members children is limited to 15% of the school's total enrollment. In the event that there are more children of staff members applying for admission than available seats, a staff lottery will be held at the time of the general lottery.

Matt moved and Ed seconded that the revised policy on enrollment of children of EVCS staff be approved. Approved unanimously.

Technology

EVCS IT provider, Station 28, is significantly over on hours for the year (by about 220 hours). They will make an effort to reduce the hours during the rest of the contract period. However, this overage can be covered by ESSER grant funds for the current year.

Grants/Finance

Grants: Nothing new to report.

Finance: Budgeting work will begin next month. There are ongoing conversations with the New York Charter School Association about pupil projections for the 2023-2024 school year. EVCS will be calling on the Board, staff and families to reach out to the NYS legislators in the coming months to advocate for increased funding.

HR Updates

HR Manager reported to the Culture Committee regarding hiring processes and challenges, and also about diversity statistics. Presentations are available to Board members if desired.

Other Business

EVCS will be closed for winter break 12-23-22 through 1-2-23.

SUBCOMMITTEE REPORTS

Space Planning Committee

The committee will meet in January to continue work on ongoing projects at both campuses.

Finance Committee

There were no additions to information presented in the Treasurer's Report.

Nominating Committee

The committee has nothing new to report.

Academic Excellence

The committee will meet in February to review mid-year test results.

Development and Advocacy

The committee had no report at this time.

EVCS Culture

The committee met to discuss recruitment, hiring and retention. They are scheduled to meet with Data Manager, Melina Hong in January.

124 ELMWOOD - LAWSUIT UPDATE

Jake has been monitoring the situation. He reports that property owner, Sam Savarino has engaged Paul Joyce as new counsel in this matter. The total cost of the repairs to the property have been estimated at \$233,588. No date has been scheduled for the work to begin. Jake believes that the “best case scenario” might be for repair costs to be shared between original lease holder, EVCS, and sub-lease holder, Autism Services. No decision has been reached at this time.

COMMUNITY ASSOCIATION

Days Park

Teachers enjoyed a holiday breakfast sponsored by the Days Park CA and a special visit from a herd of reindeer delighted the students. The group continues to investigate possible options for fundraising. Among those that have been suggested are a possible Square-One art fundraiser and a meat raffle. A popcorn sale earned the group \$180.

Hertel

The holiday wreath and poinsettia sale was reported to have been a very successful fundraiser. The CA continues to offer up gently used clothing for recycling by using clothespins to secure items to the the chain-link fence “like a Little Library for Clothing”.

Both Days Park and Hertel report a very successful “winter warmth drive.”. The groups hope continue to have some joint meetings to better know one another and to enhance EVCS spirit.

Lacole moved and Kathy seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.

Relevant discussion ensued.

Lacole moved and Jake seconded that the Board exit executive session. Approved unanimously .

ANNOUNCEMENTS/NEW BUSINESS

There was no additional business and no further announcements.

Matt moved and Josh seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 8:06 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: January 18, 2023; February 15, 2023; March 15, 2023; April 19, 2023; May 17, 2023, June 21, 2023, July 19, 2023

All meetings begin at 6:00 PM

**Elmwood Village Charter Schools
Board of Trustees
Special Meeting
Saturday, January 7, 2023
Meeting Site: ZOOM online**

Trustees Present: Mimi Barnes-Coppola; Jennifer Bernacki-Smith; Lacole Brumfield; Ed Castine; Kathy Franklin-Adams; Joshua Pennel; Pamela Pollock; Matt Ryan; Anna Sotelo Peryea

Trustees Excused: Ken Gholston

Trustees Absent: Jacob Piorkowski

Others Present: Danielle Bruno; EVCS Director of Schools (Speaker)

CALL TO ORDER

Jennifer Bernacki Smith called the meeting to order at 12:02 PM. She presented the agenda, which consisted of urgent personnel issues, and yielded the floor to Danielle Bruno.

PRESENTATION

Danielle outlined a potential problem at the Leadership Team Level and, after answering some pertinent questions, excused herself from the remainder of the meeting.

Matt Ryan moved that the Board enter Executive Session to discuss personnel matters. Approved unanimously.

Extensive discussion of possible actions and outcomes ensued. The Board reached consensus regarding appropriate actions.

Ed moved and Lacole seconded that the Board exit Executive Session and adjourn the meeting. Approved unanimously.

The meeting was adjourned at 1:37 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

**Elmwood Village Charter Schools
Board of Trustees Meeting
Wednesday, October 19, 2022
Meeting Site, EVCS Days Park**

Trustees Present: Jennifer Bernacki Smith; Mimi Barnes-Coppola; Lacle Brumfield; Kathy Franklin-Adams; Ken Gholston; Joshua Pennel; Jacob Plorkowski; Pamela Pollock; Matt Ryan; Anna Sotelo-Peryea

Trustees Excused: Ed Castine

Trustees Absent: None

Others Present: Danielle Bruno, EVCS Director of Schools; Liz Evans, EVCS Director of Operations; Anne Wechsler, EVCS Director of Curriculum and Instruction; Lisa Kirisits of Kirisits & Associates, EVCS Accountants

CALL TO ORDER

Jennifer Bernacki Smith called the meeting to order at 6:03 PM. She presented the agenda. There were no changes.

MINUTES

The minutes of the Elmwood Village Charter Schools meeting held on September 21, 2022, were presented. Jake moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.

TREASURER'S REPORT

The anticipated audit report from EVCS's independent auditors, Lumsden & McCormick has not yet been completed.

Mimi moved and Ken seconded that the EVCS Finance Committee be empowered to accept the audit when it has been completed. Approved unanimously.

Lisa Kirisits presented the Financial Report. For the three months ended September 30, 2022, EVCS showed a decrease in net assets of \$(1,220,300) vs. a budgeted decrease in net assets of approximately \$(1,279,200). The result was a favorable variance of approximately \$58,900.

Some highlights from the report:

-Merrill Lynch has returned all paperwork to EVCS as the company "is unable to accept a public entity as a client." The Finance Committee is investigating other investment options.

-Regarding the "Clawback" of education monies from NY State, the State has sent a letter to the BPS regarding one intercept. It is hoped that EVCS might be next in line.

-Under the Federal Cares Act, EVCS may qualify for monies set aside to compensate for some revenues lost due to COVID.

Matt moved and Jake seconded that the Financial Report be approved. Approved unanimously.

DIRECTORS' REPORT

The Directors' report was prepared jointly by Danielle Bruno, Liz Evans and Anne Wechsler

Director of Schools

School Leadership and Culture

Areas of Focus for October:

- Monitoring of instructional programs and instructional delivery in collaboration with Instructional Leadership Team (i.e. Instructional Rounds - weekly)
- Continued focus on community-building and culture hallmarks of EVCS - field trips,

Whole School Morning Meetings, Buddy Classes, Extracurriculars

- Begin cycles of supervisory observations and feedback (formal and informal)
- Annual goal-setting with all employees (part of annual evaluation plan)
- Continued monitoring of overall culture, systems, and procedures
- Liz Fisher, Andrea Cwynar, and Katie Istas attended RELAY Intersession #1 October 6-8.

HR/Hiring

Position	Name	Campus	Qualifications
Substitute Teacher	Vonetta Rhodes	Days Park	Master's Degree - University of Buffalo Elementary Education Bachelor's Degree - SUNY Old Westbury Elementary Education
Substitute Teacher	Sarina Brown	Hertel	Bachelor's Degree - University of Buffalo Communications
School Nurse	Karen Pezouvanis	Hertel	Bachelor's Degree - State University of NY Registered Nurse Certification: Professional Registered Nurse
Substitute Teacher	Casey Koenig	Hertel	Bachelor's Degree - Niagara University Integrative Management
Substitute Teacher	Andriel Billups	Days Park	Associated Degree - Erie Community College Early Childhood Education

School Building Leader Designee	Dr. Karen Whiteman	Shared	Doctoral Degree -North Carolina State University at Raleigh School Administration and Supervision Master's Degree - University of Buffalo Elementary Education Bachelor's Degree - Fredonia State College Elementary Education
Evening Custodian	Nakeie Carpenter	Hertel	Associate's Degree - Trocaire College Business/Human Resource Management
Substitute Teacher	Natalie Waddell	Days Park	Bachelor's Degree - Alfred University Psychology and Early Childhood Education

**Mimi moved and Matt seconded that all proposed hires be approved.
Approved unanimously.**

Director of Curriculum and Instruction

Academics

- Parent-teacher conferences were held at each campus on October 13th. There was strong turnout of parents of students up to grade 7.
- STAR Data meetings have been held. AIS (Academic Intervention Services) groups have been determined and AIS Teachers are beginning to pull small groups.
- The Panorama Social Emotional Learning Student Survey was administered the week of 10/10/22.
- The Academic Excellence Committee Meeting has been scheduled for 10/25 at 1:00 PM

Professional Development

- **Practice Clinics and Workshops:**

- How to Prepare for Parent-teacher Conferences workshop held on 10/6/22.
- UB is doing a series of follow-up 30 minute Zoom workshops on Trauma Informed Instruction during the months of Oct., Nov., and Dec.
- Whole Class Reset Practice Clinic is scheduled for the last week of October.

Director of Operations

Operations/Facilities

Hertel:

- Trees are being donated and will be planted this week.
- Basketball hoops were installed last week and striping for half-court and extra activities will be put down when weather permits.

Days Park:

- Blinds were installed on the south side of the first floor. Additional installation will take place on upcoming weekends.

Shared:

- Custodial hiring for both campuses is complete. Staffing levels are being monitored to ensure enough coverage for the square footage of the buildings. Findings will be incorporated into next year's budget.

Admissions/Student Enrollment

Offers are continuing to be made and communications are going out to new families.

	Days Park	Hertel	Total
<u>Current Enrollment</u>	<u>438</u>	<u>391</u>	<u>829</u>
<u># of New Students since 9/1/22</u>	<u>9</u>	<u>14</u>	<u>23</u>
<u># of New Students Since 9/21/22 (last Board meeting)</u>	<u>4</u>	<u>10</u>	<u>14</u>
<u># of Withdrawals since 9/21/22 (last Board meeting)</u>	<u>4</u>	<u>0</u>	<u>4</u>

Technology

Nothing to report

Grants/Finance

Grants: The third round of Emergency Connectivity Funding through the Federal Communications Commission (FCC) is active. They are actively reviewing EVCS's application and school leaders will be applying the funding toward 100 new Chromebooks and 40 iPads if approved.

Finance: Audit was undertaken and EVCS staff responded to requests from the auditors.

HR Updates

The HR Manager is currently implementing a new HR program that will help improve workflows and simplify payroll.

Now that EVCS has enough employees, the school received a benefits overview based on actual health data of employees. This gives us a snapshot on benefits use, and will be used by the underwriters when putting the health insurance plan out to bid.

Other Business

EVCS is hosting a flu clinic at both buildings on Thursday October 20, 2022, from 11AM-1PM.

SUBCOMMITTEE REPORTS

Space Planning Committee	Nothing to report. The committee will meet next Month.
Finance Committee	Nothing further to report.
Nominating Committee	Nothing to report at this time.
Academic Excellence Committee	Will meet next week to review STAR test results.
Fund Raising Committee	Will meet next month. Planning to schedule a “Day of Giving” and hoping to set goal amount.
EVCS Culture	Will meet later this month.

LAWSUIT UPDATE - 124 ELMWOOD

There is little to report on this matter. The attorney for 124 Elmwood has been replaced by Paul Joyce. A meeting has been scheduled for November 9, 2022.

BOARD DEVELOPMENT RECAP

Board members generally had a positive opinion of the workshop held on September 24, 2022. The manual contained pertinent and valuable information and the leader guided the group into relevant discussion.

COMMUNITY ASSOCIATION

Jake reported that the new Co-Chairs of the Days Park CA seem invested and have have gotten off to a strong start. They have a sponsor for the Eighth Grade year-end festivities. The Meet-and-Greet gathering for new parents of students at both schools reportedly was well attended and enjoyed by all.

Anna announced that the Hertel CA had made approximately \$3000 on their recent Chiavetta's chicken sale. Both CAs are collaborating to sponsor a Trunk or Treat event for all EVCS students at the Hertel parking lot on October 29, from 1-3 PM. Hertel is also holding a pre-holiday Wreath and Poinsettia Sale starting in early November. The new basketball court has had its grand opening.

ANNOUNCEMENTS AND NEW BUSINESS

Jake announced that a young musician named Jazeel Montes has started a new program called Internal Creations which teaches interested students from grade 5 and up to play classical guitar. Instruments are provided for the program which reportedly teaches “lessons about music and life.” He thought some families might be interested in this program.

Matt moved and Kathy seconded that the Board enter executive session to discuss personnel matters. Approved unanimously.

Discussion ensued.

Matt moved and Lacole seconded that the Board exit executive session. Approved unanimously.

There was no additional business and no further announcements.

Mimi moved and Ken seconded that the meeting be adjourned. Approved unanimously.

The meeting was adjourned at 7:41 PM.

Respectfully submitted,

Pamela Pollock
Board Secretary

Future Meeting Dates: November 16, 2022; December 21, 2022; January 18, 2023; February 15, 2023; March 15, 2023; April 19, 2023; May 17, 2023; June 21, 2023; July 19, 2023; August 16, 2023

All meetings begin at 6:00 PM

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



2023-2024 Calendar

Number of Instructional Days:

LEGEND

■ Schools Closed	■ End of Trimester
■ Early Dismissal (12:30 PM)	■ Teacher Workdays
■ First Day of School	■ School Event
■ Faculty Meetings	■ NYS Assessments

IMPORTANT DATES

July			
4	Independence Day		
August		February	
21-25	New Staff Professional Dev	19	Presidents' Day
28-1	Professional Development	20-23	Midwinter Break
31	Open House		
September		March	
4	Labor Day	1	Early Dismissal - 12:30 PM
5	First Day of School		Professional Development
14	Meet the Teacher Night	14	End of Trimester 2
15	Early Dismissal - 12:30 PM	15	Early Dismissal - 12:30pm
	Professional Development		Recording Day
October		April	
9	Indigenous Peoples' Day	1-8	Spring Break
19	Early Dismissal - 12:30 PM	24-25	NYS ELA Assessments (Grs. 3-8)
	P/T Conferences	30	NYS Math Assessments (Grs. 3-8)
November		May	
10	Veterans Day	1	NYS Math Assessments (Grs. 3-8)
22	Early Dismissal - 12:30 PM	16	Early Dismissal - 12:30 PM
23-24	Thanksgiving Break		P/T Conferences
30	End of Trimester 1	27	Memorial Day
December		June	
1	Early Dismissal - 12:30 PM	3	NYS Science Assessment (Gr. 8 Written)
	Recording Day	14	End of Trimester 3
25-31	Winter Break	18	Kindergarten Graduation (tentative)
January		19	Juneteenth
1	New Year's Day Holiday	20	8th Grade Graduation (tentative)
2	Return to School	21	Last Day of School
11	Early Dismissal - 12:30 PM		Early Dismissal - 12:30 PM
	Professional Development	24	Recording Day
15	Martin Luther King Jr. Day	24-28	Teacher Workdays
25	Early Dismissal - 12:30 PM		
	P/T Conferences		

Month	Instructional Days
Sept	19
Oct	21
Nov	19
Dec	16
Jan	21
Feb	16
Mar	21
Apr	16
May	22
Jun	14
	185

August 15-18 - Classroom Set Up
 Required for New Staff
 Optional for Returning Staff
 August 21 - New staff PD
 August 28 - Returning staff PD

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
State Office of Religious and Independent Schools - Room 1078 Education Building Annex
Albany, New York 12234

ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT

(PLEASE PRINT)

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

School Name

E	L	M	W	O	O	D		V	I	L	L	A	G	E		C	H	A	R	T	E	R		S	C
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Facility/Building Name

D	A	Y	S		P	A	R	K																	
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Street Address (NO PO Box Numbers)

4	0		D	A	Y	S		P	A	R	K														
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City/Town/Village

Zip Code

B	U	F	F	A	L	O																			

Name of Municipality Responsible for Local Code Enforcement

Nonpublic School BEDS Code

1	4	0	6	0	0	8	6	0	8	9	6
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INSTRUCTIONS

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
 - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

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

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

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

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

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

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

If yes, indicate ownership of the system.

Public Owned _____ School Owned X Other _____ (specify)

4. Indicate the ownership of this facility.

Leased _____ Owned X Other _____ (specify)

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

			5	3	0	6	1
--	--	--	---	---	---	---	---

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

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes X No _____

b) Average time to evacuate this facility:

	2	3	4
--	---	---	---

Minutes

Seconds

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

Yes X No _____

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

Yes X No _____

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes X No _____

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

Yes _____

No X _____

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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

School Name _____ Building Name _____

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐

Part III: Nonpublic School Certifications

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

Section III-A Fire Inspection Method

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- ☐ Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- ☐ Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- ☐ Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ **Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator

The individual noted below inspected this building on 11/4/22 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Marvin Spates Title: Lieutenant

Signature: [Signature] Date: 11/4/22

Inspector's Organization: Buffalo Fire Dept - City of Buffalo

Inspector's Telephone #: 716 851 5707 Inspector's Email: mlspates@bfdny.org

Inspector's Registry # (assigned by the NYS Department of State) 1020 0340

Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on _____ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: _____ Title: _____

Signature: _____ Date: _____

Inspector's Organization: _____

Inspector's Telephone #: _____ Inspector's Email: _____

Inspector's Registry # (assigned by the NYS Department of State) _____

Name of Local Fire Authority: _____

Address of Local Fire Authority: _____

Notification Date: _____ Fire Authority Contact Name: _____

Was a Local Fire Official Representative present at inspection?

- ☐ Yes
☐ No

Section III-D. School or Building Administrator, Director, or Headmaster

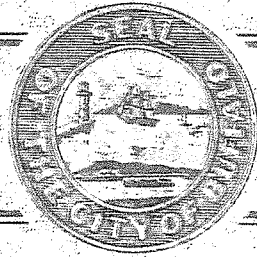
The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: David Phillips Title: Principal

Signature: _____ Telephone #: 716-886-4582

Email: dphillips@elmwoodvillageschool.org



CITY OF BUFFALO

Certificate of Occupancy

Certificate No.: **19962**

In accordance with the appropriate laws of the State of New York and/or the Ordinances of the City of Buffalo the structure(s) located at **40 DAYS PARK** Buffalo, New York, having been inspected and found to conform substantially to applicable laws, ordinances, rules or regulations, said structure(s) is hereby certified for occupancy. This certificate is issued subject to the limitation herein specified and is valid until revoked unless automatically voided by the conditions set forth on the reverse side of this certificate.

Date Issued: **08/31/2012**

Commissioner of Permit and Inspection Services

Total Occupancy:

No. Units: N/A

No. Stories: 2

No. Rooms: N/A

Building Type: 2b

Construction: Steel/Masonry

Class: E

Zoning District: R-3

Smoke Detectors: Y

Carbon Monoxide Detectors: Y

Application Codes:

Permit No: 175150

Permit Date: 8/29/2001

Receipt No: N/A

Inspector: Felschow, Robert

Date Inspected: 08/29/2012

Building Usage:

Story

Use

Basement:

Boiler Rm/Engineers Office/Transformer Rm/Meter Rm/Storage Area/Elevator Pit

1st Floor:

Classrooms/Cafeteria/Library/Computer

2nd Floor:

Lab/Offices/Bathrooms/Gymnasium/Storage Rm/Elevator Mech. Rm
Classrooms/Faculty Lounge/Bathrooms/Janitors Closet

SEE REVERSE SIDE