

Application: South Buffalo Charter School

David Ehrle - dehrle@southbuffalocs.org
2022-2023 Annual Report

Summary

ID: 0000000242
Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed - Jul 25 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

SOUTH BUFFALO CHARTER SCHOOL 800000034163

a1. Popular School Name

SBCS

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

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

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

Yes

c1. Name of Union

Select the name of the Union representing your school?

United Federation of Teachers

c2. Date Unionized

Nov 1 2008

d. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

e. Date of Approved Initial Charter

Jan 1 2000

f. Date School First Opened for Instruction

Aug 22 2000

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

South Buffalo Charter School is a Professional Learning Community. Our focus on learning is driven by research, data, and collaborative reflection to increase student achievement. We are dedicated to creating students that are prepared for the 21st century through an environment that encompasses character education, technology integration, and rigorous academics.

h. School Website Address

www.southbuffalocs.org

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

900

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

873

k. Grades Served

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

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

Responses Selected:

k
1
2
3
4
5
6
7
8

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	154 South Ogden St.	716-826-7213	Buffalo	K-8	K-8	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	David Ehrle	Superintendent	716-826-7213		dehrle@southbuffalocs.org
Operational Leader	Christine Petrie	Business Manager	716-826-7213		cpetrie@southbuffalocs.org
Compliance Contact	David Thomas	Principal	716-826-7213		dthomas@southbuffalocs.org
Complaint Contact	David Ehrle	Superintendent	716-826-7213		dehrle@southbuffalocs.org
DASA Coordinator	Fred Hahn	Assistant Principal	716-826-7213		fhahn@southbuffalocs.org
Phone Contact for After Hours Emergencies	Donald Nunweiler	Buildings and Grounds	716-826-7213		dunweiler@southbuffalocs.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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[certificate of occupancy 23.24.pdf](#)

Filename: certificate of occupancy 23.24.pdf **Size:** 796.9 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[fire inspection 2023.pdf](#)

Filename: fire inspection 2023.pdf **Size:** 4.1 MB

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

Separate by semi-colon (;)

none

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

ATTESTATIONS

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

Name	david ehrle
Position	Superintendent
Phone/Extension	716-826-7213
Email	dehrle@southbuffalocs.org

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

Responses Selected:

Yes

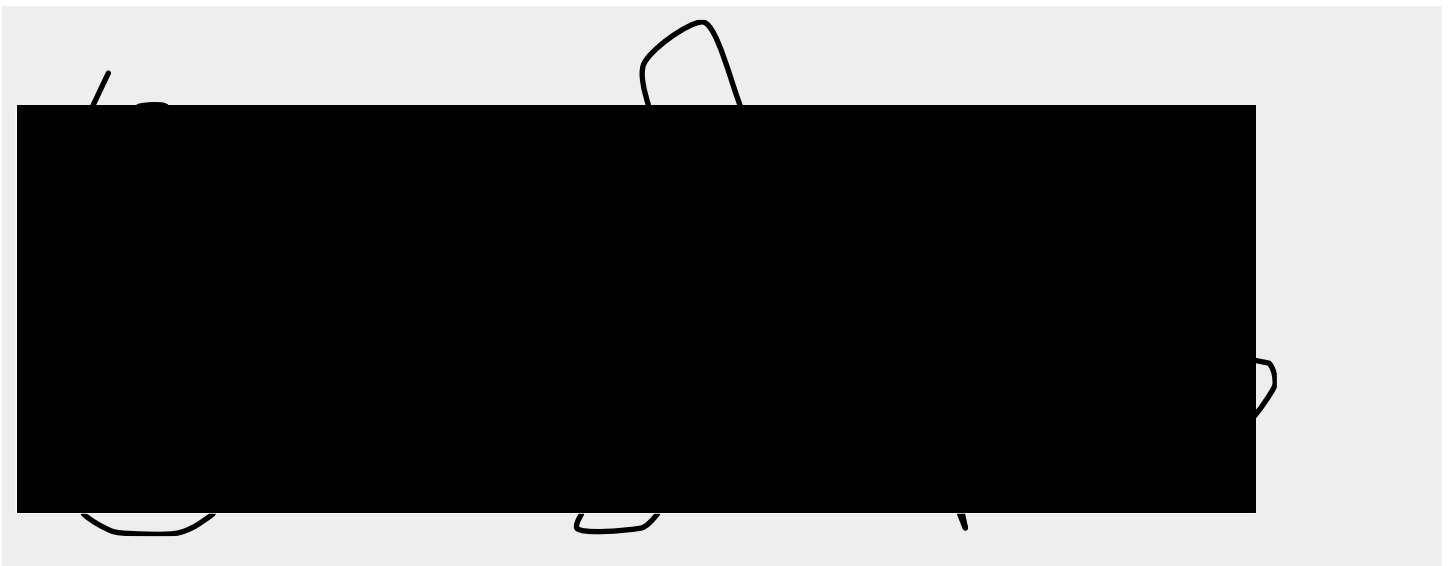
As outlined in ENTRY 10:

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

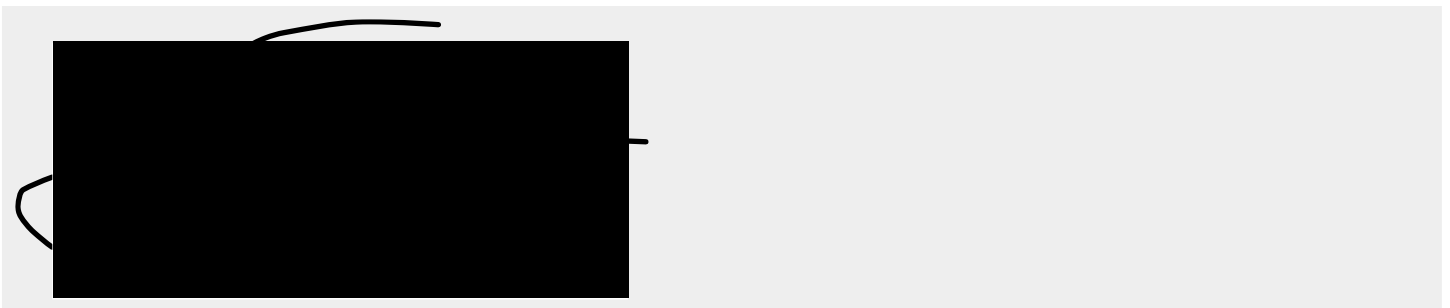
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 25 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 25 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: South Buffalo 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.southbuffalocs.org/site/handlers/filedownload.ashx?moduleinstanceid=3007&dataid=5562&FileName=SBC%20Annual%20Report%202022.pdf
2. Board meeting notices, agendas and documents	https://www.southbuffalocs.org/domain/5
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000034163
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.southbuffalocs.org/site/handlers/filedownload.ashx?moduleinstanceid=306&dataid=318&FileName=2022-23%20SBCS%20Handbook.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.southbuffalocs.org/site/handlers/filedownload.ashx?moduleinstanceid=3007&dataid=5355&FileName=SBC%20District%20Safety%20Plan%202022-2023.pdf
6. Authorizer-approved FOIL Policy	https://www.southbuffalocs.org/Page/2770
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.nysed.gov/sites/default/files/2014%20Subject%20Matter%20List.pdf

Thank you.



Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

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

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
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Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
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Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

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

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

In Progress - Last edited: Jul 31 2023

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until **August 1 2023** but will be identified as a required task thereafter and due on **November 1, 2023**. This is a required task, and it is marked optional for administrative purposes only.

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Incomplete - Hidden from applicant

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

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

Entry 4d - Financial Contact Information

Incomplete - Hidden from applicant

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

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

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

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
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Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

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

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

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

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

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

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

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

[Financial Disclosure - K](#)

Filename: Financial_Disclosure_-_K_Linhardt.pdf Size: 1.0 MB

[weimerdisclosure2023](#)

Filename: weimerdisclosure2023.pdf Size: 421.4 kB

[Financial Disclosure - A](#)

Filename: Financial_Disclosure_-_A_Tryjankowski.pdf Size: 1.2 MB

[Financial Disclosure - E](#)

Filename: Financial_Disclosure_-_E_Wolf.pdf Size: 1.2 MB

[Financial Disclosure - M](#)

Filename: Financial_Disclosure_-_M._Szalkowski.pdf Size: 145.6 kB

[C Schafer Financial Disclosure 2023](#)

Filename: C_Schafer_Financial_Disclosure_2023.pdf Size: 2.2 MB

[financial disclosure J](#)

Filename: finacial_disclosure_J.Mack_2023.pdf Size: 471.9 kB

Entry 7 BOT Membership Table

Completed - Jul 25 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022- 2023
1	Kathleen Linhardt	[REDACTED]	Secretary	Human Resources Facilities	Yes	7	07/01/2021	07/01/2024	12
2	Anne Marie Tryjankowski	[REDACTED]	Vice Chair	Human Resources Academic	Yes	6	07/01/2021	07/01/2024	12
3	Christopher Schafer	[REDACTED]	Chair	Facilities Finance	Yes	4	07/01/2023	07/01/2027	12
4	Jennifer Mack	[REDACTED]	Parent Rep	Academic	Yes	3	09/01/2020	09/01/2023	11
5	Elissa R. Wolf	[REDACTED]	Treasurer	Finance	Yes	1	07/01/2023	07/01/2027	11
6	James Weimer	[REDACTED]	Trustee/Member	Facilities	Yes		07/01/2022	07/01/2025	8
7	Matthew Szalkowski	[REDACTED]	Trustee/Member	Finance	Yes		07/01/2022	07/01/2025	8
8									
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, 2023	7
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

7

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

2

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

0

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

25

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 25 2023 - Hidden from applicant

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

Board Minutes 6

Filename: Board_Minutes_6.22_to_6.23_xdN2dul.pdf Size: 9.5 MB

Entry 9 Enrollment & Retention

Completed - Jul 25 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>SBCS started a very large and robust marketing campaign for the 2022-2023 school year. The following are the ways we worked to recruit in all subcategories.</p> <ol style="list-style-type: none"> Enrollment flyers placed in community centers, day cares, pre K program. Community use of our facility. Both indoor and out for Dance schools, South Buffalo Baseball, 2 area cricket leagues. Radio advertisement on WBLK (hip-hop/rap) and WYRK (country). Tabling at all buffalo events that include festivals and parades. Advertisements in WNY Family Magazine. <p>Television commercials on WGRZ for 3 months, their website and two live appearances on WNY Living.</p> <ol style="list-style-type: none"> Use of SBCS website Regular postings on the SBCS Facebook and Instagram pages. 4 months of advertising on 8 billboards in Buffalo. Digital marketing campaign on Google, Facebook, Instagram. Multiple tabling events at the Walden Galleria Mall and on their mall billboards. Attended all local charter school tabling enrollment events. PTO Community events 	<p>SBCS will continue the robust campaign as in the previous year. Doing the same items as before. The following are the ways we will work to recruit in all subcategories.</p> <ol style="list-style-type: none"> Enrollment flyers placed in community centers, day cares, pre K program. Community use of our facility. Both indoor and out for Dance schools, South Buffalo Baseball, 2 area cricket leagues. Radio advertisement on WBLK (hip-hop/rap) and WYRK (country). Tabling at all buffalo events that include festivals and parades. Advertisements in WNY Family Magazine. <p>Television commercials on WGRZ for 3 months, their website and two live appearances on WNY Living.</p> <ol style="list-style-type: none"> Use of SBCS website Regular postings on the SBCS Facebook and Instagram pages. 4 months of advertising on 8 billboards in Buffalo. Digital marketing campaign on Google, Facebook, Instagram. Multiple tabling events at the Walden Galleria Mall and on their mall billboards. Attended all local charter school tabling enrollment events. PTO Community events
English Language Learners	<p>SBCS started a very large and robust marketing campaign for the 2022-2023 school year. The following are the ways we worked to recruit in all subcategories.</p> <ol style="list-style-type: none"> Enrollment flyers placed in 	<p>SBCS will continue the robust campaign as in the previous year. Doing the same items as before. The following are the ways we will work to recruit in all subcategories.</p> <ol style="list-style-type: none"> Enrollment flyers placed in

	<p>community centers, day cares, pre K program.</p> <p>b. Community use of our facility. Both indoor and out for Dance schools, South Buffalo Baseball, 2 area cricket leagues.</p> <p>c. Radio advertisement on WBLK (hip-hop/rap) and WYRK (country). Tabling at all buffalo events that include festivals and parades.</p> <p>d. Advertisements in WNY Family Magazine. Television commercials on WGRZ for 3 months, their website and two live appearances on WNY Living.</p> <p>e. Use of SBCS website</p> <p>f. Regular postings on the SBCS Facebook and Instagram pages.</p> <p>g. 4 months of advertising on 8 billboards in Buffalo.</p> <p>h. Digital marketing campaign on Google, Facebook, Instagram.</p> <p>i. Multiple tabling events at the Walden Galleria Mall and on their mall billboards.</p> <p>j. Attended all local charter school tabling enrollment events.</p> <p>k. PTO Community events</p>	<p>community centers, day cares, pre K program.</p> <p>b. Community use of our facility. Both indoor and out for Dance schools, South Buffalo Baseball, 2 area cricket leagues.</p> <p>c. Radio advertisement on WBLK (hip-hop/rap) and WYRK (country). Tabling at all buffalo events that include festivals and parades.</p> <p>d. Advertisements in WNY Family Magazine. Television commercials on WGRZ for 3 months, their website and two live appearances on WNY Living.</p> <p>e. Use of SBCS website</p> <p>f. Regular postings on the SBCS Facebook and Instagram pages.</p> <p>g. 4 months of advertising on 8 billboards in Buffalo.</p> <p>h. Digital marketing campaign on Google, Facebook, Instagram.</p> <p>i. Multiple tabling events at the Walden Galleria Mall and on their mall billboards.</p> <p>j. Attended all local charter school tabling enrollment events.</p> <p>k. PTO Community events</p>
Students with Disabilities	<p>SBCS started a very large and robust marketing campaign for the 2022-2023 school year. The following are the ways we worked to recruit in all subcategories.</p> <p>a. Enrollment flyers placed in community centers, day cares, pre K program.</p> <p>b. Community use of our facility. Both indoor and out for Dance schools, South Buffalo Baseball, 2 area cricket leagues.</p> <p>c. Radio advertisement on WBLK (hip-hop/rap) and WYRK (country). Tabling at all buffalo events that include festivals and parades.</p> <p>d. Advertisements in WNY Family</p>	<p>SBCS will continue the robust campaign as in the previous year. Doing the same items as before. The following are the ways we will work to recruit in all subcategories.</p> <p>a. Enrollment flyers placed in community centers, day cares, pre K program.</p> <p>b. Community use of our facility. Both indoor and out for Dance schools, South Buffalo Baseball, 2 area cricket leagues.</p> <p>c. Radio advertisement on WBLK (hip-hop/rap) and WYRK (country). Tabling at all buffalo events that include festivals and parades.</p> <p>d. Advertisements in WNY Family</p>

Magazine.

Television commercials on WGRZ for 3 months, their website and two live appearances on WNY Living.

e. Use of SBCS website

f. Regular postings on the SBCS Facebook and Instagram pages.

g. 4 months of advertising on 8 billboards in Buffalo.

h. Digital marketing campaign on Google, Facebook, Instagram.

i. Multiple tabling events at the Walden Galleria Mall and on their mall billboards.

j. Attended all local charter school tabling enrollment events.

k. PTO Community events

Magazine.

Television commercials on WGRZ for 3 months, their website and two live appearances on WNY Living.

e. Use of SBCS website

f. Regular postings on the SBCS Facebook and Instagram pages.

g. 4 months of advertising on 8 billboards in Buffalo.

h. Digital marketing campaign on Google, Facebook, Instagram.

i. Multiple tabling events at the Walden Galleria Mall and on their mall billboards.

j. Attended all local charter school tabling enrollment events.

k. PTO Community events

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>SBCS utilized many different avenues in an attempt to retain ED students. All SBCS students received a chromebook and if needed a hotspot for home use. All students receive a free breakfast and lunch. Our student to teacher ratio is 10:1 to give the greatest assistance possible. Students who are struggling in grades K-6 receive free summer school with transportation. SBCS invited EPIC:Every Person Influences Children to give professional development on poverty to our staff in a continuing effort throughout the school year. SBCS has a uniform program to assist families with the purchase of school uniforms that need it. SBCS helped families with two holiday drives providing Thanksgiving dinners and Christmas gifts to those in need. SBCS also offered a free after school program for families with childcare needs as well as a free before school program. SBCS partnered with Orchard Park Medical to provide free physicals to families in need. SBCS provides a Middle School athletics program free for all students and offered Band and Chorus at no charge for instruments or lesson. SBCS has a Community Outreach and Family Engagement Coordinator that assists families with all types of needs as well.</p>	<p>SBCS will continue to offer each student a school issued chrome book and a hot spot for internet as needed. An afterschool program and a before school program will be provided for parents in need of these services. The uniform program and holiday drives will continue. SBCS will strive to keep the student teacher ratio at 10:1. SBCS will offer after school programs in cooking, engineering, debate for families. SBCS will continue to offer a partnership with Orchard Park medical for families in need as well as the utilization of our Family Engagement Support specialist.</p>
English Language Learners	<p>SBCS traveled to various parts of the City of Buffalo to market and advertise our ELL program.</p>	<p>SBCS will continue to hire interpreters for all family needs and continue to provide multi-language</p>

	<p>Interpreters were provided for families at any school event where they were needed and for regular communication. SBCS utilized communications home in a second language. A full-time ELL teacher is hired to give extended services than the minimum that is required by NYS. SBCS hiring practices has allowed for more teaching staff in the building that like and/or speak the languages of some of our ELL students.</p>	<p>communication as needed. SBCS will continue to have at least one full-time certified ELL teacher. SBCS continues to seek out teaching candidates that speak multiple languages and are from the communities of our ELL students. 2:1 opportunity on lottery and sibling preference on lottery</p>
Students with Disabilities	<p>SBCS gave staff professional development on multi-tiered levels of support and then provided those supports. As an event driven school we offered many opportunities for these students to interact and be a part of the community. SBCS has 9 ICT teachers employed and a full time Special Education Coordinator. Our ratio of students to staff for SWD labeled as LD is approximately 4:1. We utilize Buffalo Hearing and Speech for our Speech students as well as OT/PT and have a similar ratio. During this school year SBCS added a Social Worker.</p>	<p>SBCS will continue to improve our ratio of Special Education staff and continue to provide these staff with professional development opportunities. SBCS will utilize the ICT model to give all SWD improved opportunities within the school. SBCS will work with all of the school districts students come from to work with CSE Committees on proper labeling and improved services for its students. 2:1 opportunity on enrollment lottery and sibling preference.</p>

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 25 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/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 25 2023 - Hidden from applicant

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	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	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	84

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	92

Thank you.



Entry 12 Organization Chart

Completed - Jul 25 2023 - Hidden from applicant

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[org chart](#)

Filename: org_chart.pdf Size: 344.8 kB

Entry 13 School Calendar

Completed - Jul 25 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

[calendar 2023](#)

Filename: calendar_2023.2024.pdf Size: 2.1 MB

Entry 14 Staff Roster

Incomplete - Hidden from applicant

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

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

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

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

Optional Additional Documents to Upload (BOR)

Incomplete

Application: South Buffalo Charter School

David Ehrle - dehrle@southbuffalocs.org
2022-2023 Annual Report

Summary

ID: 0000000251

Entry 1 School Info and Cover Page

Incomplete

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

(No response)

a1. Popular School Name

(No response)

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

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

(No response)

c. School Unionized

Is your charter school unionized?

(No response)

c1. Name of Union

Select the name of the Union representing your school?

(No response)

c2. Date Unionized

(No response)

d. DISTRICT / CSD OF LOCATION

(No response)

e. Date of Approved Initial Charter

(No response)

f. Date School First Opened for Instruction

(No response)

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

(No response)

h. School Website Address

(No response)

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

(No response)

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

(No response)

k. Grades Served

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

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

No Responses Selected

I. Charter Management Organization

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

(No response)

FACILITIES INFORMATION

m. FACILITIES

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

(No response)

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1						

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

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

(No response)

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1						

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2						

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

m2b. Is site 2 in public (co-located) space or in private space?

(No response)

m2c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2						

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 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

School Site 3

m3. SCHOOL SITES

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 3						

m3a. Please provide the contact information for Site 3.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

m3b. Is site 3 in public (co-located) space or in private space?

(No response)

m3c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 3						

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 3 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 3 Fire Inspection Report

This is required, marked optional for administrative purposes.

School Site 4

m4. SCHOOL SITES

Please provide information on Site 4 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 4					

m4a. Please provide the contact information for Site 4.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

m4b. Is site 4 in public (co-located) space or in private space?

(No response)

m4c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 4						

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 4 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

Site 4 Fire Inspection Report

This is required, marked optional for administrative purposes.

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

Separate by semi-colon (;)

(No response)

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

(No response)

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1				
2				
3				
4				
5				

More revisions to add?

(No response)

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	(No response)
Position	(No response)
Phone/Extension	(No response)
Email	(No response)

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).

No Responses Selected

As outlined in ENTRY 10:

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

No Responses Selected

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

(No response)



Thank you.

Entry 2 Links to Critical Documents on School Website

Incomplete

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: South Buffalo 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	
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	
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	

Thank you.



Entry 3 Progress Toward Goals

Incomplete

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

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

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
Academic Goal 51				
Academic Goal 52				
Academic Goal 53				
Academic Goal 54				
Academic Goal 55				
Academic Goal 56				
Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

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

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. SUNY-authorized charter schools are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Incomplete

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

Entry 4c – Additional Financial Documents

Incomplete

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

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

Entry 4d - Financial Contact Information

Incomplete

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

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

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

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
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Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

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

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

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

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

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Incomplete

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

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

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

Entry 7 BOT Membership Table

Incomplete

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.

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

Authorizer:

Who is the authorizer of your charter school?

(No response)

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022- 2023
1									
2									
3									
4									
5									
6									
7									
8									
9									

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

(No response)

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2022- 2023
10									
11									
12									
13									
14									
15									

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

(No response)

1d. 2022-2023 Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022- 2023
16									
17									
18									
19									
20									
21									

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	(No response)
b.Total Number of Members Added During 2022-2023	(No response)
c. Total Number of Members who Departed during 2022-2023	(No response)
d.Total Number of members, as set in Bylaws, Resolution or Minutes	(No response)

3. Number of Board meetings held during 2022-2023

(No response)

4. Number of Board meetings scheduled for 2023-2024

(No response)

Total number of Voting Members on June 30, 2023:

(No response)

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

(No response)

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

(No response)

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

(No response)

Thank you.

Entry 8 Board Meeting Minutes

Incomplete

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

Entry 9 Enrollment & Retention

Incomplete

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged		
English Language Learners		
Students with Disabilities		

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged		
English Language Learners		
Students with Disabilities		

Entry 10 – Teacher and Administrator Attrition

Incomplete

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/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

No Responses Selected

Entry 11 Percent of Uncertified Teachers

Incomplete

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category A: 5 or 30% whichever is less	0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category C: not to exceed 5	0

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

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

	FTE Count
Total	

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.



Entry 12 Organization Chart

Incomplete

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Incomplete

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

Entry 14 Staff Roster

Incomplete

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

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

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.

Total Years' Experience in this Role

Total Years at this School

Out-of-Certification Justification

Subject Taught

Notes

Enter Total Years of Experience that the Faculty/Staff person has in their current role.

Enter the Total Years that the Faculty/Staff person has been employed in this school.

Select the appropriate choice from the **drop-down list**.

Select the appropriate choice from the **drop-down list**.

Optional

Optional Additional Documents to Upload (BOR)

Incomplete - Hidden from applicant

Minutes - June 15, 2023
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:02 p.m. Members Present:

In Person: Kathy Linhardt, Chris Schafer, Elissa Wolf, Jen Mack

Virtual: Amle Marie Tryjankowski, James Weimer Members

Absent: Matthew Szalkowski

Public Comment: None Presentation: None

Board Reports:

- Executive Committee- None
- Academic Committee None
- Facility Committee no meeting, however the members received an email from Mr. Ehrle scheduling a meeting for next month - additionally, it was noted that Buffalo Niagara Waterkeepers is a no-go, SBCS insurance will not cover
- Finance Committee - monthly finances look good and no changes to the budget were necessary
- Human Resources/Appeals Committee - changes to be made to the employee handbook regarding vacation days and adding Juneteenth as a recognized holiday - Chris Schafer noted that the board is to review days and make recommendations to Administration, but they cannot make the actual changes these recommendations were made to Mr. Ehrle to accept

New Business:

- Motion to approve the minutes from the Board Meeting on May 9, 2023 was made by Kathy Linhardt; seconded by Jen Mack. Vote: All in favor.
- Emollment Summary - See attached.
- Superintendent's Report - See attached.
- Consensus Agenda
 - Question regarding Keller Brothers payment made by Kathy Linhardt - report states amount paid for was business cards and seemed high - payment to Keller was for more than business cards and payment was fair amount
 - Motion to approve the Finance Report for SBCS and Finance Report for 154 South Ogden, LLC was made by Elissa Wolf; seconded by Kathy Linhardt. Vote: All in favor.
- Anne Marie Tryjankowski advised that June was the month to re-elect officers.
- Motion to move into executive session made by Kathy Linhardt; seconded by Elissa Wolf. Vote: All in favor. - Executive Session called to order at 6:17 p.m.
- Motion to move out of executive session made by Jen Mack; seconded by Kathy Linhardt. Vote: All in favor. - Executive Session ended at 6:56 p.m.
- Motion to approve the budget for 2023-24 school year was made by Kathy Linhardt; seconded by Elissa Wolf. Vote: All in favor.
- Motion to renew Chris Schafer as a member of the Board of Trustees, new term to expire June 30, 2027, was made by Kathy Linhardt; seconded by Anne Marie Tryjankowski. Vote: five (5) members in favor; Chris Schafer abstained.
- Motion to renew Elissa Wolf as a member of the Board of Trustees, new term to expire June 30, 2027, was made by Kathy Linhardt; seconded by Jen Mack. Vote: five (5) members in favor; Elissa Wolf abstained.
- A slate of candidates for the officers of the Board was presented as follows: President - Chris Schafer; Vice President - Anne Marie Tryjankowski; Secretary Kathy Linhardt; Treasurer - Elissa Wolf. Motion to elect this slate was made by Anne Marie Tryjankowski; seconded by Elissa Wolf. Vote: All in favor.
- Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Jen Mack. Vote: All in favor.

The meeting was adjourned at 7:02 p.m.

Minutes -May 9, 2023
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:05 p.m. Members

Present:

In Person: Kathy Linhardt, Chris Schafer, Elissa Wolf, Matthew Szalkowski
 Virtual: Anne Marie Tryjankowski Via Phone: James Weimer

Members Absent: Jenn Mack Public Comment:

None

Presentation: Science Fellowship- introduced by Gina Dudkowski
 Dr. Paul Zachos (Director of Research and Evaluation - Association for the Cooperative Advancement of Science and Education) and Jason Brecht discussed what the fellowship is and the benefit of it, specifically bringing the teachers together collaboratively to discuss the breakdown of standards and revamping assessments for the benefit of the students with the hope to expand. SBCS teachers who participate spoke to the success of the fellowship: Bill Beck, Beth Harwood, Mary Konieczny, Diane Kessler, Tiffany DePlato and Aubrey Ray.

School Calendar Options - Superintendent

Mr. Ehrle presented the Board with three options for the upcoming school year and recommended option one

Board Reports:

- Executive Committee - discussed CSI outcomes and how to implement
- Appeals - will be combined with Human Resources Committee moving forward
- Academic Committee - discussed intervention services, which were also discussed during the CSI meeting
- Facility Committee - no meeting, however it was noted that waivers have been updated for anyone looking to use the SBCS fields - additionally, a draft was submitted to Buffalo Niagara Waterkeepers on May 9th
- Finance Committee - Met to review 990 and preview preliminary budget, which is not complete and will be tabled until next month's meeting - additionally, the odd check that was questioned at last month's meeting by Anne Marie Tryjankowski was looked into and determined that it was caught internally, never paid and was on the schedule of bills in error
- Human Resources Committee - no meeting, but noted that evaluations for Superintendent are to be finalized and submitted to Board Secretary no later than Thursday, June 1st.

New Business:

- Motion to approve the minutes from the Board Meeting on April 11, 2023 was made by Kathy Linhardt; seconded by Matthew Szalkowski. Vote: All in favor.
- Enrollment Summary See attached.
- Superintendent's Report See attached.
- Consensus Agenda
 - Form 990 to be amended to show Elissa Wolf as Treasurer. Motion to approve Form 990 was made by Elissa Wolf; seconded by Matthew Szalkowski. Vote: All in favor.
 - Preliminary Budget for SBCS to go out to Board and tabled until June Board meeting.
 - Motion to approve the Finance Report for SBCS and Finance Report for 154 South Ogden, LLC was made by Elissa Wolf; seconded by Matthew Szalkowski. Vote: All in favor.

- Calendar options discussed. Anne Marie Tryjankowski, Kathy Linhardt and Chris Schafer support recommendation of Mr. Ehrle. Motion to approve School Calendar Option 1 was made by Matthew Szalkowski; seconded by Elissa Wolf. Vote: All in favor.
- Kathy Linhardt to update Board Rooster and Board members to review bios on SBCS website by July 1st for upcoming school year.
- Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Matthew Szatkowski. Vote: All in favor.

The meeting was adjourned at 6:49 p.m.

Minutes - April 11, 2023
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:02 p.m. Members Present:

In Person: Kathy Linhardt, Chris Schafer, Jenn Mack, Elissa Wolf

Virtual: Anne Marie Tryjankowski, Matthew Szalkowski Members

Absent: James Weimer

Public Comment: None Presentation:

None

Board Reports:

- Executive Committee - CSI documents went out to Board members to review for mid- term meeting
- Appeals - None
- Academic Committee - None
- Facility Committee - final quote to be sent on Auditorium project; vetting shadow camera system project; an organization is interested in using back fields of school, but need modifications
- Finance Committee - Meeting next week to review budget
- Human Resources Committee - met to discuss new Board secretary position and Mr. Ehrle evaluation

New Business:

- Motion to approve the minutes from the Board Meeting on March 14, 2023 was made by Kathy Linhardt; seconded by Elissa Wolf. Vote: All in favor.
 - Enrollment Summary - See attached.
 - Superintendent's Report - See attached.
 - Consensus Agenda: Finance Report for SBCS and Finance Report for 154 South Ogden, LLC for March 2023 - re: Finance Report for SBCS, question arose regarding \$1,500 to Orchard Park Family Practice - funds used for physicals; question arose regarding payments in 2022 to hospital and Mercy Ambulatory - Mr. Ehrle to check on those and report back to Board. Motion to approve the financials for SBCS and 154 South Ogden, LLC for March 2023 was made by Elissa Wolf; seconded by Jenn Mack. Vote: All in favor.
 - Motion to go into Executive Session to discuss personnel was made by Kathy Linhardt; seconded by Elissa Wolf. Vote: All in favor. Called to order at 6:24 p.m. Motion to adjourn made by Kathy Linhardt; seconded by Jenn Mack. Adjourned at 6:52 p.m.
 - Motion to accept contract between SBCS and Kristi Maggio as Confidential Secretary to the Board made by Kathy Linhardt; seconded by Anne Marie Tryjankowski. Vote: All in favor.
-
- Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Matthew Szalkowski. Vote: All in favor.

The meeting was adjourned at 6:57 p.m.

Minutes - March 14, 2023
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:04 p.m. Members Present:

In Person: Kathy Linhardt

Virtual: Anne Marie Tryjankowski, Elissa Wolf, Matthew Szalkowski, Jenn Mack, James Weimer, Chris Schafer

Members Absent: None Public Comment: None

Presentation: Dave Ehrle - Mid-year iReady data/Behavioral data how to know a student is growing following charts; less red = growth
 continue to improve data with tier 3 intervention for red; break up type of intervention based on grade level data is being tracked
 Mrs. Taggart- Sensory Room positives of sensory room discussed
 teachers will be trained by Mrs. Taggart 11 teachers will track data of success

Board Reports:

- Executive Committee - None
- Appeals -None
- Academic Committee - Looking for approval on hiring a full-time certified teacher to sub as needed
- Facility Committee - Bid received and need to be vetted
- Finance Committee - Christine Petrie started at new Business Manager on 03/06/23
- Human Resources Committee - None

New Business:

- Motion to approve the minutes from the Board Meeting on February 14, 2023 was made by Anne Marie Tryjankowski; seconded by Matt Szalkowski. Vote: All in favor.
- Enrollment Summary - current enrollment - 885 students; accepting applications and received 159 to date
- Superintendent's Report - See attached.
- Finance Report- question arose regarding \$5,000 spent on last finance report for pyramid sponsorship - \$2,500 is used for an enrollment table for 1 month at Galleria Mall; \$2,500 used for enrollment/SBCS information table every Tuesday at Galleria Mall
- Motion to approve the financials for SBCS for February 2023 was made by Chris Schafer; seconded by Elissa Wolf. Vote: All in favor.
- Motion to approve the financials for 154 South Ogden, LLC for February 2023 was made by Matt Szalkowski; seconded by Elissa Wolf. Vote: All in favor.
- Contract for land usage between 154 South Ogden LLC and Buffalo Niagara Waterkeeper discussed and further negotiating needs to take place
- Motion to adjourn the meeting was made by Jenn Mack; seconded by Anne Marie Tryjankowski. Vote: All in favor.

The meeting was adjourned at 7:10 p.m.

Minutes – February 14, 2023
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:03 p.m.

Members Present:

In Person: Chris Schafer, Jenn Mack, Kathy Linhardt

Virtual: Anne Marie Tryjankowski, Elissa Wolf, Matthew Szalkowski

Members Absent: James Weimer

Public Comment: Jenn Mack – PTO spring event donation request Motion to donate \$1000 to the SBCS PTO for their spring event was made by Kathy Linhardt; seconded by Anne Marie Tryjankowski. Vote: Jenn Mack abstained, all in favor

Presentation:

Board Reports:

- Executive Committee – None
- Appeals – None
- Academic Committee – Breaking down the test scored into smaller groups/demographics
- Facility Committee – RFP's for projects out, waiting for bidding window to close. Waterkeepers will be sending a contract to SBCS for review
- Finance Committee – Ledgers are in order. Minor internal adjustments; balancing department salaries (reallocation of personnel)
- Human Resource Committee – Evaluation process started

New Business:

1. Motion to approve the minutes from the Board Meeting on January 10, 2023 was made by Anne Marie Tryjankowski, seconded by Jenn Mack Vote: All in favor.
2. Enrollment Summary: 890
3. Superintendent's Report: See attached
4. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for January 2023 was made by Matthew Szalkowski; seconded by Elissa Wolf. Vote: All in favor.
5. Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Vote: All in favor.

The meeting was adjourned at 6:24 pm.

Minutes – January 10, 2023
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:02 p.m.

Members Present:

In Person: Chris Schafer, Jenn Mack, Kathy Linhardt, Elissa Wolf
Virtual: Anne Marie Tryjankowski, James Weimer, Matthew Szalkowski

Members Absent:

Public Comment: None

Presentation: State Data – Comparative Data

Board Reports:

- Executive Committee – Review and disseminate the Strategic Plan
- Appeals – None
- Academic Committee – Reviewed the comparative data, next meeting will further breakdown the data
- Facility Committee – Two (2) projects are within department budgets, two (2) projects will need to pass through the Finance Committee and an RFP published
- Finance Committee – Books and finances are in order
- Human Resource Committee – Reviewed Personnel Handbook

New Business:

1. Motion to approve the minutes from the Board Meeting on December 13, 2022, with the following amendments: New Business #4 change October to November, New Business # 4 change Elissa Wolf to Jenn Mack, New Business #4 change Jenn Mack to Kathy Linhardt, New Business #5 change Jenn Mack to Matthew Szalkowski: the vote to approve the minutes was made by Kathy Linhardt, seconded by Elissa Wolf Vote: All in favor.
2. Enrollment Summary: 892
3. Superintendent's Report: See attached
4. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for December 2022 was made by Elissa Wolf; seconded by Jenn Mack. Vote: All in favor.
5. Motion to adjourn the meeting was made by Jenn Mack; seconded by Kathy Linhardt. Vote: All in favor.

The meeting was adjourned at 6:42 pm.

Minutes – December 13, 2022
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:01 p.m.

Members Present:

In Person: Chris Schafer, Jenn Mack, Kathy Linhardt, Matthew Szalkowski
Virtual: Anne Marie Tryjankowski, James Weimer

Members Absent: Elissa Wolf

Public Comment: None

Presentation: None

Board Reports:

- Executive Committee – None
- Appeals – None
- Academic Committee – Received data, will meet before January
- Facility Committee – Received quotes, will meet before January
- Finance Committee – Financial statements are in good order.
- Human Resource Committee – Reviewed Personnel Handbook, recommendations will be ready for the January meeting

New Business:

1. Motion to approve the minutes from the Board Meeting on November 8, 2022: the vote to approve the minutes was made by Kathy Linhardt, seconded by Jenn Mack Vote: All in favor.
2. Enrollment Summary: 894
3. Superintendent's Report: See attached
4. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for November 2022 was made by Jenn Mack; seconded by Kathy Linhardt. Vote: All in favor.
5. Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Matthew Szalkowski. Vote: All in favor.

The meeting was adjourned at 6:32 pm.

Minutes – November 8, 2022
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:08 p.m.

Members Present:

In Person: Chris Schafer, Jenn Mack, Kathy Linhardt, Elissa Wolf

Virtual: Anne Marie Tryjankowski, James Weimer

Members Absent: Matthew Szalkowski

Public Comment: None

Presentation: None

Board Reports:

- Executive Committee – None
- Appeals – None
- Academic Committee – None
- Facility Committee – Waterkeepers sending over draft agreements. Bridge, should be ready to for vehicle traffic Monday November 21, 2022.
- Finance Committee – Financial statements in good shape.
- Human Resource Committee – None

New Business:

1. Motion to approve the minutes from the Board Meeting on October 10, 2022: the vote to approve the minutes was made by Kathy Linhardt, seconded by Jenn Mack Vote: All in favor.
2. Enrollment Summary: 893
3. Superintendent's Report: See attached
4. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for October 2022 was made by Elissa Wolf; seconded by Jenn Mack. Vote: All in favor.
5. Motion to sign the agreement the engagement letter to transfer law firms from Harris Beach to Lippes Mathias was made by Kathy Linhardt; seconded by Elissa Wolf. Vote: All in favor.
6. Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Vote: All in favor.

The meeting was adjourned at 6:32 pm.

Minutes – October 11, 2022
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:03 p.m.

Members Present:

In Person: Chris Schafer, Jenn Mack, Kathy Linhardt

Virtual: Anne Marie Tryjankowski, James Weimer, Matthew Szalkowski

Members Absent: Elissa Wolf

Public Comment: None

Presentation: None

Board Reports:

- Executive Committee – Possible change of attorney/law firm
- Appeals – None
- Academic Committee – Updates on intervention and co-teaching
- Facility Committee – None
- Finance Committee – Financial statements in good shape. Draft audit will be presented to the Finance Committee before the November meeting.
- Human Resource Committee – None

New Business:

1. Christopher Schafer did state the August approved meeting minutes did have an error: New Business 5, the vote missing. Should have “motion made by Anne Marie Tryjankowski; seconded by Elissa Wolf. Vote: All in favor.”
2. Motion to approve the minutes from the Board Meeting on September 13, 2022: the vote to approve the minutes made by Kathy Linhardt, seconded by Anne Marie Tryjankowski. Vote: All in favor.
3. Enrollment Summary: 883 with multiple packets out to fill the classes
4. Superintendent’s Report: See attached
5. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 S Ogden, LLC for September 2022 was made by Jenn Mack; seconded by Matthew Szalkowski. Vote: All in favor.
6. Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Vote: All in favor.

The meeting was adjourned at 6:25 pm.

Minutes – September 13, 2022
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:06 p.m.

Members Present:

In Person: Chris Schafer, Elissa Wolf, Jenn Mack, Kathy Linhardt
Virtual: Anne Marie Tryjankowski, James Weimer, Matthew Szalkowski

Members Absent:

Public Comment: None

Presentation: None

Board Reports:

- Executive Committee – By-Law recommendation
- Appeals – None
- Academic Committee – Scheduling meeting
- Facility Committee – Still waiting on quotes for CAP projects, finally receiving some
- Finance Committee – Financial statements in good shape. Annual audit starting this week. Improvements to payroll software.
- Human Resource Committee – Goals for Superintendent David Ehrle

New Business:

1. Motion to approve the minutes from the Board Meeting on August 9, 2022: the vote to approve the minutes was made by Kathy Linhardt, seconded by Elissa Wolf. Vote: All in favor.
2. Enrollment Summary: within the Superintendent report
3. Superintendent's Report: See attached
4. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for August 2022 was made by Elissa Wolf; seconded by Kathy Linhardt. Vote: All in favor.
5. Motion to approve the goals of Superintendent David Ehrle for the 2022 – 2023 school year, subject to final review and amendments was made by James Weimer; seconded by Jennifer Mack. Vote: All in favor.
6. Motion to adjourn the meeting was made by Jennifer Mack; seconded by Kathy Linhardt. Vote: All in favor.

The meeting was adjourned at 6:38 pm.

Meeting was called to order at 6:06 p.m.

Members Present:

In Person: Chris Schafer, Elissa Wolf, Jenn Mack, Kathy Linhardt
Virtual: Anne Marie Tryjankowski, James Weimer, Matthew Szalkowski

Members Absent:

Public Comment: None

Presentation: None

Board Reports:

- Executive Committee – By-Law recommendation
- Appeals – None
- Academic Committee – Scheduling meeting
- Facility Committee – Still waiting on quotes for CAP projects, finally receiving some
- Finance Committee – Financial statements in good shape. Annual audit starting this week. Improvements to payroll software.
- Human Resource Committee – Goals for Superintendent David Ehrle

New Business:

1. Motion to approve the minutes from the Board Meeting on August 9, 2022: the vote to approve the minutes was made by Kathy Linhardt, seconded by Elissa Wolf. Vote: All in favor.
2. Enrollment Summary: within the Superintendent report
3. Superintendent's Report: See attached
4. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for August 2022 was made by Elissa Wolf; seconded by Kathy Linhardt. Vote: All in favor.
5. Motion to approve the goals of Superintendent David Ehrle for the 2022 – 2023 school year, subject to final review and amendments was made by James Weimer; seconded by Jennifer Mack. Vote: All in favor.
6. Motion to adjourn the meeting was made by Jennifer Mack; seconded by Kathy Linhardt. Vote: All in favor.

The meeting was adjourned at 6:38 pm.

Minutes – July 12, 2022
South Buffalo Charter School
Board of Directors Meeting

Meeting was called to order at 6:05 p.m.

Members Present: In Person: Chris Schafer, Jenn Mack, Elissa Wolf, Kathy Lindhardt

Virtual: Anne Marie Tryjankowski,

Members Absent:

Public Comment: None

Presentation: None

Board Reports:

- Appeals – None
- Executive Committee – Did not meet due to scheduling conflicts. By-Law review for August meeting
- Academic Committee – None
- Facility Committee – None. Expecting a meeting to review upcoming CAP projects
- Finance Committee – Did not meet in person. Monthly financial statements were reviewed and normal
- Human Resource Committee – None
- Board Recruitment Committee – Tasks now managed by Executive Committee

New Business:

1) Motion to approve the minutes from the Board Meeting on June 16, 2022: the vote to approve the minutes was made by Kathy Lindhardt, seconded by Jenn Mack Vote: All in favor.

2) Enrollment Summary: 881 students, screening day July 21 for additional enrollment

3) Superintendent's Report: See attached

4) Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for April 2022 was made by Elissa Wolf; seconded by Kathy Lindhardt. Vote: All in favor.

5) Motion to approve the food service contract with Personal Touch for the 2022-2023 school year was made by Kathy Lindhardt; seconded by Jenn Mack. Vote: All in favor.

6) Motion to approve Matthew Szalkowski as a SBCS Board member pending CSI approval was made by Jenn Mack; seconded by Elissa Wolf. Vote: All in favor.

7) Motion to dissolve the Board Recruitment Committee was made by Kathy Lindhardt; seconded by Elissa Wolf. Vote: All in favor.

8) Motion to adjourn the meeting was made by Kathy Lindhardt; seconded by Anne Marie Tryjankowski. Vote: All in favor.

The meeting was adjourned at 7:26 pm.

Meeting was called to order at 6:02 p.m.

Members Present:

In Person: Chris Schafer, Jenn Mack, Elissa Wolf, Kathy Lindhardt
Virtual: Anne Marie Tryjankowski,

Members Absent: Betsy DelleBovi

Public Comment: None

Presentation: NYS P-12 Science Learning

Board Reports:

- Appeals – None
- Executive Committee – Preparing for By-Law review, replacing the dashboard planning the upcoming Board retreat
- Academic Committee – Utilizing the SBCS Accountability Plan to structure meetings and further update the school academic goals
- Facility Committee – Met with Riverkeepers to review the area around SBCS for the potential of adding a kayak launch site next summer
- Finance Committee – Monthly financial statements were reviewed and normal
- Human Resource Committee – Executive session
- Board Recruitment Committee – New member to be voted today. Prospective member tour on June 16

New Business:

1. Motion to approve the minutes from the Board Meeting on May 10, 2022: the vote to approve the minutes was made by Elissa Wolf, seconded by Anne Marie Tryjankowski. Vote: All in favor.
2. Enrollment Summary: 885 students
3. Superintendent's Report: See attached
4. Motion to approve the Consensus Agenda to include the financials for South Buffalo Charter School and 154 South Ogden, LLC for April 2022 was made by Elissa Wolf; seconded by Jenn Mack. Vote: All in favor.
5. Motion to approve the proposed second calendar for 2022-2023 (no half days) was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Vote: All in favor.
6. Motion to approve James Weimer as a SBCS Board member pending CSI approval was made by Anne Marie Tryjankowski; seconded by Kathy Lindhardt. Vote: All in favor.
7. Elections:
 - a. Motion to nominate Chris Schafer as SBCS Board President was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Nomination accepted
 - b. Motion to nominate Anne Marie Tryjankowski as SBCS Board Vice President was made by Kathy Lindhardt; seconded by Jenn Mack. Nomination accepted
 - c. Motion to nominate Kathy Lindhardt as SBCS Board Secretary was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Nomination accepted
 - d. Motion to nominate Elissa Wolf as SBCS Treasurer was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Nomination accepted
8. Motion to enter Executive Session to discuss pending contracts was made by Kathy Lindhardt; seconded by Elissa Wolf;. Vote: All in favor.
9. Motion to exit Executive Session was made by Kathy Lindhardt; seconded by Jenn Mack. Vote: All in favor.
10. Motion to approve the Superintendent salary for 2022-2023 school year was made by Kathy Lindhardt and seconded by Jenn Mack. Vote: All in favor.
11. Motion to adjourn the meeting was made by Anne Marie Tryjankowski; seconded by Jenn Mack. Vote: All in favor.

The meeting was adjourned at 7:26 pm.

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

Trustee Name:

Christopher J Schafer

Name of Charter School Education Corporation:

South Buffalo 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.).

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.

Spouse. Office clerk: front office and nurse office.

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.

Nieces (2).

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]


E-mail Address:

[REDACTED]

Home Telephone:

Home Address:

[REDACTED]

	7/25/2023
Signature	Date

Acceptable signature formats include:

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

last revised 04/2022

South Buffalo Charter School 2023-2024 Calendar						
August-23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Total: 0 student / 4 staff						
September-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total: 18 student/19 Teacher						
October-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Total: 21 Student/21 Teacher						
November-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Total: 18 Student/19 Teacher						
December-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Total: 16 Student/16 Teacher					
January-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total: 21 Student/21 Teacher						
Staff Development						
No School						
AUGUST						
8th - Board Meeting 6:00pm						
24th -New Staff Orientation Days						
28 - 31 -Staff Development Days						
30th- Back to School Picnic and Supply Drop Off						
SEPTEMBER						
4th - NO SCHOOL/ Labor Day						
5th - Staff Development Day						
6th - First day of school K - 8						
12th - Board Meeting 6:00pm						
20th - Open House K - 8						
OCTOBER						
9th - Indegenous People's Day and Italian Heritage Day/NO SCHOOL						
10th - Board Meeting 6:00pm						
NOVEMBER						
7th - Parent/Teacher Conferences 11:00 am -7:00 pm/ NO SCHOOL Students						
9th - End of Quarter one						
10th - Veteran's Day Observed/NO SCHOOL						
14th - Board Meeting 6:00pm						
23th & 24th - Thanksgiving Break/NO SCHOOL						
DECEMBER						
1st - Lottery Applications Released						
12th - Board Meeting 6:00pm						
25th-29th - Winter Recess/NO SCHOOL						
JANUARY						
1st - Winter Recess/NO SCHOOL						
2nd - School Resumes						
15th - Martin Luther King Jr. Holiday/NO SCHOOL						
26th - End of 2nd Quarter						

Board Meeting
Open House
End of Quarter

South Buffalo Charter School 2023-2024 Calendar

February-24

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Total: 15 Student/16 Teacher

March-24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

Total: 20 Student/ 20 Teacher

April-24

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Total: 16 Student/17 Teacher

May-24

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total: 21 Student/ 22 Teacher

June-24

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Total: 17 Student/ 18 Teacher

2023-2024 Calendar Summary

Students: 183 days
Instructional Staff: 193 days

Board Meetings

FEBRUARY

1st - Parent/Teacher Conference Day-11:00-7:00pm/ NO SCHOOL

13th - Board Meeting 6:00pm

19th - 23rd - Mid-Winter Recess/NO SCHOOL

15th- Open House for Perspective Students

26th - Classes Resume

MARCH

12th - Board Meeting 6:00pm

29th - Spring Recess/NO SCHOOL

APRIL

1st - 5th - Spring Recess/NO SCHOOL

8th - SBCS Student Lottery

9th - Board Meeting 6:00pm

12th - End of Quarter 3

25th- Superintendent Scoring Day/NO SCHOOL for students

MAY

14th - Board Meeting 6:00pm

16th- Superintendent Scoring Day/NO SCHOOL for students

27th - Memorial Day/NO SCHOOL

JUNE

4th - NYS Regents Exam Algebra 1

11th - Board Meeting 6:00pm

19th - Juneteenth Holiday

24th - Grades Close Quarter 4

26th - Last day of School for students

27th - Reorganization Day Instructional Staff

JULY

9th - Board Meeting 6:00pm



CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

SOUTH BUFFALO CHARTER SCHOOL
154 SOUTH OGDEN STREET
BUFFALO, NEW YORK 14210

Building ID: 140600860001

DISTRICT:

SOUTH BUFFALO CHARTER SCHOOL
DAVID EHRL
154 S OGDEN ST
BUFFALO, NEW YORK 14210

Issuance Date: February 24, 2023

Effective Date: March 01, 2023

Expiration Date: March 01, 2024

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

Commissioner of Education

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

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

Trustee Name:

Jennifer Mack

Name of Charter School Education Corporation:

South Buffalo 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.).
PTO Representative

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

I have a daughter that attends South Buffalo Charter School. She does not have any benefit from my participation on the Board.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

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

Business Telephone:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

[REDACTED]

Date

7/25/2023

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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


-

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Business Telephone:


Business Address:

E-mail Address:



Home Telephone:

Home Address:



Signature

Date

Acceptable signature formats include:

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last revised 04/2022

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: KATHLEEN LINHARDT

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):
SOUTH BUFFALO CHARTER SCHOOL

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

SECRETARY

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school? NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

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

6. 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 X No

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

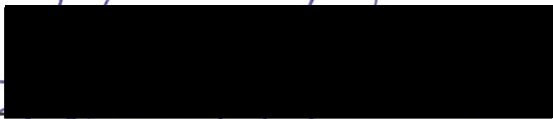
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
NONE <i>Please write "None" if applicable. Do not leave this space blank.</i>	NONE		

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or

employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**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
NONE				
Please write "None" if applicable. Do not leave this space blank.				
	NONE			

Signature  Date 7/11/2023

Please note that 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. Personal contact information provided below will be redacted.

Business Telephone: 

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: 

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

Trustee Name:

Elissa Wolf

Name of Charter School Education Corporation:

South Buffalo Charter School

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

Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

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Business Telephone:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

[REDACTED]

7/31/2023

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:

MATTHEW S. SZALKOWSKI

Name of Charter School Education Corporation:

South Buffalo 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**

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

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

☒ **None**

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

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

3937 Baker Rd, Orchard Park, NY 14127

Signature

[REDACTED]

Date

7/31/23

Acceptable signature formats include:

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

last revised 04/2022

Part I: General Information and Fire/Life Safety History

Inspection Date

2/24/23

Note : Please insert the date the actual inspection took place.

The Inspection Date cannot be earlier than 45 days before the Due Date.

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 *

Address *

Telephone # *

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:

100,000

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

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	1/13	<input type="radio"/>	<input checked="" type="radio"/>
2	3/8	<input type="radio"/>	<input checked="" type="radio"/>
3	5/31	<input checked="" type="radio"/>	<input type="radio"/>
4	6/9	<input checked="" type="radio"/>	<input type="radio"/>
5	9/12	<input checked="" type="radio"/>	<input type="radio"/>
6	9/22	<input checked="" type="radio"/>	<input type="radio"/>
7	9/27	<input checked="" type="radio"/>	<input type="radio"/>
8	10/4	<input checked="" type="radio"/>	<input type="radio"/>
9	10/6	<input checked="" type="radio"/>	<input type="radio"/>
10	10/12	<input checked="" type="radio"/>	<input type="radio"/>
11	11/16	<input type="radio"/>	<input checked="" type="radio"/>
12	12/15	<input type="radio"/>	<input checked="" type="radio"/>

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

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

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

School District _____
 Facility # _____

Building Name _____

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. _____ _____ _____ 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"/>				
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2					17I-2									
06B-1					12E-1					17J-1									
06C-1					12F-1					17K-1									
06D-2					12G-1					17L-1									
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

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

Initial Inspection:

Fire Safety Inspector: Name Marvin Spates
 Date 2/22/2023

Registry # 1020 - 0340 (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: Marvin Spates

Telephone #: (716) 851-5707 ext 0757

Title: Lieutenant

Certification # 1020-0340
(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 2/22/23 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: David B. Thomas

Telephone #: (716) 984-6061

Title: Principal

Email: dthomas@southbuffalocs.org

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: David Ehrle

Telephone #: (716) 826-7213

Title: Superintendent

Email: dehrle@Southbuffalocs.org

Signature 

South Buffalo Charter School

