

Application: Primary Hall Preparatory Charter School

Arielle Peterson - apeterson@primaryhall.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed - Jul 30 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

PRIMARY HALL PREPARATORY CHARTER SCHOOL 800000091547

a1. Popular School Name

Primary Hall

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

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

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

e. DATE OF INITIAL CHARTER

12/2019

f. DATE FIRST OPENED FOR INSTRUCTION

9/2021

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

Through rigorous curriculum, individualized support, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through Fifth Grade are prepared for academic and personal success in middle school, high school, and college. At the core of Primary Hall's mission is the belief in academics, access, and impact.

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	<p>Rigorous curriculum and high-quality instruction drive achievement.</p> <p>Primary Hall makes curricular and instructional choices in service to student learning and is committed to teacher growth and development. Each year begins with a Summer Summit that prioritizes strong engagement techniques, practice-based learning, intellectual preparation of content, and individualized coaching. Teachers participate in coaching and feedback cycles to increase their instructional effectiveness.</p>
KDE 2	<p>Structure, joy, and individualized supports lead to academic and personal success. Primary Hall subscribes to the belief that "schools with clear expectations for both teacher and student cultures allow everyone in the building to focus on teaching and learning." We believe that having joy in the classroom is not a separate act, but rather a component of teaching and learning. Students will find joy in taking ownership of their learning, celebrating new accomplishments and acquired skills, and participating in school/classroom chants and cheers. This can be seen in the daily routine to mark transitions, Morning Meetings, and our ritualized celebrations and acknowledgments of a job well done, as comprehensively, our joy lies in achievement and the celebration of community accomplishments. We believe all students will benefit from a strategically managed combination of homogeneous and heterogeneous grouping in phonics, guided reading, and math fluency. All students will work toward individualized goals to ensure that they are each challenged to their fullest ability. We will train and support teachers in differentiating instruction based on student needs.</p>
KDE 3	<p>Intentional character development equips students with skills needed for life. At the root of our work lies the responsibility of preparing young people to be</p>

	responsible, hard-working, and contributing members of our community. We will meet this challenge with the infusion of our IMPACT values of Integrity, Mastery, Perseverance, Ambition, Confidence, and Teamwork to provide students the ethical compass they will need to succeed in school and strengthen our larger Buffalo Community.
KDE 4	(No response)
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

primaryhall.org

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

108

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

80

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

Check all that apply

Grades Served

K, 1

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

PRIMARY HALL PREPARATORY CHARTER SCHOOL 800000091547

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2408 Main St. Buffalo, NY 14214	716-597-4373	Buffalo	K-2	

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Arielle Peterson	Executive Director	716-597-4373	██████████	apeterson@primaryhall.org
Operational Leader					
Compliance Contact					
Complaint Contact	Arielle Peterson	Executive Director	716-597-4373	██████████	apeterson@primaryhall.org
DASA Coordinator	Madeline Loeb	Director of Curriculum and Instruction	716-597-4373		mloeb@primaryhall.org
Phone Contact for After Hours Emergencies	Arielle Peterson	Executive Director	973-896-0236		apeterson@primaryhall.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy .pdf](#)

Filename: Certificate of Occupancy .pdf **Size:** 198.6 kB

Site 1 Fire Inspection Report

[08.13.2021 inspection report.pdf](#)

Filename: 08.13.2021 inspection report.pdf **Size:** 858.4 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

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

Name	Arielle Peterson
Position	Executive Director
Phone/Extension	716-597-4373
Email	apeterson@primaryhall.org

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

Responses Selected:


Yes

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 30 2022

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 4 2022

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

PRIMARY HALL PREPARATORY CHARTER SCHOOL 800000091547

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Using STEP, 70% of students in K will score a rating of Step 4 by the end of the school year in preparation for grade 1.	STEP (Strategic Teaching and Evaluation of Progress) Ratings	Not Met	Primary Hall is providing targeted reading support to all students, including Kindergarten, through the program Differentiated Reading Instruction. Teachers at Primary Hall have received training from professors at the University at Buffalo on how to implement the program. Additionally, teachers work with the Director of Curriculum and Instruction to create strategic academic groupings, individualized supports, and frequent progress monitoring.
Academic Goal 2	Using STEP, 80% of grade 1 students who have enrolled for 2 years will score Step 7 in preparation for grade 2.	STEP (Strategic Teaching and Evaluation of Progress) Ratings	Unable to Assess	N/A

Academic Goal 3	Using STEP, 90% of grade 2 students who have enrolled for 3 years will score Step 10 in preparation for grade 3.	STEP (Strategic Teaching and Evaluation of Progress) Ratings	Unable to Assess	N/A
Academic Goal 4	At least 85% of students will demonstrate three STEP levels of growth each year.	STEP (Strategic Teaching and Evaluation of Progress) Ratings	Not Met	Primary Hall is providing targeted reading support to all students, including through the program Differentiated Reading Instruction. Teachers at Primary Hall have received training from professors at the University at Buffalo on how to implement the program. Additionally, teachers work with the Director of Curriculum and Instruction to create strategic academic groupings, individualized supports, and frequent progress monitoring. Primary Hall is also partnered with the Experience Corps tutoring program to provide 1-on-1 tutoring to students in grades 1 and 2.
Academic Goal 5	At least 70% of each cohort that has been enrolled for at least three years will score	New York State ELA Assessment	Unable to Assess	N/A

	proficient (3 or 4) on NY State ELA assessments.			
Academic Goal 6	All students will exceed local district proficiency by at least 15 percent.	New York State ELA Assessment	Unable to Assess	N/A
Academic Goal 7	Using NWEA MAP Math assessment, all students will demonstrate a growth of 5 percentage points per year until the average score exceeds 80%.	NWEA MAP Math Assessment	Met	
Academic Goal 8	At least 70% of each cohort who have been enrolled for at least 3 years will score proficient (3 or 4) on NY State Math assessments.	New York State Math Assessment	Unable to Assess	N/A
Academic Goal 9	All students will exceed the local district proficiency by at least 15 percent.	New York State Math Assessment		N/A
Academic Goal 10	At least 70% of students in grade 4 who have been enrolled for at least 2 years will perform at proficiency on the Grade 4 NY State Elementary Science assessment.	NYS Science Assessment	Unable to Assess	N/A

2. Do have more academic goals to add?

Yes

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Each year, 70% of grade 5 students who have been enrolled for at least two years will perform at proficiency on the Grade 5 NY State Elementary Social Studies assessment.	NYS Social Studies Assessment	Unable to Assess	N/A
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

(No response)

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
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Academic Goal 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 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	School leadership will recruit, hire, manage, train, and retain staff.	Percentage of staff retention	Partially Met	
Org Goal 2	The school leader will lead staff in an annual evaluation of the academic and operational programs against goals outlined in the charter.	TNTP Insight Survey, internal survey, teacher evaluation frameworks	Met	
Org Goal 3	The Board will approve a delineated organizational plan and approve job descriptions of Board members and key roles in the school.	Met	Met	
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				

Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	100% of budgets are mission-aligned, balanced, and serve all students	Annual budget review process	Met	
Financial Goal 2	100% of budgets demonstrate positive cash flow in all months.	Monthly financial dashboard	Met	
Financial Goal 3	100% of annual external audits demonstrate the school meets or exceeds accurate GAAP and all required accounting measures.	Annual external audit, conducted with NYS Charter School Audit Guide	Partially Met	Annual audit for 2021-22 was completed November 2022.
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 4 - Audited Financial Statements

Completed - Nov 1 2022

Required of ALL Charter Schools

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

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

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

[Audited Financial Statement PHPCS 11](#)

Filename: Audited_Financial_Statement_PHPCS_11.1.22.pdf Size: 426.9 kB

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

Completed - Nov 1 2022

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

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

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

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

[Primary Hall - FY22 SED Audit Template](#)

Filename: Primary_Hall_-_FY22_SED_Audit_Tem_xj6fGjT.xlsx Size: 74.6 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2022

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

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

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

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

[Single Audit PHPCS 11](#)

Filename: Single_Audit_PHPCS_11.1.22.pdf Size: 418.0 kB

Entry 4d - Financial Services Contact Information

Completed - Nov 1 2022

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Arielle Peterson	apeterson@primaryhall.org	716-597-4373

2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Michelle Cain	mcain@mmb-co.com	585-423-1860	20

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
Mengal, Metzger Barr & Co	Michelle Cain	100 Chestnut St. Suite 1200 Rochester, NY 14604	mcain@mmb-co.com	585-423-1860	20

Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Nov 1 2022

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

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

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

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

[Primary Hall - FY22 SED Audit Template](#)

Filename: Primary_Hall_-_FY22_SED_Audit_Template.xlsx Size: 74.6 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 30 2022

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

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

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

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

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

[RBrown Fiancial Disclosure](#)

Filename: RBrown_Fiancial_Disclosure.jpg Size: 515.3 kB

[2021-22-ar-current-former-trustee-financial-disclosure-form](#)

Filename: 2021-22-ar-current-former-trustee-_nhjuk6l.pdf Size: 316.5 kB

[JMorris PH Financial Disclosure Form](#)

Filename: JMorris_PH_Financial_Disclosure_Form.pdf Size: 87.2 kB

[2272 001](#)

Filename: 2272_001.pdf Size: 173.8 kB

[Dr](#)

Filename: Dr.FHI_Financial_Disclosure_.pdf Size: 4.0 MB

[Dr](#)

Filename: Dr.FHI_Financial_Disclosure__bxAO3H9.pdf Size: 4.0 MB

Entry 7 BOT Membership Table

Completed - Jul 30 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

PRIMARY HALL PREPARATORY CHARTER SCHOOL 800000091547

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Rochelle Brown		Chair	Governance, Finance	Yes	1	1/11/2020	1/11/2025	11
2	Christopher Benson		Vice Chair	Development, Academic	Yes	1	12/14/2020	1/11/2024	10
3	Madeleine Fierstein		Secretary	Academic, Development	Yes	1	1/11/2021	1/11/2023	10
4	Jonthan Morris		Treasurer	Academic, Finance	Yes	1	02/1/2022	1/11/2025	5 or less
5	Tiffany Hamilton		Trustee/Member	Development Committee	Yes	1	04/01/2021	1/11/2024	11
6	Francisco Hernandez-Ilizaliturri		Trustee/Member	Development, Facilities Committee	Yes	1	01/11/2020	1/11/2023	5 or less
7	Edward Stone		Trustee/Member	Finance Committee	Yes	1	02/01/2022	1/11/2025	5 or less
8			Trustee/Member		No				
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	7
b. Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	2
d. Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

7

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

2

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

2

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

7

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

0

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

0

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

0

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

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 30 2022

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

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

[April 22 Board Meeting Minutes](#)

Filename: April_22_Board_Meeting_Minutes_.pdf Size: 120.8 kB

[August 2021 Board Meeting Minutes](#)

Filename: August_2021_Board_Meeting_Minutes_.pdf Size: 117.1 kB

[February 22 Board Meeting Minutes \(1\)](#)

Filename: February_22_Board_Meeting_Minutes__1.pdf Size: 161.8 kB

[July 2021 Board Meeting Minutes PDF](#)

Filename: July_2021_Board_Meeting_Minutes__PDF.pdf Size: 118.9 kB

[December 2021 Board Meeting Minutes](#)

Filename: December_2021_Board_Meeting_Minutes_.pdf Size: 146.8 kB

[June 29 2022 Board Minutes - Primary Hall](#)

Filename: June_29_2022_Board_Minutes_-_Primary_Hall.pdf Size: 220.4 kB

[January 22 Board Meeting Minutes](#)

Filename: January_22_Board_Meeting_Minutes_.pdf Size: 123.8 kB

[October 21 Board Meeting Minutes](#)

Filename: October_21_Board_Meeting_Minutes_.pdf Size: 118.3 kB

[November 2021 Board Meeting Minutes \(1\)](#)

Filename: November_2021_Board_Meeting_Minutes__1.pdf Size: 117.3 kB

[May 22 Board Meeting Minutes](#)

Filename: May_22_Board_Meeting_Minutes_.pdf Size: 122.9 kB

[September 2021 Board Meeting Minutes](#)

Filename: September_2021_Board_Meeting_Minutes_.pdf Size: 118.3 kB

[March 2022 Board Meeting Minutes](#)

Filename: March_2022_Board_Meeting_Minutes_kul7xHe.pdf Size: 213.3 kB

Entry 9 Enrollment & Retention

Completed - Jul 30 2022

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

Required of ALL Charter Schools

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

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>In the academic year 2021-2022, 77% of Primary Hall Preparatory Charter School (PHPCS) qualified as Economically Disadvantaged. During the school's inaugural recruitment season, the team prioritized recruitment efforts according to its enrollment target for this sub-group. Specifically, PHPCS sent targeted mailers to surrounding zip codes using census data to determine those areas with higher rates of child poverty and lower median incomes. Grassroots canvassing was also completed in these areas, emphasizing local housing communities and church outreach efforts. The school also launched a billboard campaign and ran radio ads on local stations. PHPCS developed a relationship with Family Promise of Western New York, a local shelter for families experiencing homelessness, as well as local community centers, Head Start locations, and hubs. The school left recruitment materials for family access. The school also partnered with the Salvation Army for recruitment events at their local shelter and dissemination of materials. PHPCS targeted recruitment efforts for this sub-group in both West and East Buffalo by partnering with local organizations supporting economically disadvantaged families like the Delevan-Grider Community Center and West Side Community Services for food and clothing giveaways.</p>	<p>During the 2022-2023 recruitment season, the school continues its partnerships with the Salvation Army, Delevan-Grider Community Center, and West Side Community Services. The school held targeted recruitment events in neighborhoods with lower median incomes and higher child poverty rates than the City of Buffalo average. The school also continues to leverage targeted mailers and door-to-door canvassing in these neighborhoods as well. The school also incentivizes existing PHPCS families to refer other potential families to the school.</p>

	<p>Primary Hall also partnered with Blue Cross, Blue Shield of WNY, to provide school supplies for all families.</p>	
<p>English Language Learners</p>	<p>Primary Hall Preparatory Charter School (PHPCS) is deeply committed to meeting the needs of our English Language Learners and continues to prioritize recruitment of this subgroup. In its inaugural year, PHPCS ensured all recruitment materials were translated into Spanish. The school ran radio ads on local Spanish language stations, and advertised in Spanish language newspaper.</p>	<p>In preparation for the 2022-23 academic year, the school secured a grant from the Cullen Foundation (totaling \$31,000) focused specifically on recruiting, supporting, and retaining English Language Learners. As a result, the school has been able to refine and improve its targeted recruitment efforts for this sub-group. During the 2022-23 recruitment season, the school ensured that all materials were translated into various languages including Bengla, Spanish and Arabic. The school also entered into a partnership with International Institute of Buffalo to ensure translation and support for families who may speak French, Spanish, Arabic, Bengali, Burmese, and Swahili. The school's billboard campaigns included Bengali, Spanish, and Arabic translations. The school updated the PHPCS website to include translated resources and pages extended to other languages. The school website is now completely translated into Spanish. The school also ran ads on local Spanish radio language stations.</p>
<p>Students with Disabilities</p>	<p>Primary Hall Preparatory Charter School (PHPCS) is deeply committed to meeting the needs of our Students with Disabilities and continues to prioritize recruitment of this subgroup. Highlighting the school's commitment to serving the needs of diverse learners was central to the school's recruitment</p>	<p>During the 2022-23 recruitment season, the school updated its website and recruitment materials to highlight the school's commitment to meeting the individual needs of students regardless of IEP status (e.g. small group instruction and individualized goals).</p>

messaging and ethos in the inaugural 2021-22 school year. The school's website and materials explicitly framed the school as a school for all families regardless of IEP status.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>Primary Hall Preparatory Charter School (PHPCS) maintains a strong commitment to meeting the needs of all families regardless of family income. During the 2021-2022 school year the school maintained its partnerships with local community organizations to connect families with services as needs arose. The school also hired a full-time school social worker who was deployed to ensure that families were connected to resources and support over the course of the school year. The school provided uniforms and supplies for families in need.</p>	<p>During the 2022-2023 school year the school will maintain its partnerships with local community organizations to connect families with services as needs arise. The school will continue to prioritize relationship building with families and staff so that staff has a pulse on financial needs that might impede consistent school attendance or performance. The school will continue to provide vouchers for uniforms and other expenses that might arise.</p>
English Language Learners	<p>The school has partnered with REACH Academy to hire an ENL teacher. The school ensured that parent materials were translated into Spanish to meet the needs of linguistically diverse families.</p>	<p>During the 2022-23 school year the school has secured translation services for parent-teacher conferences for students and parent meetings. The school is also committed to increasing the number of teachers with ESL/ENL/ESOL certification. Through a grant from the Cullen Foundation, the school will be able to stipends to incoming teachers to help fund any licensure fees or credit hours for candidates who are nearing completion of their program in ESOL/ENL/Bilingual Education. The school also entered into a partnership with International Institute of Buffalo to ensure translation and support for families who may speak French, Spanish, Arabic, Bengali, Burmese and Swahili.</p>
Students with Disabilities	<p>The school's instructional model focused on individualized goals,</p>	<p>The school has hired its founding Dean of Curriculum and Instruction</p>

small group instruction, and two teachers in every classroom was intentionally designed to support the needs of diverse learners and Students with Disabilities. All PHPCS teachers were trained on the school's academic intervention model and identifying/supporting students with disabilities.

for the 2022-23 school year. The school's founding DCI holds a dual Special Education certification and will leverage said expertise in supporting and coaching teachers. The school's professional development calendar will include intentional sessions on supporting students with IEPs and those with diverse learning needs.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 30 2022

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

A. TEACH System – Employee Clearance

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 30 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	0.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total	3

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	2

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	6

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	8

Thank you.



Entry 12 Organization Chart

Completed - Jul 30 2022

[Instructions](#)

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

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

[Entry 12 PHPCS 2021-22 Org Chart](#)

Filename: Entry_12_PHPCS_2021-22_Org_Chart.pdf Size: 117.6 kB

Entry 13 School Calendar

Completed - Sep 8 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[PHPCS 22-23 SY Calendar - Administrative Use](#)

Filename: PHPCS_22-23_SY_Calendar_-_Administ_yCfNHIH.pdf Size: 44.6 kB

Entry 14 Links to Critical Documents on School Website

Completed - Jul 30 2022

[Instructions](#)

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

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Primary Hall Preparatory Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

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

Thank you.



PRIMARY HALL PREPARATORY CHARTER SCHOOL

BUFFALO, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Primary Hall Preparatory Charter School

Opinion

We have audited the accompanying financial statements of Primary Hall Preparatory Charter School, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the period from December 10, 2019 (date of inception) to June 30, 2022, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Primary Hall Preparatory Charter School as of June 30, 2022, and the changes in its net assets and its cash flows for the period from December 10, 2019 (date of inception) to June 30, 2022, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Primary Hall Preparatory Charter School and to meet our other ethical responsibilities, in accordance with the 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 audit opinion.

Responsibilities of Management for the Financial Statements

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

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 Primary Hall Preparatory Charter School's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's 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 auditor's 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 will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for 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, 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 Primary Hall Preparatory Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Primary Hall Preparatory Charter School's ability to continue as a going concern for a reasonable period of time.

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2022 on our consideration of Primary Hall Preparatory Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 Primary Hall Preparatory Charter School's internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 28, 2022

PRIMARY HALL PREPARATORY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

ASSETS

CURRENT ASSETS

Cash	\$ 769,291
Grants and other receivables	158,449
Prepaid expenses	<u>16,253</u>
TOTAL CURRENT ASSETS	943,993

OTHER ASSETS

Property and equipment, net	146,579
Security deposit	12,000
Cash in escrow	<u>25,000</u>
	<u>183,579</u>

TOTAL ASSETS \$ 1,127,572

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 187,273
Accrued payroll and benefits	<u>42,208</u>
TOTAL CURRENT LIABILITIES	229,481

DEFERRED LEASE LIABILITY

248,400
TOTAL LIABILITIES 477,881

NET ASSETS

Without donor restrictions	<u>649,691</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,127,572</u>

The accompanying notes are an integral part of the financial statements.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

Operating revenue and support:		
State and local per pupil operating revenue		\$ 1,124,840
Governmental grants and contracts		1,501,757
Contributions		829,761
Paycheck Protection Program loan forgiveness		41,414
Other revenue		<u>17,092</u>
	TOTAL REVENUE AND SUPPORT	3,514,864
Expenses:		
Program:		
Regular education		1,199,549
Special education		<u>293,915</u>
	TOTAL PROGRAM SERVICES	1,493,464
Management and general		<u>1,371,709</u>
	TOTAL EXPENSES	<u>2,865,173</u>
	CHANGE IN NET ASSETS	649,691
Net assets at beginning of period		<u>-</u>
	NET ASSETS AT END OF PERIOD	<u><u>\$ 649,691</u></u>

The accompanying notes are an integral part of the financial statements.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

	No. of Positions June 30, 2022	Program Services			Supporting	Total
		Regular Education	Special Education	Sub-total	Management and General	
Personnel services costs:						
Administrative staff personnel	4	\$ 37,780	\$ 25,187	\$ 62,967	\$ 501,292	\$ 564,259
Instructional personnel	13	309,543	130,543	440,086	-	440,086
Non-instructional personnel	2	32,266	13,828	46,094	2,662	48,756
Total salaries and wages	19	379,589	169,558	549,147	503,954	1,053,101
Fringe benefits and payroll taxes		52,077	23,262	75,339	68,900	144,239
Legal services		-	-	-	9,691	9,691
Accounting/Audit services		-	-	-	129,950	129,950
Other Purchased/Professional/Consulting Services		14,207	28,266	42,473	174,853	217,326
Building and Land Rent/Lease		287,229	24,891	312,120	116,280	428,400
Repairs and maintenance		31,106	2,696	33,802	17,983	51,785
Insurance		47,836	4,145	51,981	26,964	78,945
Utilities		48,956	4,243	53,199	9,388	62,587
Supplies/Materials		103,366	8,958	112,324	45,239	157,563
Equipment/Furnishings		56,192	4,869	61,061	24,629	85,690
Staff development		6,132	1,363	7,495	12,499	19,994
Marketing/Recruitment		32,025	7,117	39,142	95,155	134,297
Technology		21,030	1,823	22,853	15,979	38,832
Food service		291	25	316	-	316
Student services		76,326	8,957	85,283	4,118	89,401
Office expense		15,328	1,328	16,656	61,363	78,019
Depreciation and amortization		27,859	2,414	30,273	24,095	54,368
Other		-	-	-	30,669	30,669
		\$ 1,199,549	\$ 293,915	\$ 1,493,464	\$ 1,371,709	\$ 2,865,173

The accompanying notes are an integral part of the financial statements.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets	\$ 649,691
Adjustments to reconcile change in net assets to net cash provided from operating activities:	
Forgiveness of Paycheck Protection Program loan payable	(41,414)
Depreciation and amortization	54,368
Changes in certain assets and liabilities affecting operations:	
Grants and other receivables	(158,449)
Prepaid expenses	(16,253)
Security deposit	(12,000)
Accounts payable and accrued expenses	187,273
Accrued payroll and benefits	42,208
Deferred lease liability	<u>248,400</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	953,824

CASH FLOWS - INVESTING ACTIVITIES

Purchases of property and equipment	<u>(200,947)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(200,947)

CASH FLOWS - FINANCING ACTIVITIES

Borrowings on promissory demand note	305,880
Repayments on promissory demand note	(305,880)
Borrowings on Paycheck Protection Program loan payable	<u>41,414</u>
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>41,414</u>

NET INCREASE IN CASH AND RESTRICTED CASH 794,291

Cash and restricted cash at beginning of period	<u>-</u>
CASH AND RESTRICTED CASH AT END OF PERIOD	<u>\$ 794,291</u>

PRIMARY HALL PREPARATORY CHARTER SCHOOL

STATEMENT OF CASH FLOWS, Cont'd

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash paid during the period for interest	<u>\$ 4,924</u>
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Reconciliation of cash and restricted cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:

Cash	\$ 769,291
Cash in escrow	<u>25,000</u>

Total cash and restricted cash shown in the statement of cash flows	<u>\$ 794,291</u>
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The accompanying notes are an integral part of the financial statements.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Primary Hall Preparatory Charter School (the “Charter School”) is an educational corporation that operates as a charter school in Buffalo, New York. On December 10, 2019 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years through June 30, 2026 and renewable upon expiration. The Charter School opened its doors to students in the Fall of 2021 and is chartered to serve grades K-5.

The Charter School’s mission is to ensure that their students have the foundational skills to thrive in middle school, high school, and college. The Charter School firmly upholds the three core tenants of academics, access, and impact as they are central to their design. The Charter School is committed to setting their students on the path to college beginning in Kindergarten.

Basis of accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America.

Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets of the Charter School are reported in the following self-balancing net asset groups:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School.

Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School has no net assets with donor restrictions at June 30, 2022.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Revenue recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition. The Charter School's State and local per pupil operating revenue qualifies as exchange transactions and the revenues are recognized over time.

State and local per pupil revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns state and local per pupil revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Charter School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

The following table summarizes contract balances:

Grants and other receivables	<u>\$ 98,435</u>
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Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes to net assets as net assets released from restrictions.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position. There were no revenues deferred at June 30, 2022. The Charter School received cost-reimbursement grants of approximately \$349,587 that has not been recognized at June 30, 2022, because qualifying expenditures have not yet been incurred.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The agreement requires \$25,000 be placed in escrow each of the first four years of operations and a balance of \$100,000 be maintained to fund any audit and legal expenses incurred should the Charter School cease operations and dissolve. The amount in escrow was \$25,000 at June 30, 2022.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies, and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2022.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to five years. Leasehold improvements are being amortized over the term of the lease. Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Security deposit

Security deposit is made up of a payment made to a third party in connection with facility lease agreement.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2020 through June 30, 2022 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Contributed services

The Charter School receives contributed services from volunteers to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require “specialized skills” and would typically not be purchased if they were not contributed. In addition, the Charter School received transportation services, speech, occupational therapy, and food services from the local district.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$134,000 for the period from December 10, 2019 (date of inception) to June 30, 2022.

Deferred lease liability

The Charter School leases its facility. The lease contains pre-determined fixed escalation of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis over ten years, which is the five year lease term plus the five year renewal term, and records the difference between the recognized rental expense and the amounts payable under the lease as a deferred lease liability. The amount of additional rent expense recognized in excess of amounts paid under the lease was \$248,400 for the period from December 10, 2019 (date of inception) to June 30, 2022.

Use of estimates in the preparation of financial statements

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

New accounting pronouncement - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use (“ROU”) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School’s financial position or results of operations.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 28, 2022, which is the date the financial statements are available to be issued. See Note D.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for the period ended 2022.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2022

	<u>Amount</u>
Cash	\$ 769,291
Grants and other receivables	<u>158,449</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 927,740</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

Furniture and fixtures	\$ 58,151
Machinery and Equipment	10,500
Computer Equipment	<u>132,296</u>
	200,947
Less accumulated depreciation and amortization	<u>54,368</u>
	<u>\$ 146,579</u>

PRIMARY HALL PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

NOTE D: SCHOOL FACILITY

The Charter School signed a lease agreement for its facility with a third party with an initial term of five years and a renewal option of five additional years. This lease commenced in May 2021 with an initial termination date of April 30, 2026. If renewed, the lease will terminate on April 30, 2031. The base monthly rent for the first year is \$12,000 with the base monthly rent increasing to \$18,000 in May 2022. Annual payments escalate each year through the fourth year of the lease. Rent expense incurred under this lease for the period from December 10, 2019 (date of inception) to June 30, 2022 was approximately \$428,400. A security deposit of \$12,000 was paid by the Charter School relative to this lease and is included in security deposit on the accompanying statement of financial position at June 30, 2022. On September 21, 2022, the Charter School amended the lease agreement to include an additional building. The additional location has an initial term of four years and a renewal option of five years. This lease is expected to commence in December 2022 with an initial termination date of April 30, 2026. If renewed, the lease will terminate on April 30, 2031. The base monthly rent for the additional building's first year is approximately \$3,500. Annual payments escalate annually through the term of the lease.

The future minimum payments required under this agreement is approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 253,466
2024	362,239
2025	489,713
2026	497,186
2027	504,660
Thereafter	<u>1,970,860</u>
	<u>\$ 4,078,124</u>

NOTE E: DEBT

In November 2020, the Charter School entered into a promissory demand note agreement with a not for profit corporation. The Charter School had the ability to request loan advances up to an aggregate outstanding balance of \$445,800 and was required to pay interest on the unpaid principal balance at a rate of 2.5% per annum. The loan was paid off in full in July 2021.

NOTE F: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE G: CONCENTRATIONS

At June 30, 2022, approximately 38% of grants and other receivables are due from New York State relating to certain grants.

For the period from December 10, 2019 (date of inception) to June 30, 2022, approximately 32% of total operating revenue and support came from per-pupil funding provided by the New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

NOTE H: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NOTE I: NET ASSETS

Net assets without donor restrictions are as follows:

Undesignated net assets	\$ 503,112
Invested in property and equipment	<u>146,579</u>
	<u>\$ 649,691</u>

NOTE J: RETIREMENT PLAN

During August 2020, the Charter School began sponsoring a 403(b) retirement plan (the "Plan") for its employees. The Plan allows the Charter School to make discretionary contributions to the Plan on behalf of its employees. The Charter School did not make any contributions during the period from December 10, 2019 to June 30, 2022.

NOTE K: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2023.

In response to the COVID-19 outbreak, in May 2020 the Charter School applied for and was approved by a bank for a loan of \$41,414 through the Paycheck Protection Program established by the Small Business Administration. The loan had the potential for forgiveness provided certain requirements are met by the Organization. The loan was funded on July 7, 2020. On July 23, 2021, the Small Business Administration approved the forgiveness of the loan and all accrued interest, which is reported as Paycheck Protection Program loan forgiveness on the accompanying statement of activities and changes in net assets for the period from December 10, 2019 (date of inception) to June 30, 2022.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$270,596 of revenue relative to ESSER grants during the period from December 10, 2019 (date of inception) to June 30, 2022. At June 30, 2022, the Charter School has \$349,587 of ESSER grants still available through September 30, 2024.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
Primary Hall Preparatory Charter School

We have audited the financial statements of Primary Hall Preparatory Charter School as of June 30, 2022 and for the period from December 10, 2019 (date of inception) to June 30, 2022, and have issued our report thereon dated October 28, 2022, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 28, 2022

PRIMARY HALL PREPARATORY CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEAR ENDED JUNE 30, 2022 AND THE PERIOD FROM
DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2021

	<u>Year ended June 30, 2022</u>	<u>Period from December 10, 2019 (date of inception) to June 30, 2021</u>	<u>Total</u>
Operating revenue and support:			
State and local per pupil operating revenue	\$ 1,124,840	\$ -	\$ 1,124,840
Governmental grants and contracts	930,708	571,049	1,501,757
Contributions	390,344	439,417	829,761
Paycheck Protection Program loan forgiveness	41,414	-	41,414
Other revenue	<u>6,002</u>	<u>11,090</u>	<u>17,092</u>
TOTAL OPERATING REVENUE AND SUPPORT	2,493,308	1,021,556	3,514,864
Personnel services costs:			
Administrative staff personnel	251,869	312,390	564,259
Instructional personnel	440,086	-	440,086
Non-instructional personnel	<u>48,756</u>	<u>-</u>	<u>48,756</u>
Total salaries and wages	740,711	312,390	1,053,101
Fringe benefits and payroll taxes	101,621	42,618	144,239
Legal services	4,887	4,804	9,691
Accounting/Audit services	96,450	33,500	129,950
Other Purchased/Professional/Consulting Services	181,415	35,911	217,326
Building and Land Rent / Lease	367,200	61,200	428,400
Repairs and maintenance	39,767	12,018	51,785
Insurance	61,154	17,791	78,945
Utilities	62,587	-	62,587
Supplies/Materials	112,324	45,239	157,563
Equipment/Furnishings	67,846	17,844	85,690
Staff development	9,494	10,500	19,994
Marketing/Recruitment	49,580	84,717	134,297
Technology	30,471	8,361	38,832
Food service	316	-	316
Student services	85,283	4,118	89,401
Office expense	66,626	11,393	78,019
Depreciation	49,628	4,740	54,368
Other	<u>21,009</u>	<u>9,660</u>	<u>30,669</u>
	<u>2,148,369</u>	<u>716,804</u>	<u>2,865,173</u>
	<u>\$ 344,939</u>	<u>\$ 304,752</u>	<u>\$ 649,691</u>

**PRIMARY HALL PREPARATORY CHARTER
SCHOOL**

BUFFALO, NEW YORK

**SCHEDULES REQUIRED BY
GOVERNMENT AUDITING STANDARDS
AND THE UNIFORM GUIDANCE**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

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

Board of Trustees
Primary Hall Preparatory Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Primary Hall Preparatory Charter School, which comprise the statement of financial position as of June 30, 2022 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the period from December 10, 2019 (date of inception) to June 30, 2022 and the related notes to the financial statements and have issued our report thereon dated October 28, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Primary Hall Preparatory Charter School’s internal control over financial reporting (internal control) as a basis for designing 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 Primary Hall Preparatory Charter School’s internal control. Accordingly, we do not express an opinion on the effectiveness of Primary Hall Preparatory Charter School’s internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Primary Hall Preparatory Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed two instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2022-001 and 2022-002.

Primary Hall Preparatory Charter School's Response to Findings

Primary Hall Preparatory Charter School's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Primary Hall Preparatory Charter School's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

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

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 28, 2022

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees
Primary Hall Preparatory Charter School

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

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

In our opinion, Primary Hall Preparatory Charter School 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, 2022.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

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

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

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

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

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's 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.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Primary Hall Preparatory Charter School as of June 30, 2022 and for the period from December 10, 2019 (date of inception) to June 30, 2022, and have issued our report thereon dated October 28, 2022, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 28, 2022

PRIMARY HALL PREPARATORY CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 46,845
Title IIA - Supporting Effective Instruction			
State Grant	84.367	0147	6,582
Charter Schools Program - Planning and Implementation	84.282	0089	606,685
<u>Education Stabilization Funds -</u>			
ESSER I - Elementary and Secondary School			
Emergency Relief Fund	84.425D	5890	58,924
ESSER II - Elementary and Secondary School			
Emergency Relief Fund	84.425D	5891	172,828
ARP ESSER - American Rescue Plan-Elementary			
and Secondary School Emergency Relief	84.425U	5880	<u>38,843</u>
<i>Total Education Stabilization Funds</i>			<u>270,595</u>
TOTAL U.S. DEPARTMENT OF EDUCATION			<u>930,707</u>
TOTAL ALL PROGRAMS			<u>\$ 930,707</u>

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Primary Hall Preparatory Charter School and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Primary Hall Preparatory Charter School has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SUMMARY OF AUDITOR'S RESULTS

Financial Statements - Period from December 10, 2019 (Date of Inception) to June 30, 2022

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified? _____ yes x no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes x none reported

Noncompliance material to financial statements noted? x yes _____ no

Federal Awards - Year ended June 30, 2022

Internal control over major programs:

- Material weakness (es) identified? _____ yes x no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes x none reported

Type of auditor's 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)? _____ yes x no

Identification of major program:

AL Number:

84.282

Name of Federal Program or Cluster:

Charter Schools Program - Planning and Implementation

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

Auditee qualified as low-risk auditee? _____ yes x no

PRIMARY HALL PREPARATORY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

FINDINGS – FINANCIAL STATEMENT AUDIT –
PERIOD FROM DECEMBER 10, 2019 (DATE OF INCEPTION) TO JUNE 30, 2022

Finding 2022-001

Statement of condition

During our audit, we noted the Charter School did not adhere to the terms of their charter agreement as the Charter School's enrollment fell below 85% of the projected enrollment for the 2021-2022 academic year and written approval from NYSED was not obtained.

Criteria and effect of conditions

Section 2.2 of the charter agreement requires the Charter School to obtain written approval from NYSED prior to commencing or continuing instruction when the total number of students enrolled is less than 85% of the projected enrollment for a given academic year. We noted the Charter School's enrollment was 75% of the projected enrollment for the 2021-2022 academic year.

Recommendation

We recommend the Charter School obtain written approval from NYSED if enrollment falls below 85% of projected enrollment for a given academic year.

Management response

The Charter School was in communication with NYSED surrounding enrollment, but will ensure to receive written approval should enrollment fall below 85% in future years.

PRIMARY HALL PREPARATORY CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

Finding 2022-002

Statement of condition

During the audit, we noted the Charter School did not have the required agreed-upon procedures report on the initial statement of financial controls completed within 60 days after the date on which the Charter School had disbursed more than \$50,000 in monies received from payments from grants or other revenue sources.

Criteria and effect of conditions

Section 5.1 of the charter agreement requires Primary Hall Preparatory Charter School to have an independent certified public accountant licensed in New York State to perform an agreed-upon procedures engagement with the purpose of evaluating Primary Hall Preparatory Charter School's Initial Statement of Management and Financial Controls. The engagement was to commence within sixty days after the date on which the Charter School received and disbursed more than \$50,000 in monies received from school districts or from grants or other revenues sources. The Independent Accountant's Report should be provided to the Board of Trustees with a copy to the State Education Department.

Recommendation

We recommend the Charter School communicate with NYSED to determine if an agreed upon procedures engagement should be performed.

Management response

The Charter School had an anticipated launch date of August 2020, that was postponed by a year due to the novel Coronavirus (COVID-19) pandemic. As the school took an untraditional route to open, the timeline for pre-opening requirements was disrupted.

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

YEAR ENDED JUNE 30, 2022

- NONE

PRIMARY HALL PREPARATORY CHARTER SCHOOL
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2022

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

Finding 2021-001

Statement of condition

During our audit, we noted the amount of expenditures reported on the final FS-10F submitted for the Charter Schools Program – Planning and Implementation (CSP) grant did not agree to the amounts recorded in the Charter School’s books and records. Amount reported on the FS-10F was higher than amounts recorded on the Charter School’s books and records by approximately \$53,800.

Criteria and effect of conditions

Final grant submission form FS-10F should agree to the Charter School’s books and records without exception.

Recommendation

We recommend the Charter School ensures going forward that all final grant submissions agree to the amounts recorded in their books and records.

Management response

The submitted FS10-F included expenses we expected to incur in FY21, but ultimately were not incurred until FY22 and were charged to the FY22 grant. We have since been more diligent in ensuring that we receive timely invoices to avoid similar issues. All federal grant expenses are tracked in Netsuite and/or an external worksheet exported through Netsuite throughout the year.

Current status

We noted final FS-10Fs submitted for grants for the year ended June 30, 2022 agreed to the Charter School’s books and records without exception.



October 28, 2022

Re: Corrective Action Plan

To Whom It May Concern:

In response to the single audit findings, management is committing to the following:

Finding 2022-001: During our audit, we noted the Charter School did not adhere to the terms of their charter agreement as the Charter School's enrollment fell below 85% of the projected enrollment for the 2021-2022 academic year and written approval from NYSED was not obtained.

The Charter School was in communication with NYSED surrounding enrollment, but will ensure to receive written approval should enrollment fall below 85% in future years.

Finding 2022-002: During the audit, we noted the Charter School did not have the required agreed-upon procedures report done within 60 days after the date on which the Charter School has disbursed more than \$50,000 in monies received from payments from grants or other revenue sources.

The charter school had an anticipated launch date of August 2020, that was postponed by a year due to the novel Coronavirus (COVID-19) pandemic. As the school took an untraditional route to open, the timeline for pre-opening requirements was disrupted.

Finding 2021-001: During our audit, we noted that the amount of expenditures reported on the final FS-10F for the Charter Schools Program – Replication and Expansion of High-Quality Charter Schools (CSP) grant submitted that did not agree to the amounts recorded in the Charter School's books and records. Amount reported on the FS-10F was higher than amounts recorded on the Charter School's books by approximately \$53,800.

The submitted FS10-F included expenses we expected to incur in FY21, but ultimately were not incurred until FY22 and were charged to the FY22 grant. We have since been more diligent in ensuring that we receive timely invoices to avoid similar issues. All federal grant expenses are tracked in Netsuite and/or an external worksheet exported through Netsuite throughout the year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Arielle J. Peterson', written in a cursive style.

Arielle J. Peterson, Executive Director

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

Trustee Name:

Christopher Benson

Name of Charter School Education Corporation:

Primary Hall

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

Vice Chair,

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

Yes No

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

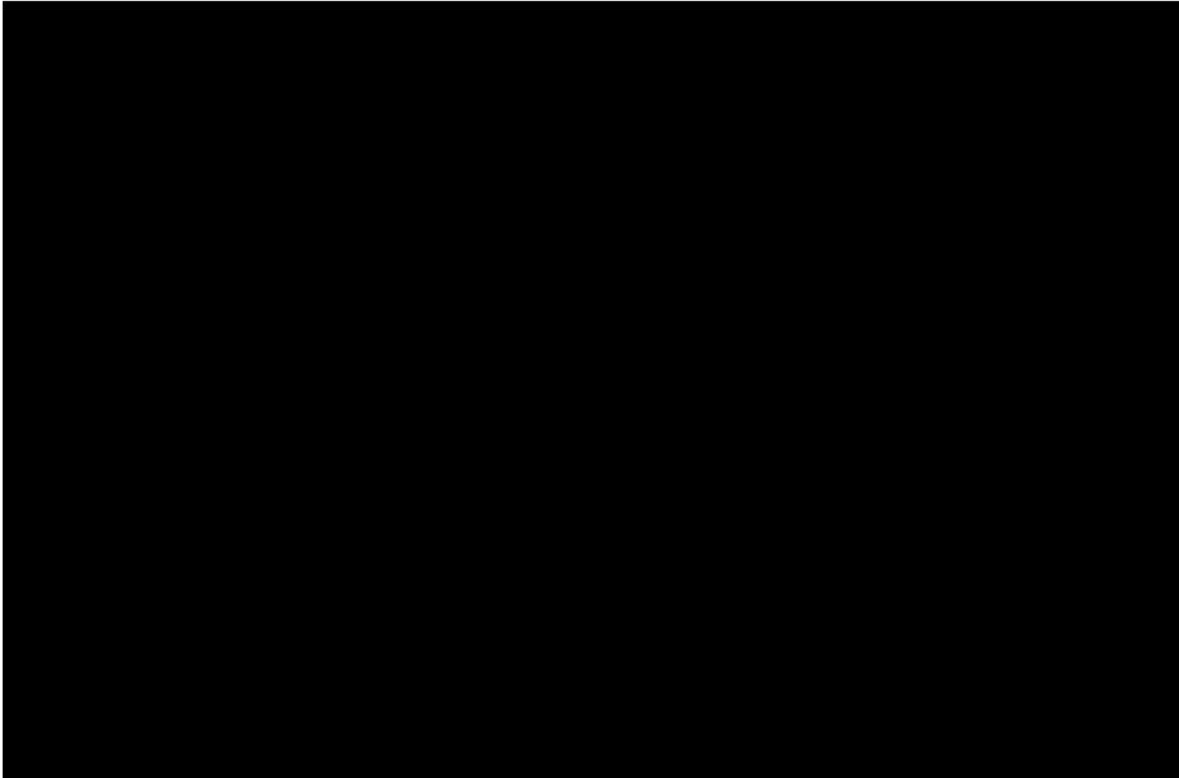
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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.



Christopher Besnon Digitally signed by Christopher Besnon
Date: 2022.07.20 17:36:20 -05'00' 07/19/22

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:

Jonathan A. Morris

Name of Charter School Education Corporation:

Primary Hall Preparatory 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

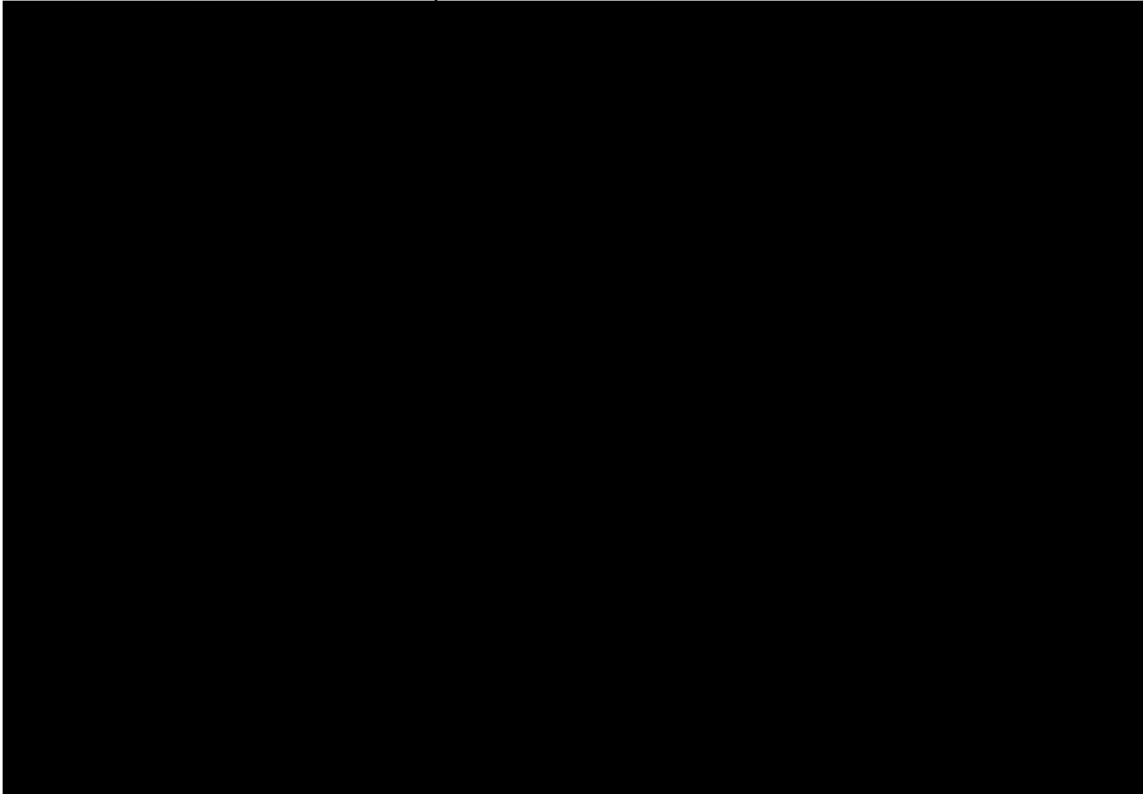
If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

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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A handwritten signature in black ink, appearing to read "Jonathan A. Morris", is written over a horizontal line.

July 12, 2022

Signature

Da

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- Digitally certified PDF signature
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last revised 04/2022

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

Trustee Name:

Madeleine Fierstein

Name of Charter School Education Corporation:

Primary Hall

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

Secretary

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

Yes No

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

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in 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

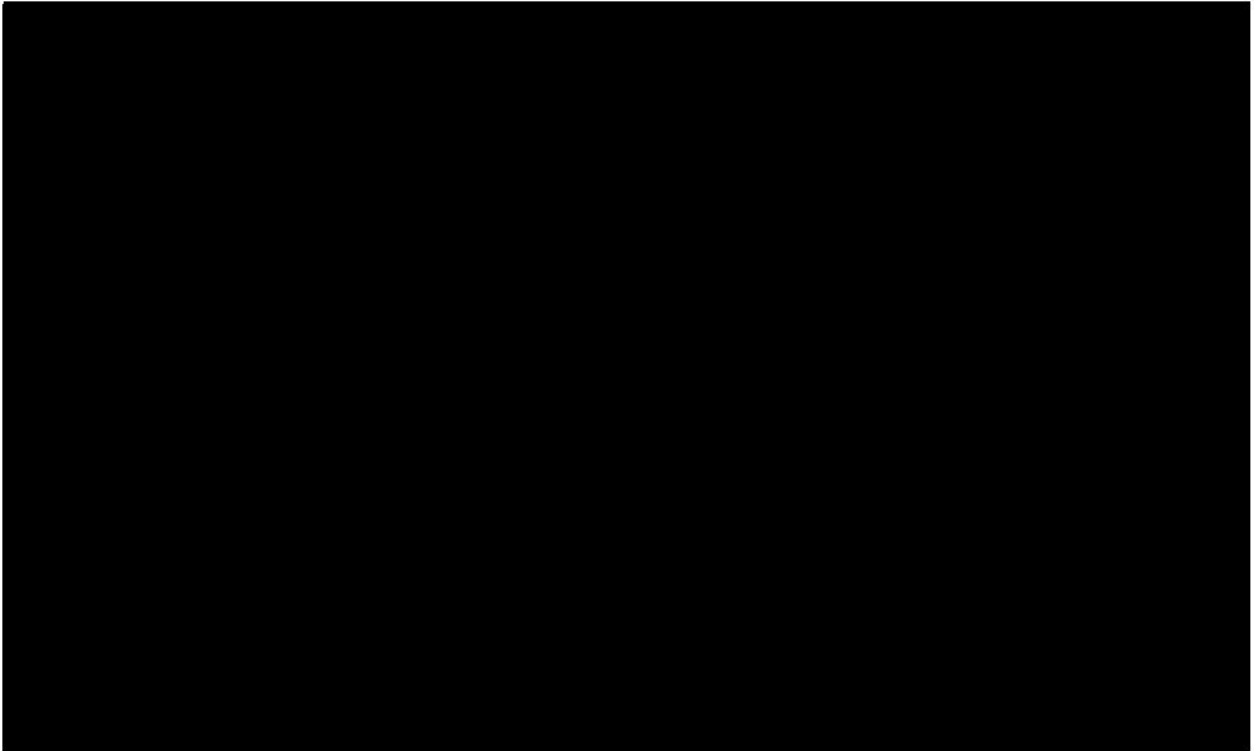
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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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Andreas C. Zwick 7/18/22
Signature **Date**

Acceptable signature formats include:

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last revised 04/2022

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

Trustee Name:

Francisco J Hernandez-Ilizaliturri

Name of Charter School Education Corporation:

Primary Hall Preparatory 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.

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

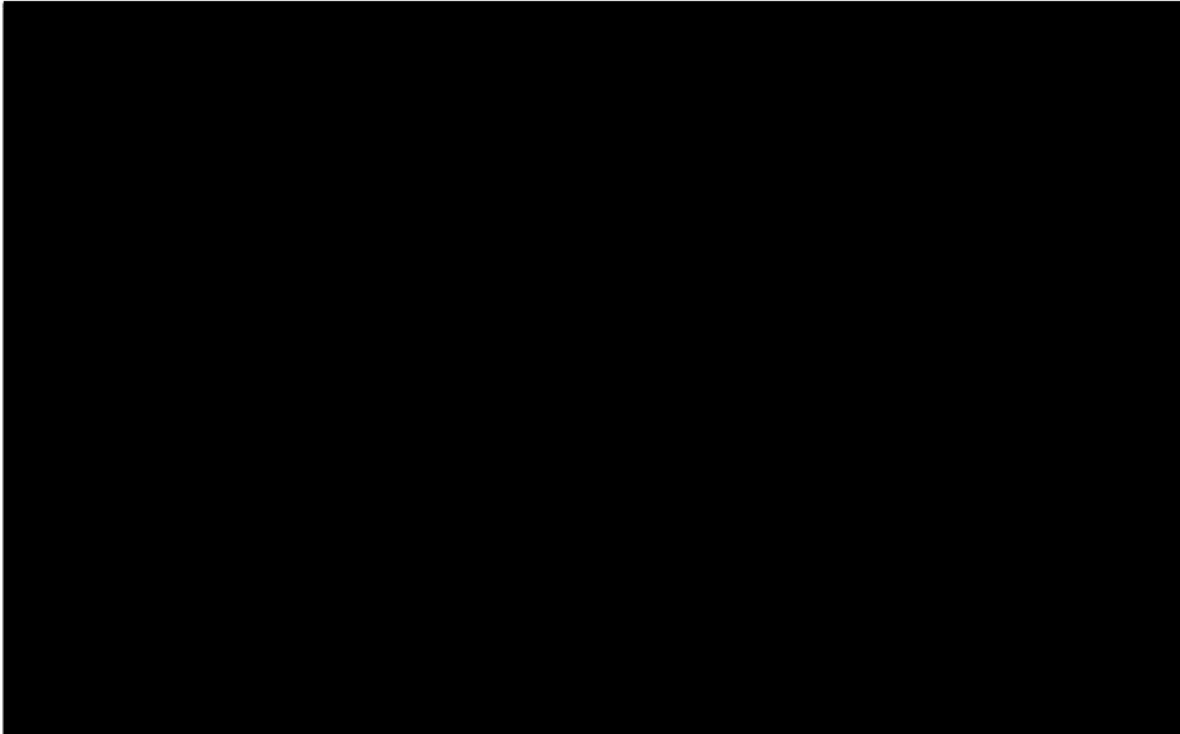
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None

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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Signature **Date**

July 26th 2022

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last revised 04/2022

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

Trustee Name:

Francisco J Hernandez-Ilizaliturri

Name of Charter School Education Corporation:

Primary Hall Preparatory 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.

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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.

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None

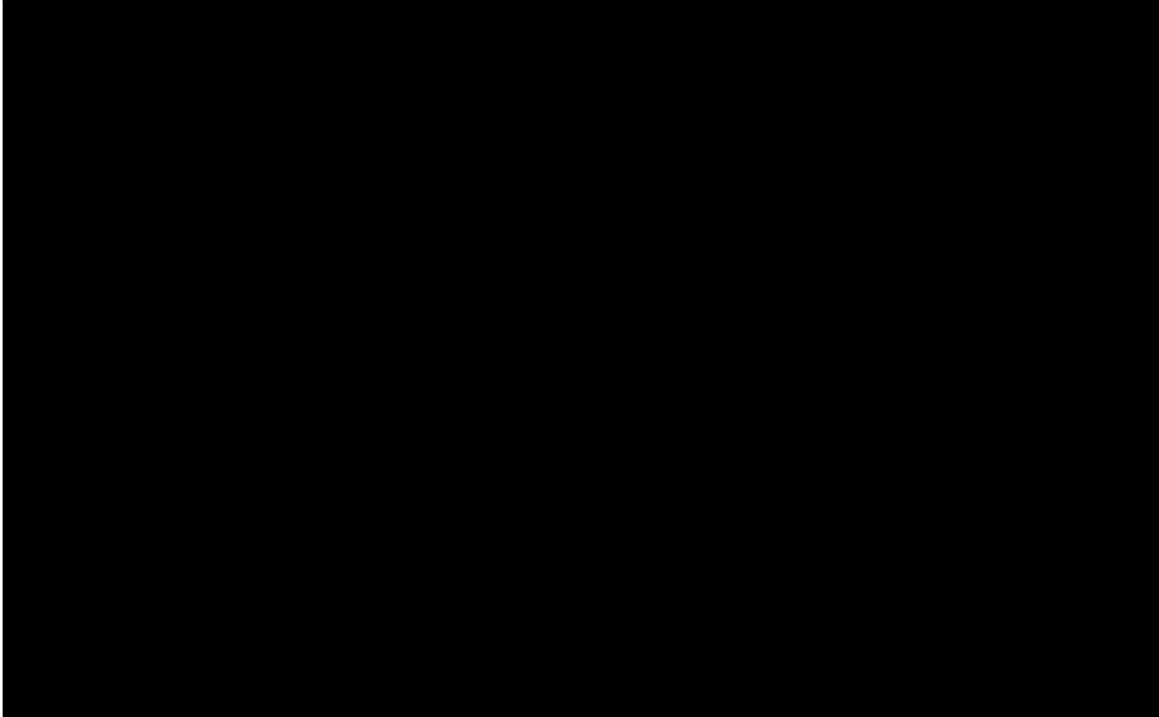
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None

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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 July 26th 2022

Signature **Date**

- Acceptable signature formats include:
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last revised 04/2022

Primary Hall Preparatory Charter School
Board Meeting Minutes
April 27, 2022

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Location: 2408 Main St. Buffalo, NY 14214

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	<p>Meeting Called to Order 6:33 PM</p> <p><u>Board Members in Attendance</u></p> <p>Rochelle Brown Tiffany Hamilton Maddie Fierstein Christopher Benson (zoom)</p> <p><u>Others in Attendance:</u></p> <p>Edward Stone Jon Morris Bryson Wilson (Zoom) Ade Adewoke (Zoom)</p>
Public Comment	N/A
Adoption of April 2022 Agenda	<p>Motion: TH Second: JM Ayes: ALL Nos: Abstain: Motion carried: Yes</p>
Adoption of the January Minutes	<p>Motion: TH Second: JM Ayes: ALL Nos: Abstain: Motion carried: Yes</p>
Finance Committee Update	<p>B. Wilson provided an update on CSP funding and current cash flow. The school will be pursuing additional federal grants. Cash flow is healthy through the end of the fiscal year. An initial draft of the FY23 budget was prepared to the board and a healthy goal for a fiscal cushion was established.</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
April 27, 2022

	Charter school students in Buffalo receive \$13,400 as the per-pupil rate for the 2022-23 school year.
Academic Committee Update	Student NWEA MAP Achievement and Growth Scores were shared with the body. A tutoring program will be established in the 2022-2023 school year to address lingering gaps for rising Grade 2 students and students “on the cusp” in rising Grade 1.
Development Update	The committee will be establishing a Summer and Fall, Fundraiser and perhaps a spring annual signature event. A new committee meeting date and time will be established. Extra Dime Back (Tonawanda) bottle return is established as an ongoing passive fundraiser for PHPCS.
Governance Update	Nominations for officers were set forth and approved unanimously by the board in a vote. CB - Moved TH - Seconded The 2022 officers are as follows: Rochelle Brown - Chair Christopher Benson - Vice-Chair Jon Morris - Treasurer
Old Business	The Board approved the annual review of the Bylaws. Moved: TH Seconded: CB Unanimous Vote - Motion passed. The board approved the annual review of the fiscal policies.
Next Steps & Action Item, Closing Items	Releasing Financial Documents to our Landlord: An email will be sent by a member of the board on behalf of the board to ask for more clarity. The board will be informed of next steps.
Meeting Adjourned	Meeting adjourned at 8:01 PM Motion to adjourn: MF Second: TH

Primary Hall Preparatory Charter School
Board Meeting Minutes
August 25, 2021

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Location: 2408 Main St. Buffalo, NY 14214

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	<p><u>Board Members in Attendance:</u> <u>Christopher Hayes (Presiding)</u> <u>Kerisha Hawthorne Greer</u> <u>Tiffany Hamilton (Virtual)</u> <u>Christopher Benson (Virtual)</u></p> <p><u>Others in Attendance:</u></p> <p>Arielle Peterson Brittany Washington Shilpam Pandey Bryson Wilson</p>
Public Comment	None
Adoption of July 2021 Agenda	Motion: MD Second: KHG Ayes: ALL Nos: Abstain: Motion carried:
Finance Committee	Updates will be provided in September 2021
Development Committee	<p>The first fundraising event will take place on October 14, 2021, at BAM. A donation page will be created for that effort.</p> <p>There are board canvassing opportunities in the month of August to promote student recruitment.</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
August 25, 2021

Governance Committee	Board Expansion and recruitment is currently underway with two candidates in the pipeline.
Next Steps & Action Item, Closing Items	
Meeting Adjourned	Meeting adjourned at 7:49 PM Motion to adjourn: KHG Second: CH

Primary Hall Preparatory Charter School
Board Meeting Minutes
February 16, 2022

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Minutes prepared by: Christina Perry

Agenda	
Call Meeting to Order and Welcome	<p>The meeting was called to order at 6:35 PM by Board Chair Rochelle Brown</p> <p><u>Board Members in Attendance (quorum met)</u></p> <ul style="list-style-type: none"> ● Rochelle Brown ● Madeleine Fierstein ● Christopher Benson ● Jon Morris <p><u>Others in Attendance:</u></p> <ul style="list-style-type: none"> ● Arielle Peterson (Executive Director), Primary Hall ● Brittany Washington (Director of Operations), Primary Hall ● Edward Stone ● Christina Perry ● Lela Lee
Public Comment	
Adoption of February Agenda	<p>Motion: Madeleine Fierstein Second: Christopher Benson Ayes: ALL Nos: Abstain: Motion carried: Yes</p>
Adoption of the January Minutes	<p>Motion: Christopher Benson Second: Madeleine Fierstein Ayes: ALL Nos: Abstain: Motion carried: Yes</p>
Finance Committee Update	<p>Ms. Rochelle Brown provided an update on behalf of the Finance Committee. The board reviewed the monthly financial documents as</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
February 16, 2022

	provided by Edtec. The school continues to apply for grants as most relevant and appropriate.
Development Committee Update	Mr. Christopher Benson provided an update on behalf of the Development Committee. The committee is excited to work with Ms. Brittany Washington as the staff liaison to the committee. The committee will provide a more detailed update at the March board meeting.
Academic Committee Update	Ms. Arielle Peterson provided an update on behalf of the Academic Committee. The school recently concluded parent teacher conferences. The school continues to refine its assessment and data analytics. The school has received 49 new applications for the 2022-23 school year. The school continues to focus on student recruitment with a number of events over the next few months.
Governance Committee Update	<p>Ms. Rochelle Brown provided an update on behalf of the Governance Committee. The board introduced a motion to select Ed Stone as a member of the Primary Hall Board upon NYSED’s approval. The motion in its entirety can be found below. The motion was read by Board Secretary Madeleine Fierstein.</p> <p><i>Motion 5: The Primary Hall Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Ed Stone as a member to its Board of Trustees, with a term expiring on 3/15/2025, pending approval by NYSED. The resolution approving Ed Stone is adopted upon NYSED’s approval.</i></p> <p>Motion: Madeleine Fierstein Second: Christopher Benson Ayes: ALL Nos: None Abstain: Motion carried: Yes</p> <p>Mr. Jon Morris, previously approved by NYSED as a member of the Primary Hall Board, officially joined the board with the first day of his term on 2.16.22.</p>
Executive Director Update	In addendum to the updates provided in the Academic Committee update, Ms. Arielle Peterson provided the Executive Director update. The school’s mindfulness partner, Calm Body Calm Minds, will be providing a yoga retreat the week of 7/4/22 with free tuition for all employees of Primary Hall.

Primary Hall Preparatory Charter School
Board Meeting Minutes
February 16, 2022

	<p>An organization would like to rent space in the Primary Hall facility for a week to provide technology related programming. Ms. Peterson will provide more information about this request as discussions proceed.</p>
New Business	<p>Ms. Arielle Peterson and Ms. Brittany Washington provided an update on the current school daily schedule particularly the release of early release days. Going forward, Primary Hall will dismiss students at 12:30 on Wednesdays in accordance with discussions with BPS transportation.</p> <p>Ms. Brittany Washington provided an update on the school facility. The school will need to make updates to the school windows to remain in compliance with fire safety requirements and to receive a final certificate of occupation (addition of fire safety windows). Ms. Washington provided a timeline of the project and relevant necessary state approvals. The project will cost ~\$60k and Ms. Peterson has secured a grant from the Cullen Foundation to alleviate some of the cost incurred by the school.</p> <p>Ms. Washington provided an update on timelines and projects related to the 2nd grade expansion. The team is on track according to projected timelines.</p> <p>Ms. Washington provided an update on the electrical systems at the school. Over the last several weeks, the school has experienced a number of “trips” to the electrical system which hamper school operations. An electrical team will assess the school so that the school can better understand its electrical needs for the remainder of 2021-22 and into the 2022-23 school year. The cost of this assessment and resulting updates have been incurred by Primary Hall. A detailed report of these costs can be found in the Primary Hall internal board drive. The board will stand up an ad hoc committee to further discuss facility needs going forward.</p>
Next Steps & Action Item, Closing Items	
Meeting Adjourned	<p>Meeting adjourned at 7:14</p> <p>Motion to adjourn: Chris Benson Second: Madeliene Fierstein Ayes:</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
July 28, 2021

Mission: *Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.*

Location: 2408 Main St. Buffalo, NY 14214

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	<p><u>Board Members in Attendance:</u> <u>Rochelle Brown</u> <u>Christopher Hayes</u> <u>Kerisha Brown</u> <u>Dr. F. Hernandez</u> <u>Tiffany Hamilton</u> <u>Christopher Benson (Virtual)</u></p> <p><u>Others in Attendance:</u> Arielle Peterson Brittany Washington Stephon Ford</p>
Public Comment	None
Adoption of July 2021 Agenda	<p>Motion: CH Second: KHG Ayes: ALL Nos: Abstain: Motion carried:</p>
Finance Committee	<p>Updates for July/August finances will be provided in September's meeting.</p> <p>KHG Motion to Accept the CSGF grant. TH second. Ayes: ALL</p> <p>Cullen Foundation Loan repayment will take place on 7/30/21.</p> <p>We are in place to receive district billing, CSP funds, and CSGF funds in the month of August.</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
July 28, 2021

Development Committee	<p>The first fundraising event will take place on October 14, 2021 at BAM. A donation page will be created for that effort.</p> <p>There are board canvassing opportunities in the month of August to promote student recruitment.</p>
Governance Committee	<p>Board Expansion and recruitment is currently underway with two candidates in the pipeline.</p>
Next Steps & Action Item, Closing Items	
Meeting Adjourned	<p>Meeting adjourned at 7:49PM</p> <p>Motion to adjourn: KHG Second: CH</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
December 15, 2021

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Location: Virtual

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	<p>Meeting called to order at 7:04 PM.</p> <p><u>Board Members in Attendance:</u> <u>Rochelle Brown</u> <u>Christopher Hayes</u> <u>Kerisha Hawthorne Greer</u> <u>Tiffany Hamilton</u> <u>Maddie Fierstein</u> <u>Christopher Benson</u></p> <p><u>Others in Attendance:</u></p> <p>Arielle Peterson Brittany Washington Bryson Wilson Jon Morris</p>
Public Comment	None
Adoption of December 2021 Agenda	<p>Motion: KHG Second: CH Motion carried: Yes</p>
Finance Committee	<p>The school is delayed with per-pupil funding from the District, funds are expected the first week of January 2022. Updates were provided surrounding ESSR and CSP grants.</p> <p>Windows Upgrade:</p> <ul style="list-style-type: none"> - PHPCS received a grant to cover the cost of the windows. Work is expected to conclude at the end of the 5-month timeline.
ED Report	<p>Staff and Student Recruitment for 2022-23 are in the progress. Ms. Peterson and staff members supported a parent speaking at the Buffalo Public School Board meeting regarding nursing services for Primary Hall. The District is expected to conduct a walkthrough of the</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
December 15, 2021

	PHPCS clinic to assess nursing needs for the remainder of the school year. The Operations team has begun the plans for the Y2 facility expansion and with working with the landlord to prepare the space for the 2022-23 SY.
Development Committee	The year end development report was shared. The school met its internal fundraising goal for 2021. Proposed board commitments will be assessed during the annual board retreat.
Governance Committee	<p>Board Expansion and recruitment are currently underway with two candidates in the pipeline.</p> <p>Candidate J. Morris resolution:</p> <p><i>Motion [5a]: The Primary Hall Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Jonathan Morris as a member to its Board of Trustees, with a term expiring on 1/15/2025, pending approval by NYSED. The resolution approving Jonathan Morris is adopted upon NYSED's approval.</i></p> <p>Motion: CH Second: KHG Motion carried: Yes</p>
Next Steps & Action Items, Closing Items	The board thanks KHG and CH for their dedication and years of service to PHPCS.
Meeting Adjourned	Meeting adjourned at 7:28PM.

Primary Hall Preparatory Charter School
Board Meeting Minutes
June 29, 2022

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Location: Hybrid (In Person and Via Google Meet)

In Person: 2408 Main Street, Buffalo, NY 14214

Meeting link for remote access: meet.google.com/vkv-aapx-ndy

Minutes prepared by: Edward Stone

Agenda	
Call Meeting to Order and Welcome	<p>Called to order at 6:45 PM</p> <p>Board Members in Attendance:</p> <p>Rochelle Brown Tiffany Hamilton Maddie Fierstein Edward Stone Jon Morris</p> <p>Others In Attendance:</p> <p>Arielle Peterson Bryson Wilson Ade Adewoye</p>
Public Comment	N/A
Adoption of June 2022 Agenda	<p>Motion: RB Second: TH Ayes: Unanimous Nos: Abstain: Motion carried: Yes</p>

<p>Finance Committee Update</p>	<p>The committee reviewed financial dashboards. The “soft-closing” of the annual financials were in June. Typically, unaudited and actuals are presented in the month of August. A recent Charter School Growth Fund grant will help the school in FY23. That grant will add a financial cushion to the budget, which is especially helpful in an inflationary economic environment.</p>
<p>Development Committee Update</p>	<p>Several fundraising events are being planned, including: (i) a bowl-a-thon in October 2022, (ii) an off-campus “cocktail hour” event in December 2022, and (iii) dinner event (possibly a “fish fry”) in Spring 2023. A bottle collection drive is also planned for August 2022, and the school is making a fundraising push for 716 Day (i.e., Buffalo’s citywide day of fundraising for non-profits on 7/16/22).</p>
<p>Academic Committee Update</p>	<p>The 2021-2022 school year ended in June. A new curriculum instructor starts in July 2022, and the school has received strong recommendations about this new employee from education administrators in Buffalo.</p>
<p>Executive Director Update</p>	<p>The governance committee will soon be conducting its executive director evaluation for the 2021-2022 school year.</p> <p>Board governance training is expected to occur in the latter half of July 2022. BES will provide training related to governance, management, equity and inclusion. BES is an organization that provides leadership training and development services to school leadership teams.</p>
<p>Adoption of Resolutions Related to In-Person Meetings</p>	<p>Motion: RB Second: ES Ayes: Unanimous Nos: Abstain:</p> <p>A copy of these resolutions attached to these minutes. See below.</p>
<p>Meeting Adjourned</p>	<p>Meeting adjourned at 8:13 p.m.</p>

**Resolutions
of
the Board of Trustees
of
Primary Hall Preparatory Charter School**

Adopted as of June 29, 2022

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Board of Trustees (the “Board”) of the Primary Hall Preparatory Charter School (the “School”) to authorize Board members to attend meetings of the Board (“Board Meetings”) by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Board to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid Board Meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members of the Board be physically present at any such Board Meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, the Board has determined that it is in the best interest of the School for such extraordinary circumstances for any particular Board member to mean any or all of the following circumstances (each, an “Extraordinary Circumstance”): (i) any disability or illness of such Board member on the date of the applicable Board Meeting, (ii) any caregiving responsibilities of such Board member occurring or arising on the date of the applicable Board Meeting, (iii) any inclement weather event (including, without limitation, past, pending or forecasted snowstorms) or other circumstance which in the reasonable determination of such Board member may make such Board member’s travel to the location of the Board Meeting (the “Meeting Location”) unsafe on the date of such Board Meeting, (iv) any circumstances of a Board member which would require travel by such Board member of greater than 50 miles (one way) on the date of the Board Meeting in order for such Board member to be at the physical location of such Board Meeting, or (v) any other significant or unexpected factor or event which precludes the member’s physical attendance at the applicable Board Meeting; and

WHEREAS, in accordance with Section 103-a(2)(d), any Board members attending a Board Meeting by videoconference must, excerpt during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any Board Meeting where a Board member attends by videoconference be recorded, posted to the School webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any Board Meeting by videoconference when a Board member attends by videoconference;

WHEREAS, the Board has determined that it is in the best interest of the School for the Board to establish procedures relating to how members of the public attend and speak at the Board meetings in order to ensure that all Board Meetings remain safe, orderly and productive.

NOW, THEREFORE, BE IT:

RESOLVED, that the Board hereby authorizes members of the Board who experience an Extraordinary Circumstance, as described above and further defined by any rules or written procedures later adopted, to attend any Board Meeting by videoconference (any such Board member so attending, a “Remote Board Member”) so long as the following conditions are satisfied for such Board Meeting: (i) as a quorum of the members of the Board attends such Board Meeting in-person at one or more locations open to the public; (ii) the Remote Board Member can be seen, heard, and identified while the open portion of the Board Meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Board hereby adopts the following written rules procedures further governing its use of videoconferencing by the Board in compliance with Chapter 56 of the Laws of 2022 and further governing other Board Meeting attendance and speech protocols, and Board hereby authorizes the School to post these rules and procedures on the School’s website:

Procedures for the Public to Attend and Speak at Board Meetings

1. Members of the public may attend the open portion of any Board Meeting in person by registering with the School. The registration period (the “Registration Period”) for an individual to attend a Board Meeting in person shall begin on the day after the prior month’s Board Meeting and shall end on the date that is 7 days prior to the applicable Board Meeting which that individual wishes to attend.
2. If a member of the public is attending a meeting of the Board in person, that individual must abide by the following rules relating to the School’s on campus safety policy: (a) the individual shall not be on the School campus while under the influence of alcohol or illegal drugs, (b) the individual shall not be on the School campus while in possession of alcohol, weapons or illegal drugs, (c) the individual shall not smoke or vape on the School campus, and (d) the individual shall not permit any guests onto the School campus without the permission of the School.

3. If a Board Meeting is utilizing the use of videoconferencing for certain Board members to attend (a "Hybrid Board Meeting"), then members of the public may attend the open portion of such Board Meeting either in person (subject to the registration and on-campus rules set forth above) or by video conference. The link for such videoconference will be posted on the website of the School. There is no registration requirement for a member of the public to attend a Board Meeting by video conference.
4. If a member of the public attends a Board Meeting (whether in person or by video conferencing) and wishes to speak at such Board Meeting, such individual must register to speak during the Registration Period (as defined above) for such Board Meeting. At registration, the individual may be asked what his or her topic of discussion will be, but the individual will not be asked about the content of his or her speech.
5. The rules for a member of the public to speak at a Board Meeting are as following:
 - (i) pre-registration is required (see above),
 - (ii) any speech at a particular Board Meeting is limited to five (5) minutes,
 - (iii) no shouting, cursing or vulgar language is permitted,
 - (iii) no personal attacks are permitted, and
 - (iv) any speech shall be addressed to the Board as a whole (and not to any individual Board member(s)).
6. If any member of the public violates the foregoing rules of speech and attendance at any Board Meeting, the consequences for such violation shall include (i) being barred from attending a current and/or future Board Meeting(s) in person attendance, and/or (ii) being barred from speaking privileges at a current or future Board Meeting(s).

Primary Hall Preparatory Charter School
Board Meeting Minutes
January 26, 2022
6:30 PM

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Minutes prepared by: Christina Perry

Agenda	
Call Meeting to Order and Welcome	<p><u>Board Members in Attendance:</u></p> <ul style="list-style-type: none"> ● Rochelle Brown ● Madeleine Fierstein ● Tiffany Hamilton <p><u>Others in Attendance:</u></p> <ul style="list-style-type: none"> ● Arielle Peterson (Executive Director), Primary Hall ● Bryson Wilson, EdTec ● Adewoye Adegoka ● Edward Stone ● Jon Morris ● Christina Perry
Public Comment	N/A
Adoption of January Agenda	<p>Motion: Tiffany Second: Madeleine Ayes: ALL Nos: None Abstain: None Motion carried: Yes</p>
Approval of December Minutes	<p>Motion: Madeleine Second: Tiffany Ayes: ALL Nos: No Abstain: No Motion Carried: Yes</p>
Finance Update	<p>Bryson Wilson of edTec provided an update on behalf of the Finance Committee. Mr. Wilson provided an overview of the December and January financial reports. As of the board meeting, Primary Hall has received its delayed per-pupil funding payment. The next per-pupil payment is expected to be distributed at the end of February. The</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
January 26, 2022
6:30 PM

	final payment is expected to be distributed in April. Primary Hall’s CSP application has been approved.
Development Committee	Ms. Tiffany Hamilton provided an update on behalf of the Development Committee. The Primary Hall board will spend time at their next Board of Directors’ retreat setting fundraising goals for the next fiscal year and benchmarking success towards current fundraising goals.
Academic Committee	Ms. Arielle Peterson provided an update on behalf of the Academic Committee. Primary Hall strives for 70% of students to be reading on grade level (STEP 3/STEP 4) by the end of the academic year. Students continue to make progress towards this ambitious goal. Ms. Peterson provided an overview of current STEP levels and results of the school’s most recent data day meetings. Ms. Peterson provided a high level overview of the school’s instructional plan to meet the needs of students at each STEP level.
Governance Committee	Ms. Rochelle Brown provided an update on behalf of the Governance Committee. The Governance Committee continues to prioritize board expansion. Mr. Jon Morris (in attendance) is a prospective board member in the final stages of review for board membership. Mr. Ed Stone and Mr. Adewoye Adegoka were in attendance as prospective board members. Ms. Brown provided a high level overview of the board’s recruitment plan leading into the board’s next retreat.
Executive Director Update	<p>Ms. Arielle Peterson provided the Executive Director update. Relative to staffing for next school year, all job listings are live and posted to the Primary Hall website. The school will be adding second grade teachers, additional first grade teachers as well as the school’s founding Dean of Curriculum of Instruction. The school continues to enjoy a strong candidate pipeline.</p> <p>Relative to nursing services, Primary Hall now has a school nurse provided by the district through the end of the school year. The school nurse will begin service next Monday, January 31st.</p> <p>Relative to student recruitment, the school has a goal of 54 Kindergarten applications, 13 1st Grade Applications, and 15 applications for 2nd. At the time of the board meeting, Primary Hall had received 30 total student applications.</p>
Next Steps & Action Item, Closing Items	

Primary Hall Preparatory Charter School
Board Meeting Minutes
January 26, 2022
6:30 PM

Meeting Adjourned	Meeting adjourned at 7:09 PM Motion to adjourn: Tiffany Hamilton Second: Madeleine Fierstein Ayes: ALL
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Primary Hall Preparatory Charter School
Board Meeting Minutes
October 27, 2021

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Location: Zoom

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	<p>Meeting Called to Order 6:36 PM</p> <p><u>Board Members in Attendance</u> Rochelle Brown Christopher Benson Kerisha Hawthorne Madeline Tiffany Hamilton</p> <p><u>Others in Attendance:</u> Arielle Peterson Brittany Washington Bryson Wilson Allison Hendrix</p>
Public Comment	N/A
Adoption of October 2021 Agenda	<p>Motion: KW Second: CB Ayes: Unanimous Nos: Abstain: Motion carried: Yes</p>
Adoption of the September Minutes	<p>Motion: TH Second: KW Ayes: Unanimous Nos: Abstain: Motion carried: Yes</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
October 27, 2021

Finance Committee Update	September financial dashboard presented. Enrollment projections will be updated next month. Savings in personnel due to later start dates of staff. PD overages are driven by Tech Services. Charter Growth Fund has been received. Last year CSP funds received. ESSR 2 grant approved and added to forecast.
Development Committee Update	Painting with purpose fundraising event raised \$2500. Committee will meet next month for reflection.
Academic Committee Update	STEP testing has been conducted. STEP results indicate that majority of students are on grade level due to being pre-readers. There is more spread in 1st grade results and expected. Literacy groups and pacing are the current focus.
Governance Committee Update	Board expansion is needed as 3 seats will be available. Research proposal shared from Allison Hendrix, UB professor studying how elementary school students learn language with a focus on better identifying students who have developmental language disorders. The program is not diagnostic and generic student information is shared with teachers to support students.
Executive Director Report	A replacement school nurse is needed. Q1 report cards and parent teachers conferences will be held next week. Planning for 2022-2023 recruitment is under way. New lottery date will be April 5. Board members are asked to help support student recruitment. Enroll Buffalo Charter PPT is available in the drive. Quote for fire windows has been received. The Charter School Growth fund is willing to grant a loan to cover the costs. An extension on the certificate of occupancy will be pursued.
Meeting Adjourned	Meeting adjourned at 7:33 PM

Primary Hall Preparatory Charter School
Board Meeting Minutes
November 30, 2021

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	<p>Meeting called to order at: 6:31 PM</p> <p><u>Board Members in Attendance:</u> <u>Rochelle Brown</u> <u>Christopher Hayes</u> <u>Kerisha Hawthorne Greer</u> <u>Tiffany Hamilton</u> <u>Maddie Fierstein</u></p> <p><u>Others in Attendance:</u></p> <p>Arielle Peterson Bryson Wilson Jon Morris</p>
Public Comment	Jon Morris - Board Candidate
Adoption of November 2021 Agenda	<p>Motion: TH Second: KHG Ayes: Nos: Abstain: Motion carried: Yes</p>
Finance Committee	The school is awaiting the District billing for September/October and is in process for November/December.
ED Report	<p>Windows Upgrade:</p> <ul style="list-style-type: none"> - Approach potential financing options - Share quotes and decide which approach to take
Development Committee	Giving Tuesday Update
Governance Committee	Board Expansion and recruitment are currently underway with two candidates in the pipeline.
Next Steps & Action Item, Closing Items	

Primary Hall Preparatory Charter School
Board Meeting Minutes
November 30, 2021

Meeting Adjourned	Meeting adjourned at 7:11 Motion to adjourn: KHG Second: TH
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Primary Hall Preparatory Charter School
Board Meeting Minutes
May 31, 2022

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Location: 2408 Main St. Buffalo, NY

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	Meeting Called to Order 6:35 PM <u>Board Members in Attendance</u> Rochelle Brown Christopher Benson Jon Morris Tiffany Hamilton <u>Others in Attendance:</u> Arielle Peterson Bryson Wilson Ade Adewoke Edward Stone
Public Comment	N/A
Adoption of May 2022 Agenda	Motion: TF Second: CB Ayes: Unanimous Nos: Abstain: Motion carried: Yes
Adoption of the April Minutes	Motion: TH Second: CB Ayes: Unanimous Nos: Abstain: Motion carried: Yes
Finance Committee Update	The committee reviewed financial dashboards. Federal grants money has been received and additional grant monies are expected. Surplus

Primary Hall Preparatory Charter School
Board Meeting Minutes
May 31, 2022

	<p>has been moved to next year to support staffing. Fundraising and enrollment will be key. Upcoming events and plans have been shared.</p> <p>Motion: <i>Adoption of 2022-2023 Budget</i> Motion: TH Second: CB Ayes: Unanimous Nos: Abstain: Motion carried: Yes</p>
Development Committee Update	Committee will meet in June to discuss board members honoring their financial commitments, summer and fall fundraisers. Grant writing will also be discussed.
Academic Committee Update	No update provided.
Governance Committee Update	Expansion of the board is needed. Fundraising expertise is wanted. Edward Stone accepted board membership.
Executive Director Report	<p>Emergency community response funding received to provide counseling and trauma informed services as needed. Security and therapist support have been provided to students. Support will be made available to adults as well. Summer programming will be provided via the partnership with Westside Community Services. Recruitment Season is ongoing. Interviews are being held for teachers as well. New Director of Curriculum and Instruction has been hired. Partnership with Damen University's behavioral science department is being expanding to meet student needs. Rising second graders will be provided Read To Succeed next year to enhance their progress. Kindergarten graduation June 22 at 9AM. End of the year events are being reevaluated for safety. Juneteenth Jamboree will have security coverage. Inaugural recyclable drive will be initiated. One time and recurring donations have been received in response to the massacre.</p>
Old Business	Landlord will get more information as it becomes available from the state.
Next Steps & Action Item, Closing Items	Open meeting law has been updated through June 2022. The presentation is available in the drive. Board Retreat to be scheduled.

Primary Hall Preparatory Charter School
Board Meeting Minutes
May 31, 2022

Meeting Adjourned	Meeting adjourned at 7:37 PM
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Primary Hall Preparatory Charter School
Board Meeting Minutes
September 29, 2021

Mission: Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.

Location: Zoom

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	<p>Meeting Called to Order 6:34 PM</p> <p><u>Board Members in Attendance</u> Rochelle Brown Christopher Hayes Christopher Benson Kerisha Hawthorne Tiffany Hamilton</p> <p><u>Others in Attendance:</u> Arielle Peterson Brittany Washington</p>
Public Comment	N/A
Adoption of September 2021 Agenda	<p>Motion: KW Second: TH Ayes: Unanimous Nos: Abstain: Motion carried: Yes</p>
Adoption of the August Minutes	<p>Motion: TH Second: KW Ayes: Unanimous Nos: Abstain: Motion carried: Yes</p>
Finance Committee Update	<p>August Financial forms and budget are available on the drive. Positive revenue is driven by Charter School Growth Fund. Expenses are positive based on personnel and benefits. Anticipate cash flow being</p>

Primary Hall Preparatory Charter School
Board Meeting Minutes
September 29, 2021

	above 3 months worth of expenses. Projected cash from CSP, title funds, and per pupil funding.
Development Committee Update	Fundraising caterer and party planner quotes have been received and will be shared with DOO. Sound system will be provided. Ticket sale promotion is encouraged by board members. Ticket sale updates will be provided to the board by the end of the week.
Academic Committee Update	Student numbers are available in the drive. There are currently 90 solid students. 1st grade students are needed. Additional ads and word of mouth will be shared to encourage recruitment. 2022-2023 application opens December 1. NWEA Map and STEP testing have been pushed to Oct 27, 2022.
Governance Committee Update	Board on track assessment has been completed. Further work with them can be decided at a later date. Board expansion will be supported by Rochelle Brown.
Executive Director Report	An additional physical education teacher is needed. An art teacher has been hired through the partnership with Albert Knox. Physical education alternatives are being explored including karate. TA's are needed as well. Interviews are ongoing. The Charter School Growth Fund may cover the cost of emergency windows with a loan. A quote is needed. Ribbon cutting will be Friday with news media presence. Support is needed for PPE materials.
Meeting Adjourned	Meeting adjourned at 7:02 PM

Primary Hall Preparatory Charter School
Board Meeting Minutes
March 30, 2022

Mission: *Through rigorous curriculum, individualized supports, and positive character development, Primary Hall Preparatory Charter School ensures all students in Kindergarten through fifth grade are prepared for academic and personal success in middle school, high school, and college.*

Location: Zoom

https://us02web.zoom.us/rec/share/GUX9Yutpdzp-OqRspbiLn5Y5mTnG4cCcTZNx5ayls9N17UV38wPiRvGlofBqaEqn.HSVSkaT9KBSNOD_8?startTime=1648679569000

Passcode: =lj89r#.

Minutes prepared by: A. Peterson

Agenda	
Call Meeting to Order and Welcome	Called to order at 6:32 PM <u>Board Members in Attendance:</u> Rochelle Brown Tiffany Hamilton Maddie Fierstein Jon Morris <u>Others in Attendance:</u> Arielle Peterson Brittany Washington Bryson Wilson Edward Stone Ade Adewoye
Public Comment	N/A
Adoption of February 2022 Minutes	Motion: TH Second: MF Ayes: Unanimous Nos: Abstain: Motion carried: Yes
Adoption of February 2022 Agenda	Motion: MF Second: TH Ayes: Unanimous Nos: Abstain:

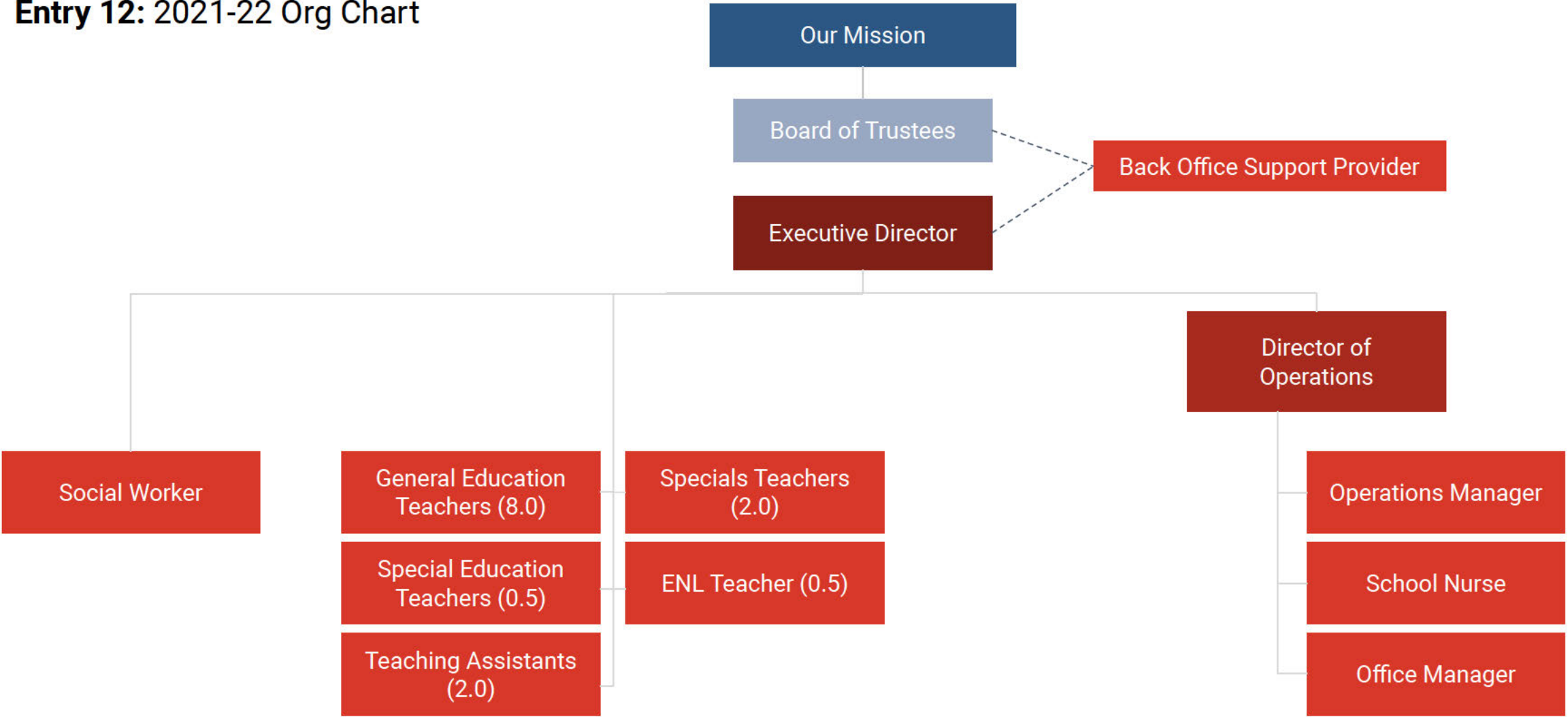
Primary Hall Preparatory Charter School
Board Meeting Minutes
March 30, 2022

	Motion carried: Yes
Finance Committee Update	The committee reviewed financial dashboards. Budget to actuals is slightly negative. Cashflow is above the 3-month payroll and expense line. Projected to end the year at a positive net income. The FY23 budget drafts will be presented to the board next month. The process for approving the annual budget was reviewed.
Academic Update	The Executive Director reviewed student reading data, and the plan of action to address gaps in outcomes for students. Primary Hall will be establishing a tutoring program in conjunction with small group instruction to target reading first and will add math. One of the first grade teachers will be looping with the current first grade cohort to second grade. Transportation will determine whether there is an afterschool program for the 2022-23 school year and that will impact planning/scheduling for increased supports outside of the traditional school day.
Governance Committee Update Adoption of the Resolution	Motion [3]: <i>The Primary Hall Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Adewoye Adegoke as a member to its Board of Trustees, with a term expiring on 3/30/2025, pending approval by NYSED. The resolution approving Adewoye Adegoke is adopted upon NYSED's approval.</i> Motion: TH Second: MF Ayes: Unanimous Nos: Abstain: Motion carried: Yes Officers will be selected in the April 2022 board meeting.
Executive Director Report	The Executive Director provided updates on both Student and Staff Recruitment. Primary Hall will be having a lottery for the 2022-23 school year in grades K and 1. Focus area will be filling Grade 2 seats as first grade is currently under enrolled. The plan is to maintain the two teachers per classroom (co-teaching model). Intent to Return forms have been distributed to all members of staff.

Primary Hall Preparatory Charter School
Board Meeting Minutes
March 30, 2022

<p>Next Steps & Action Item, Closing Items</p>	<p>The board will vote for officer positions in the April meeting given the new board members beginning their service.</p> <p>Consideration will be given to instituting a Step Pay scale and/or being included in the New York State Teacher Retirement System.</p> <p>Primary Hall will be receiving a baseline visit from the NYSED Charter School Office on May 5th.</p> <p>The Charter School Growth Fund would like to reinvest in Primary Hall and will be conducting interviews with members of the Board and Executive Director. A decision will be made by their Board of Trustees in June.</p>
<p>Meeting Adjourned</p>	<p>Meeting adjourned at 7:23 PM</p>

Entry 12: 2021-22 Org Chart



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

Updated DECEMBER 2020

PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT

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

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

BEDS CODE #

1	4	0	6	0	0	9	3	0	0	0	1	0	0	1									
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District/School Name / BUILDING NAME

P	R	I	M	A	R	Y		H	A	L	L		P	R	E	P	A	R	A	T	O	R	Y	
---	---	---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	--

Facility/Building Name

C	H	A	R	T	E	R		S	C	H	O	O	L										
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Street Address (NO PO Box Numbers)

2	4	0	8		M	A	I	N		S	T	R	E	E	T								
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City/Town/Village

Zip Code

INSTRUCTIONS

- Read the "Manual for Public School Facility Fire and Building Safety Inspections" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History

Inspection Date

Note : Please insert the date the actual inspection took place.
The Inspection Date cannot be earlier than 45 days before the Due Date.

AUGUST 13, 2021

1. Please indicate the primary use of this facility:

- INSTRUCTIONAL
 - ADMINISTRATIVE
 - BUS MAINTENANCE
 - BUS STORAGE ONLY
 - LEASED FACILITY OFF SCHOOL GROUNDS
 - MAINTENANCE
 - OTHER
- Please Specify:

PUBLIC LIBRARY
 STORAGE
 VACANT

2. Is there a fire sprinkler system in this facility? YES NO

If 'yes', is the sprinkler alarm connected with the building alarm? YES NO

3. Is there a fire hydrant system for facility protection? YES NO

If 'yes', indicate ownership of system (select one):

- Public owned
 - School owned
 - Other
- Please Specify:

4. Indicate the ownership of this facility

- Leased
- Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name *

ELLICOTT DEVELOPMENT

Address *

295 MAIN ST, SUITE 700

BUFFALO, NY 14203



5. Does the District lease the building or spaces within the building to others? YES NO

a. If yes, indicate the tenant(s):

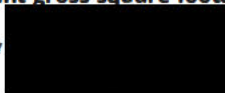
Name *

Address *

Telephone # *

6. What is the current gross square footage of this facility?

nearest whole ten feet



7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

VACANT

8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? YES NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: YES NO

FIRE & EMERGENCY DRILLS

**NOTE Eight (8) are required between September 1, and December 31
Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills**

	Date	Evacuation	Lockdown
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

Two vertical lines indicating a space for text entry.

8d. Average time to evacuate facility was: minutes seconds

8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) 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 for each month school is in session. YES NO

8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code YES NO

9. If the fire alarm system was activated, was the fire department immediately notified? YES NO

10. Have there been any fires in this facility since the last annual fire inspection report? YES NO

a. If 'yes', indicate: Number of fires Number of injuries Total cost of property damage

Please note : for future reference - Any non-conformances cited during previous inspections must be captured and recorded on this checklist

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

School District PRIMARY HALL PREPARATORY Building Name _____
 Facility # 140600930001001 CHARTER SCHOOL

Part II-A (to be completed for public schools only - except "Big 4")				Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected	Item #	Non-Conformance	Date Corrected	Date Reinspected
01A-2				08A-2				13A-2				19E-1			
01B-1				08B-2				13B-2				19F-1			
01C-1				08C-2								19G-1			
01D-1				08D-2				14A-2				19H-2			
01E-1				08E-2				14B-2							
				09A-2				14C-2				20A-1			
02A-2				09B-2				14D-1				20B-1			
02B-1				09C-1				14E-1				20C-1			
02C-3				09D-1				15A-2				21A-3			
02D-1				09F-2				15B-1				22A-3			
02E-2				09G-2				15C-2				22B-3			
02F-3				10A-2				15D-2				22C-3			
02G-2				10B-2				15E-1				23A-1			
				10C-1				16A-2				23B-1			
03A-3				10D-1				16B-2				23C-1			
03B-1								16C-2				23D-2			
				11A-2				16D-2				24A-3			
04A-2				11B-1				17A-3				25A-1			
04B-2				11C-2				17B-2				25B-1			
04C-1				11D-2				17C-2				25C-1			
				11E-1				17D-2							
05A-3								17E-1				26A-3			
05B-2				12A-1				17F-3				If any additional non-conformances are observed, check item 26A-3 and list the Code section below.			
05C-2				12B-3				17G-1							
				12C-2				17H-2				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
06A-1				12D-2				17I-2							
06B-1				12E-1				17J-1				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
06C-1				12F-1				17K-1							
06D-2				12G-1				17L-1				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
06E-3				12H-1				18A-2							
06F-1				12I-1				18B-2				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
06G-1				12J-1				18C-2							
06H-2				12K-1				18D-2				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
				12L-1				19A-3							
07A-3				12M-1				19B-2				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
07B-2				12N-1				19C-1							
07C-2				12O-2				19D-1				Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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

Initial Inspection:

Fire Safety Inspector: Name M. Spates
Date 8/13/21

Registry  (26E-4)

Final Inspection (if required):

Fire Safety Inspector: Name _____
Date _____

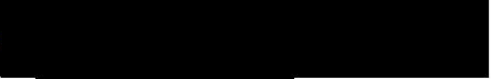
Registry # _____ (26F-4)

Part III: Public School Certifications

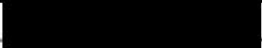
Section III-A. Fire Inspector

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

Name: Maevis Spates

Telephone #: 

Title: Lieutenant

Certification # 
(as designated by the NYS Department of State)

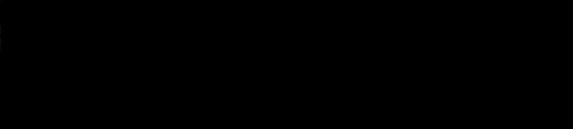
Email: mlspates@bfny.org

Section III-B. Building Administrator or Designee

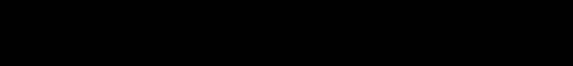
Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

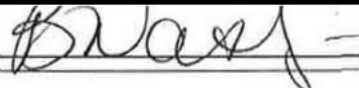
The individual identified below certifies that this building inspection was conducted on this date 8/13/2021 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Brittany Washington

Telephone: 

Title: Director of Operations

Email: 

Signature: 

Section III-C. School Superintendent

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

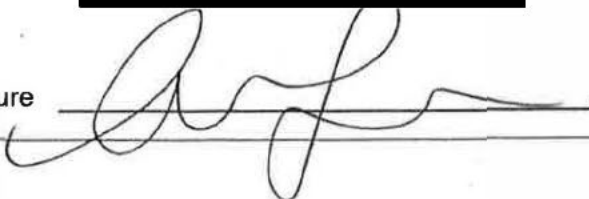
1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: Arielle Peterson

Telephone #: 

Title: Executive Director

Email: apeterson@primaryhall.org

Signature: 



OFFICE OF FACILITIES PLANNING - FIRE SAFETY UNIT
FIRE SAFETY UNIT
ROOM 1060 EBA
ALBANY, NEW YORK 12234

June 30, 2022

TO:
PRIMARY HALL PREPARATORY CS
ARIELLE PETERSON
2408 MAIN ST
BUFFALO, NEW YORK 14214

FACILITY:
PRIMARY HALL
2408 MAIN STREET
BUFFALO, NEW YORK 14214

FIRE SAFETY NONCONFORMANCE CORRECTION FORM

The superintendent of schools (or designee) must indicate corrections of nonconformances or omissions below by entering the date corrected next to individual codes. These corrections must be entered into the online Fire Safety system by August 05, 2022.

CODE	DATE CORRECTED	CODE	DATE CORRECTED	02D-1	__/__/____
---NA---	02E-2	__/__/____	---NA---		

I hereby certify that any nonconformances or omissions noted as corrected on this form were corrected as of the date indicated.

Date: __/__/____

Superintendent of Schools: _____

University of the
Education



State of New York
Department

CERTIFICATE OF OCCUPANCY

***** **TEMPORARY** *****

VALID FOR FACILITY:

PRIMARY HALL
2408 MAIN STREET
BUFFALO, NEW YORK 14214

DISTRICT:

PRIMARY HALL PREPARATORY CS
ARIELLE PETERSON
2408 MAIN ST
BUFFALO, NEW YORK 14214

Building ID: 140600930001

Issuance Date: June 30, 2022

Effective Date: April 01, 2022

Violations Exist: 02D-1, 02E-2

Expiration Date: August 05, 2022


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED