

# Application: Westminster Community Charter School

Pamela Hokanson - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000148

**Status:** Annual Report Submission

**Last submitted:** Oct 30 2020 02:02 PM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### [Instructions](#)

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

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 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, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

WESTMINSTER COMMUNITY CHARTER SCHOOL 140600860874

**a1. Popular School Name**

(No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BUFFALO BOARD OF EDUCATION

**c. DISTRICT / CSD OF LOCATION**

BUFFALO CITY SD

**d. DATE OF INITIAL CHARTER**

8/2004

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2004

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

MISSION STATEMENT

To challenge the status quo, to encourage people to think differently about their situation in life. We do this through assuring that there are high levels of learning, by creating a safe and caring environment, and promoting community involvement in order to prepare students for a successful secondary experience.

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

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

KDE 1

Balanced Literacy: Westminster is committed to a model of balanced literacy. In primary grades, this includes phonics instruction, Reading and Writing Workshop Units of Study, read aloud, guided reading, shared reading, interactive writing, shared writing and word study. Students also attend library classes in Westminster's state-of-the-art library with the librarian and they shop for books once per six-day cycle. Students are continuously exposed to books from the 'literary canon', high-interest texts, guest authors, and culturally responsive texts. This programming cultivates the joy of reading and turns students into lifelong readers who can read, write, and think critically about the world. Phonics instruction for K-3 using Foundations is a systematic approach to teaching critical phonics concepts. In 2020-21, the school is beginning to transition to Wit & Wisdom as its ELA curriculum. The curriculum was chosen for its emphasis on content knowledge such as NYS social studies and science topics, high level of rigor, multicultural texts, supports for diverse learners including ELL and coherence with Foundations.

|       |   |
|-------|---|
|       | <p>Reading and writing are heavily emphasized in Amplify Science and the social studies program, such as units based on Document-Based Question tasks.</p>  |
| KDE 2 | <p>Mathematics Instruction and Balanced Numeracy Model: The school uses the Common Core-based EngageNY modules for grades K-5. Students complete work in fluency, application, mathematical reasoning, and problem solving. A 30-minute block focused on math fluency for all students in grades K-6 and the school wrote and implemented Checks for Understanding for each module topic aligned to power standards. In grades 6-8, the school uses Illustrative Math curriculum. The materials of this program help students develop conceptual understanding, procedural skill and fluency, and application with a balance of the aspects of rigor. The school continues to partner with Greg Tang and all math teachers have attended his workshops around the country about math fluency, intervention strategies and word problems. Greg Tang visits the school annually on Pi Day for the school's math night and to provide professional development to the staff.</p> |
| KDE 3 | <p>Science: In grades K-5, the school uses the Mystery Science curriculum, an inquiry based, hands-on curriculum with each lesson beginning with a 'mystery' related to a grade-level Next Generation Science Standard topic and is followed by a video, discussion and hands-on activity to 'solve' the mystery. Grades 6-8 use Amplify Science, a highly engaging and rigorous program aligned to the Next Generation Science Standards. Students solve real-world problems in each unit by taking on the role of scientist or engineer. The program integrates technology and digital resources with hands-on experience and interactive classroom activities such as Socratic Seminars.</p>   |
| KDE 4 | <p>Extended Day, Weekend and Evening Opportunities: Westminster Community Charter School extends its learning day by thirty-five minutes each day to enable extra reading and math time. There are two additional hours in the</p>  |

afternoon for the many students who participate in after school programming and clubs. After school activities include athletics (basketball, flag football, track, Soccer for Success, PlayWorks, and Girls on the Run), the arts (school play, band, steel drum band, violin and choir) academics (tutoring, homework assistance), STEM (cooking, technology club, recycling), and community service among others. Additionally, the school is open select evenings and weekends to engage families with hands-on learning, field trips, to educational and cultural institutions in Buffalo, educational evenings such as Literacy, Math, Science, and 7 Habits Night, and community events such as Independent Health's Good for the Neighborhood.

KDE 5

Health and Wellness: Westminster Community Charter School is deeply committed to nutrition and fitness as keys to our students' success and wellbeing. The school has a made-from-scratch food service program that features produce from the school's teaching on-site garden and local farms. A Fresh Fruit & Vegetable Grant offers students a chance to try two new fruits and vegetables per week. The school features a full gym with a rock climbing wall and also a large outdoor park on school grounds. Throughout the year, the Independent Health Foundation hosts Good for the Neighborhood programs at the school, attended by 450+ in 2019-20. Kaleida Health has an on-site clinic with a nurse and full time social worker. The school also has a full time social worker to provide additional support to students. The school launched the use of the Devereux Student Strengths Assessment (DESSA) as a universal screener for social-emotional needs. This assessment is completed for all students three times per year. The school also has a Reflection Room staffed with a trained Restorative Justice employee and Restorative practices are embedded in the school-wide community. All 7th & 8th grade students participate in the advisory program and the school has adopted Steven Covey's 7 Habits for Happy Kids. WCCS partners with University of Buffalo School of Dental Medicine to offer free

dental services to students and Lions See for eye screenings. Through a cooking club, students learn to prepare healthy dishes from around the world. The school has partnered with Massachusetts Avenue Project to offer a mobile market providing a farmers market of fresh produce weekly to school families and the community.

KDE 6

Technology: Westminster Community Charter School integrates technology into its curriculum and instruction. Every student in grades 3-8 has a Chromebook; each classroom in grades K-2 has an iPad cart. Students use Google Classroom as well as online learning tools such as IXL, MobyMax, and Epic. The Amplify Science curriculum uses technology exclusively. The library has a technology center where students take technology classes. The school also has a collection of technology for STEM instruction including Little Bits and Cubetto. Students can participate in technology and science clubs. The school has an ongoing partnership with the University of Buffalo for Science, Technology, Engineering and Math (STEM) program where the university students provide various STEM lessons and activities at Westminster and on their University campus. Additionally, M&T Bank technology employees run a Coding Club for middle school students with a beginner and advanced classes.

KDE 7

Special Classes: Part of Westminster Community Charter School's commitment to holistic education includes special classes. Students take art, Spanish, music, band, physical education, technology and library. These classes often reinforce classroom learning. All special area classes meet existing state standards. Moreover, these classes provide students the opportunity to build new knowledge, develop interests, explore their cultures and others, and hone critical thinking skills necessary for lifelong success.

KDE 8

Academic and Instructional Support: To promote academic achievement, Westminster Community Charter School offers many academic and

instructional supports. Data Wise protocols are used to examine a broad range of student data including: identify a learner-centered problem, identify a problem of practice, research and identify an action plan and implement the action plan, reflect and adjust. A full time instructional coach provides classroom support, a project coordinator works closely with administration to support student achievement, three dedicated math and three dedicated ELA intervention teachers. These teachers push into classrooms and pull small Tier 2 and Tier 3 intervention groups, using assessment data to create groupings. In their small groups, the intervention specialists use frequent data collection and progress monitoring, aligned to state standards, to promote growth. Additionally, across grade levels, students split into groups for Response to Intervention (RTI) blocks, when students work with classroom, special education, and intervention teachers on reading and math. Westminster also offers an after-school tutoring program to students in grades 3-8 with teachers and volunteers from M&T Bank.

KDE 9

Staff Development: Westminster Community Charter School offers summer training for all staff to support curriculum, culture and instruction. Each summer, training includes reviewing each unit and its alignment to NYS Standards, creating assessments for units and beginning with the end in mind to refine each individual lesson. Administrators and teachers implemented Harvard's Graduate School of Education's Data Wise, a collaborative data inquiry to drive continuous improvement of teaching and learning for all students. Throughout the year to ensure vertical alignment, the school had multiple professional development initiatives in place, such as the 'power standards' initiative, to identify the highest-priority standards in reading and math, partnered with Greg Tang for all grade levels in using his Six Step Framework for solving word problems, a NYS EngageNY curriculum writer, five full staff training days including sessions on vocabulary instruction, the Data Wise improvement

process and using STAR assessment data. Additionally, online staff training was offered including Trauma-Informed and Resilient Schools from Starr Commonwealth, and various content-based sessions from Buffalo Public Schools. A math Ph.D. statistician and professor works with middle school math teachers to identify instructional strategies to each difficult mathematical concepts. For the upcoming school year, the school has chosen a new ELA curriculum, Wit and Wisdom and a deeper focus in middle school with Illustrative Math and will offer extensive professional development opportunities.

KDE 10

Community Partnerships: Westminster Community Charter School has the support of M&T Bank for over 26 years. M&T's support includes in-kind gifts, student mentors, management assistance, professional development, and connections to other institutions within the Buffalo area who can further contribute to providing excellent educational opportunities to students. Additionally, Westminster Community Charter School is one of four schools within Buffalo Promise Neighborhood (BPN). The federal grant was geared toward developing a cradle-to-career opportunities for students and their families within the surrounding community. This support includes collaboration with the other three member schools. It also includes a Two-Generation program, an initiative that offers career, financial, parenting, and educational support to families.

**Need additional space for variables**

Yes



**g1. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

|        |  |
|--------|--|
| KDE 11 | Continued Partnership with Attuned Education Partners: Westminster Community Charter School has continued its partnership with Attuned Education Partners to improve implementation of the instruction and school culture elements of its strategic plan. Focus was on providing a deep and on-going instructional capacity, building supports focused on ELA and math planning and implementation and data-driven instruction plus supporting the design, development, deployment and refinement of high quality instructional systems, with a focus on strengthening the school's efficacy in analyzing interim data and student work. |
| KDE 12 | (No response)  |
| KDE 13 | (No response)  |
| KDE 14 | (No response)  |
| KDE 15 | (No response)  |
| KDE 16 | (No response)  |
| KDE 17 | (No response)  |
| KDE 18 | (No response)  |
| KDE 19 | (No response)  |
| KDE 20 | (No response)  |

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

<https://www.westminsterccs.org/>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

550

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

551

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

## School Site 1 (Primary)

### m1. SCHOOL SITES

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

|        | Physical Address                      | Phone Number | District/CSD | Grades to be Served at Site for coming year (K-5, 6-9, etc.) | Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No). |
|--------|---------------------------------------|--------------|--------------|--|--|
| Site 1 | 24 Westminster Ave. Buffalo, NY 14215 | [REDACTED]   | Buffalo      | K-8  | N/A  |

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

|   | Name            | Work Phone | Alternate Phone | Email Address |
|---|-----------------|------------|-----------------|---------------|
| School Leader                             | Robert Ross     | [REDACTED] |                 | [REDACTED]    |
| Operational Leader                        | Laura Ferrino   | [REDACTED] |                 | [REDACTED]    |
| Compliance Contact                        | Laura Ferrino   | [REDACTED] |                 | [REDACTED]    |
| Complaint Contact                         | Robert Ross     | [REDACTED] |                 | [REDACTED]    |
| DASA Coordinator                          | LaMonica Harris | [REDACTED] |                 | [REDACTED]    |
| Phone Contact for After Hours Emergencies | Robert Ross     | [REDACTED] |                 | [REDACTED]    |

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

Private Space

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**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, 2020.**

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

[School 68 Fire Inspection Summary and CofO 20 21.pdf](#)

**Filename:** School 68 Fire Inspection Summary and CofO 20 21.pdf **Size:** 109.8 kB

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**Site 1 Fire Inspection Report**

[School 68 Fire Inspection Summary and CofO 20 21.pdf](#)

**Filename:** School 68 Fire Inspection Summary and CofO 20 21.pdf **Size:** 109.8 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

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

Yes

**ATTESTATION**

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

|                 |                 |
|-----------------|-----------------|
| Name            | Pamela Hokanson |
| Position        | President       |
| Phone/Extension | [REDACTED]      |
| Email           | [REDACTED]      |

**p. 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. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

**Responses Selected:**

Yes

**Signature, Head of Charter School**



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



**Date**

Aug 3 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Aug 3 2020 Hidden from applicant

### **Instructions**

#### **SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

# Entry 2 NYS School Report Card Link

WESTMINSTER COMMUNITY CHARTER SCHOOL 140600860874

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## NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000057945>

## Entry 3 Progress Toward Goals

Completed Oct 30 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

### 2019-20 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  |                                   |   | Unable to Assess                        |   |
| Academic Goal 2  |                                   |   | Unable to Assess                        |   |
| Academic Goal 3  |                                   |   | Unable to Assess                        |   |
| Academic Goal 4  |                                   |   | Unable to Assess                        |   |
| Academic Goal 5  |                                   |   | Unable to Assess                        |   |
| Academic Goal 6  |                                   |   | Unable to Assess                        |   |
| Academic Goal 7  |                                   |   | Unable to Assess                        |   |
| Academic Goal 8  |                                   |   | Unable to Assess                        |   |
| Academic Goal 9  |                                   |   |   |   |
| Academic Goal 10 |                                   |   |   |   |



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

No

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

No

**4. ORGANIZATION GOALS**

**For the 2019-2020 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”.**

**2019-2020 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 |
|--|---|-----------------------------------|--|---|
|  | School Leadership<br><br>The school has an effective school leadership team that obtains staff commitment to a clearly defined mission and set of goals, allowing for continued | Charter Board Partners            |  |   |

|            |  |   |     |  |
|------------|--|---|-----|--|
| Org Goal 1 | <p>improvement in student learning. Roles and responsibilities for leaders, staff, management and board members are clearly defined. The school has clear and well established communication systems and decision making processes in place which ensure effective communication across the school. The school successfully recruits, hires, and retains key personnel and makes decisions, when warranted, to remove ineffective staff members.</p> | <p>Attuned Education Partners<br/>The Board of Trustees meets monthly and regularly monitors the progress of its students, teachers and engagement with parents and Met families. Board has committees that monitor academic, governance, human resources and school culture. The board problem solves and plans for school wide growth</p> | Met |  |
|            | <p>Professional Climate<br/>The school is fully staffed with high quality personnel to meet all educational and operational needs. The school has established structures for frequent collaboration among teachers.</p>  |   |     |  |

|            |   |  |     |  |
|------------|---|--|-----|--|
| Org Goal 2 | <p>The school ensures that staff has requisite skills, expertise and professional development necessary to meet student needs. The school has systems to monitor and maintain organizational and instructional quality, including a formal process for teacher evaluation geared toward improving instructional practice. The school has mechanisms to solicit teacher feedback and gauge teacher satisfaction.</p> | <p>Teacher Surveys</p> <p>Daily Teacher observations and formal APPR PDs offered in the summer and throughout the year</p> <p>Mentor teacher program</p> | Met |  |
| Org Goal 3 | <p>Contractual Relationships</p> <p>The board of trustees and school leadership establish effective working relationships with M&amp;T Bank</p> <p>Changes in the school's charter management or comprehensive service provider contract comply with required charter amendment</p>   | <p>MOU's are in place with M&amp;T Bank and Buffalo Public School System</p> <p>Ongoing monitoring of contract compliance</p>                            | Met |  |

|            |  |   |     |  |
|------------|--|---|-----|--|
|            | <p>procedures</p> <p>The school monitors the efficacy of contracted service providers or partners</p>  |   |     |  |
| Org Goal 4 | <p>Behavior Management and Safety.</p> <p>Westminster has a clear approach to behavior management, safe and systems in place to ensure the environment is free from harassment and discrimination. Classroom environments are conducive to learning and generally free from disruption</p> | <p>Restorative Justice practices, Reflection Room, Write-ups and Suspensions</p> <p>School written conduct of behavior Met policy, anti bullying policy and school wide expectations as part of PBI system.</p> | Met |  |
| Org Goal 5 | <p>Family Engagement and Communications</p> <p>Westminster teachers communicate with parents to discuss student's strengths and needs. The school has a system for responding to parent or community concerns, the school shares school based</p>  | <p>Parent Survey and focus groups</p> <p>Classroom Dojo, weekly planners that allow parents to 'see what is being done with each student' two parent teacher conference days, teacher regular communication</p> | Met |  |

|             |  |   |     |  |
|-------------|--|---|-----|--|
|             | academic data with the broader school community to promote transparency and accountability among parents, students and school constituents.  | home. NYSED student assessment profiles sent home to each child |     |  |
| Org Goal 6  | Social Emotional Supports<br>School leaders collect and use data to track the socio emotional needs of students.<br>School leaders collect and use data regarding the impact of programs designed to promote students' social and emotional health | Student referrals, RTI, and DESSA Comp SEL system               | Met |  |
| Org Goal 7  |  |   |     |  |
| Org Goal 8  |  |   |     |  |
| Org Goal 9  |  |   |     |  |
| Org Goal 10 |  |   |     |  |
| Org Goal 11 |  |   |     |  |
| Org Goal 12 |  |   |     |  |
| Org Goal 13 |  |   |     |  |
| Org Goal 14 |  |   |     |  |
| Org Goal 15 |  |   |     |  |

|             |  |  |  |  |
|-------------|--|--|--|--|
| Org Goal 16 |  |  |  |  |
| Org Goal 17 |  |  |  |  |
| Org Goal 18 |  |  |  |  |
| Org Goal 19 |  |  |  |  |
| Org Goal 20 |  |  |  |  |

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

No

**6. FINANCIAL GOALS**

## 2019-2020 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 Condition            | Audited Financial Statements  | Met                                   |   |
| Financial Goal 2 | Financial Management           | Unmodified Audit, monthly budgets, surpluses, written fiscal policies, internal controls  | Met                                   |   |
| Financial Goal 3 | Board Oversight and Governance | Board provides competent stewardship and oversight. Members have expertise in urban education and fiscal management. Annual board retreat to review and discuss strategic priorities. | Met                                   |   |
| Financial Goal 4 | Legal and Compliance           | Compliance record with the state and federal laws. Unmodified audit for federal programs. No corrective action or approval for significant revisions required.                        | Met                                   |   |
| Financial Goal 5 |                                |   |                                       |   |

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

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

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

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

## Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must complete a signed:

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

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

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

### **Financial Disclosures**

**Filename:** Financial Disclosures.pdf **Size:** 1.1 MB



## Entry 8 BOT Membership Table

Completed Aug 3 2020

### 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 8 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.

**WESTMINSTER COMMUNITY CHARTER SCHOOL 140600860874**

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**1. 2019-2020 Board Member Information (Enter info for each BOT member)**

|   | Trustee Name and 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 2019-2020 |
|---|--------------------------------|-----------------------|-------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 1 |                                | Parent Rep            | School Culture          | Yes                             | 16                     | 06/17/2020                              | 06/16/2021                            | 11                                       |
| 2 |                                | Vice Chair            | Finance Human Resources | Yes                             | 2                      | 06/17/2020                              | 06/16/2021                            | 11                                       |
| 3 |                                | Trustee/Member        | Academics               | Yes                             | 5                      | 06/17/2020                              | 06/16/2021                            | 12                                       |
| 4 |                                | Trustee/Member        | Academics               | Yes                             | 3                      | 06/17/2020                              | 06/16/2021                            | 11                                       |
| 5 |                                | Chair                 | Governance Academics    | Yes                             | 15                     | 06/17/2020                              | 06/16/2021                            | 11                                       |
| 6 |                                | Trustee/Member        | Governance Finance      | Yes                             | 4                      | 06/17/2020                              | 06/16/2021                            | 7  |
| 7 |                                | Trustee/Member        | School Culture          | Yes                             | 6                      | 06/17/2020                              | 06/16/2021                            | 6  |
| 8 |                                | Other                 |                         | No                              | 3                      | 06/17/2020                              | 06/16/2021                            | 7  |
| 9 |                                | Other                 |                         | No                              | 3                      | 06/19/2020                              | 06/16/2020                            | 5 or less                                |

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

Yes

**1b. Current Board Member Information**

|    | Trustee Name and 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 2019-2020 |
|----|--------------------------------|-----------------------|------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 10 |                                | Secretary             |                        | No                              | 3                      | 06/17/2020                              | 06/17/2021                            | 12                                       |
| 11 |                                |                       |                        |                                 |                        |   |                                       |  |
| 12 |                                |                       |                        |                                 |                        |   |                                       |  |
| 13 |                                |                       |                        |                                 |                        |   |                                       |  |
| 14 |                                |                       |                        |                                 |                        |   |                                       |  |
| 15 |                                |                       |                        |                                 |                        |   |                                       |  |

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

No

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

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

|  |      |
|--|------|
| a. Total Number of BOT Members on June 30, 2020                    | 10   |
| b.Total Number of Members Added During 2019-2020                   | 0    |
| c. Total Number of Members who Departed during 2019-2020           | 0    |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 5-15 |

## 3. Number of Board meetings held during 2019-2020

12

## 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Aug 3 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

## [July 2019-June 2020 Board Meeting Minutes](#)

Filename: July 2019 June 2020 Board Meeting Minutes.pdf Size: 844.7 kB

### **Entry 10 Enrollment & Retention**

Completed Aug 3 2020

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

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

### **Entry 10 Enrollment and Retention of Special Populations**

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

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**WESTMINSTER COMMUNITY CHARTER SCHOOL 140600860874**

#### **Recruitment/Attraction Efforts Toward Meeting Targets**

|  | Describe Recruitment Efforts in 2019-2020  | Describe Recruitment Plans in 2020-2021 |
|--|--|---|
|  | Westminster Community Charter School (WCCS) developed a recruitment timeline. In January the school began advertising open registration. During the first quarter of 2020, the school offered private tours in addition to open houses during Saturday |   |

Economically Disadvantaged

Academy events. Recruitment brochures were distributed to Buffalo Promise Neighborhood's early learning campuses ("Children's Academies"), community spaces, surround local businesses, places of worship, shopping centers, coffee shops and at community events. Families were invited to meet with staff and review the expectations of the school. Interested families were invited to submit applications through March 27th. The school lottery was scheduled for April 6th.

Advertisements surrounding recruitment efforts include printed materials (flyers, notices, brochures, applications, website) and a billboard. Advertisements indicate enrollment is open without regard to ethnicity, national origin, gender, disability, and/or limited English proficiency. Print advertisements for enrollment applications were placed at Buffalo Promise Neighborhood's early learning campuses, in community spaces, surrounding local businesses and shopping centers, coffee shops and places of worship. A welcome letter is sent to all returning students with marketing materials to share with friends and family.

New efforts are in place to increase the flow of children from Buffalo Promise Neighborhood's Children's Academies which are in proximity to WCCS. The population of students at our

Westminster Community Charter School will meet and attempt to exceed enrollment and retention targets for students who are economically disadvantaged. Formal recruitment begins on January 1st. Open houses, advertisements, flyers, social media, website and personal letters to current students to refer friends and family members will continue in the upcoming year. Interested families submit applications through April 1st. After this date, students are accepted or, if the number of applicants exceeds capacity, a random selection process is used to assign spaces. The lottery is held after April 1st annually and students are notified shortly thereafter. Advertisements and recruitment efforts will continue to indicate enrollment is open without regard to ethnicity, national origin, gender, disability, and/or limited English proficiency. Advertisements and brochures will be printed in five languages. Private tours of the school will be made available and open houses will be scheduled (if permitted). Teachers and staff will meet with interested families at our early learning campuses and notices and re-enrollment packets will continue to be sent to current WCCS families.

During the 2020 summer months, palm cards and flyers are included in meal pick-up packages to highlight events such as our weekly Farmers

|                         |  |  |
|-------------------------|--|--|
|                         | <p>Children’s Academies are largely economically disadvantaged and geographically located close to Westminster. In 2019, a new criteria-based application and acceptance process was implemented that includes residency, and sibling data when siblings attend Westminster Community Charter School. We anticipate this program will help to maintain and expand all special population enrollment and provide better continuity of learning for the students, their siblings and families.</p>   | <p>Market where representatives are present to provide information about the school and our programming. Meals are offered to school-age children across the area and stretches beyond our current population of students.</p>   |
| <p>English Language</p> | <p>Formal recruitment began in January where Westminster expanded its recruitment efforts within the local community and into other nearby communities where English language learners reside. Advertisements for open registration were created and the school offered private school tours. Brochures were available in five languages including brochures translated in Spanish, Arabic, Somali, and Bengali, reflecting the most widely spoken languages in Buffalo and the Westminster community. Westminster expanded recruitment efforts by placing brochures, applications and</p> | <p>Westminster Community Charter School will meet and attempt to exceed enrollment and retention targets for English Language Learners. Formal recruitment begins in January advertising open registration. Families, if they choose, meet with staff and review the expectations of the school and will be provided a private tour. Interested families submit applications through April 1st. The acceptance and lottery process are the same as described above.</p> <p>Brochures and advertisements will be available in at least five languages; English Spanish, Arabic, Bengali, and Somali as these languages have been identified to be the most commonly prominent in Buffalo and among the Westminster community. Advertisements will be distributed to various immigrant and refugee service centers including community</p> |

|                                       |   |  |
|---------------------------------------|---|--|
| <p>Learners/Multilingual Learners</p> | <p>advertisements in over 20 locations; many which were visited in person by a school representative. An ELL school parent also partnered with WCCS to distribute information among the community. Distribution of information included community centers, places of worship, shopping centers, and area businesses and coffee shops. Locations were strategically identified as visited frequently by immigrant and refugee families. School representatives and staff presented and advertised the school at local community spaces, cultural centers, events, and places of worship.</p> | <p>centers, places of worship, shopping centers, local businesses and coffee shops.</p> <p>Teachers will recruit at our early learning campuses. New outreach strategies include recruiting younger ELL families to our early learning campuses (Buffalo Promise Neighborhood’s Children’s Academies) as these centers are a as a feeder to Westminster. We also will continue to work with our families to identify additional locations to advertise and promote the school.</p> <p>We will further promote the school at Westminster sponsored neighborhood events such as the neighborhood weekly Farmers Market. Continued efforts are in place to direct flyers and advertisements to the ELL community to notify them of such events.</p> |
| <p>Students with Disabilities</p>     | <p>The school's printed materials clearly indicate that enrollment is open without regard to ethnicity, national origin, gender, disability and/or limited English proficiency. Our teachers recruit at our early education campuses (Buffalo Promise Neighborhood Children’s Academies), the Western New York Center and Parent Network of WNY (resource for parents with students with special needs). Teachers also present at the Family Help Center and table at a</p>   | <p>Westminster Community Charter School continues to strive to meet and attempt to exceed enrollment and retention targets for students with disabilities. The school's printed materials clearly indicate that enrollment is open without regard to ethnicity, national origin, gender, disability and/or limited English proficiency. Our teachers we continue to recruit at our early education campuses (Buffalo Promise Neighborhood Children’s Academies), other early childhood and pre-k centers, the</p>  |



|  |   |  |
|--|---|--|
|  | variety of Headstart locations, Pre-K centers and community events. | Western New York Center and Parent Network of WNY (resource for parents with students with special needs). |
|--|---|--|

**Retention Efforts Toward Meeting Targets**

|   | Describe Retention Efforts in 2019-2020  | Describe Retention Plans in 2020-2021  |
|---|--|--|
| Economically Disadvantaged                      | For the 2019-20 school year, 90% of economically disadvantaged students were retained. Vacancies exist as a result a small percentage of students who leave for a variety of reasons, including moving out of the district. To continue our retention of economically disadvantaged students, Westminster continues to provide services for them: strong academic supports including interventions when needed; students receive free breakfast, lunch and a snack; waivers for field trip cost; and uniform cost waivers. Students have access to academic supports such as AIS/RTI, small class sizes and after school tutoring and clubs. | Westminster will continue to provide numerous opportunities to students. Students will continue to receive free breakfast, lunch and a snack; waivers of field trip costs; programming for families that includes free breakfast and/or lunch; and uniform cost waivers. Students will continue having access to academic supports such as AIS/RTI, small class sizes, and tutoring. After school clubs and programming will also be offered if allowable. |
| English Language Learners/Multilingual Learners | For the 2019-20 school year, 80% of English Language Learners were retained at the school. English Language Learners at Westminster work daily with the ENL teachers. The teacher provides pull-out and push-in services. Students will receive accommodations/modifications necessary to promote their  | The school will continue to provide appropriate services based on the responses provided on the Home Language Questionnaire that is provided during the time of registration at WCCS. Students who are English Language Learners will continue to work with the full time ENL  |

|                            |   |   |
|----------------------------|---|---|
|                            | success in the classroom and beyond.  | teacher.  |
| Students with Disabilities | For the 2019-20 school year, 79% of students with disabilities were retained at Westminster Community Charter School. A special education coordinator provides teachers with professional development and research-based strategies and progress monitoring tools to help students with disabilities succeed. There is a special education teacher in each grade-level to support students with disabilities. | Professional development opportunities and resources will continue to be provided to best serve students with disabilities. |

## Entry 12 Percent of Uncertified Teachers

**Completed** Aug 3 2020

### 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.

## Entry 12 Uncertified Teachers

**School Name: WESTMINSTER COMMUNITY CHARTER SCHOOL 140600860874**

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

|  | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020) | 4         |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)  |           |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)  |           |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)         |           |
| Total Category A: 5 or 30% whichever is less   | 4.0       |

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

|  | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020) |           |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)  |           |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)  |           |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)         |           |
| <b>Total Category B: not to exceed 5</b>   | <b>0</b>  |

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

|  | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020) |           |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)  |           |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)  |           |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)         |           |
| Total Category C: not to exceed 5  | 0         |

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

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

|                  | FTE Count |
|------------------|-----------|
| Total Category D | 0         |

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

|                  | FTE Count |
|------------------|-----------|
| Total Category E | 51        |

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

|                  | FTE Count |
|------------------|-----------|
| Total Category F | 55        |



Thank you.

## Entry 13 Organization Chart

Completed Aug 3 2020

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### **2019-20 WCCS Organizational Chart**

**Filename:** 2019 20 WCCS Organizational Chart.pdf **Size:** 784.0 kB

## Entry 14 School Calendar

Completed Aug 26 2020

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

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

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

### **WCCS Calendar**

**Filename:** WCCS Calendar.pdf **Size:** 150.0 kB

# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: **Westminster Community Charter School**

---

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

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

|   | Link to Documents   |
|---|---|
| 1. Most Recent Annual Report (i.e., 2018-19)  | <a href="https://www.westminsterccs.org/documents/REPORTS/WCCS_1819_AnnualReport.pdf">https://www.westminsterccs.org/documents/REPORTS/WCCS_1819_AnnualReport.pdf</a>   |
| 2. Most Recent Board Meeting Notice and Related Agenda Item Documents                           | <a href="https://www.westminsterccs.org/event/101005/wccs-board-meeting">https://www.westminsterccs.org/event/101005/wccs-board-meeting</a>   |
| 2a. Webcast of Board Meetings (per Governor's Executive Order)                                  | <a href="https://drive.google.com/file/d/16yvuVaG5sQz3fCEJcclosxyjDDJkl1I/view?usp=sharing">https://drive.google.com/file/d/16yvuVaG5sQz3fCEJcclosxyjDDJkl1I/view?usp=sharing</a>   |
| 3. Link to NYS School Report Card   | <a href="https://www.westminsterccs.org/documents/REPORTS/WCCS_1819_Report%20Card_NYSED.pdf">https://www.westminsterccs.org/documents/REPORTS/WCCS_1819_Report%20Card_NYSED.pdf</a>   |
| 4. Most Recent Lottery Notice Announcing Lottery  | <a href="https://www.westminsterccs.org/documents/2019-2020%20Application%20Packet/19_20%20WCCS%20Application%20Announcement.pdf">https://www.westminsterccs.org/documents/2019-2020%20Application%20Packet/19_20%20WCCS%20Application%20Announcement.pdf</a> |
| 5. Authorizer-Approved DASA Policy  | <a href="https://www.westminsterccs.org/dasa">https://www.westminsterccs.org/dasa</a>   |
| 6. District-wide Safety Plan  | <a href="https://www.westminsterccs.org/documents/Regulations/WCCSDistrictSafetyPlan.pdf">https://www.westminsterccs.org/documents/Regulations/WCCSDistrictSafetyPlan.pdf</a>   |
| 6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo) | <a href="https://www.westminsterccs.org/discipline-policy">https://www.westminsterccs.org/discipline-policy</a>   |
| 7. Authorizer-Approved FOIL Policy  | <a href="https://www.westminsterccs.org/documents/Regulations/WCCS_FOIL_Policy.pdf">https://www.westminsterccs.org/documents/Regulations/WCCS_FOIL_Policy.pdf</a>   |
| 8. Subject matter list of FOIL records  | <a href="https://www.westminsterccs.org/documents/Regulations/WCCS%20FOIL%20Subject%20Matter%20List.pdf">https://www.westminsterccs.org/documents/Regulations/WCCS%20FOIL%20Subject%20Matter%20List.pdf</a>   |
| 9. Link to School Reopening Plan  | <a href="https://docs.google.com/document/d/1b99x9jWDOqDVG3cUv0_fwFiwOmfbcEAlGQINjud77eY/edit?usp=sharing">https://docs.google.com/document/d/1b99x9jWDOqDVG3cUv0_fwFiwOmfbcEAlGQINjud77eY/edit?usp=sharing</a>   |

Thank you.



**Entry 16 COVID 19 Related Information**



## Instructions

### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Westminster Community Charter School

### **TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

|  | Number of students enrolled in school on the last day instruction was provided within physical school facilities | Number of students attending instruction on the last day instruction was provided within physical school facilities | Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year |
|--|--|---|--|
|  | 551  | 494   | 259  |

### **Table 2: 2019-2020 Assessments and Grade Participation**

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.



|       |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|-------|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
|       |  | X | X | X | X | X | X | X | X | X | X | X | X | X |   |
| Total |  |   |   |   |   |   |   |   |   |   |   |   |   |   | 0 |

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Incomplete** Hidden from applicant

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

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

Name:

David K. Chamberlain

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

WESTMINSTER COMMUNITY CHARTER SCHOOL

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

VICE CHAIR

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   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?

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

YES. DAUGHTER

NO BENEFIT BENEFIT.

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  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                                     |  |  |

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                         |   |   |   |

Paul K. Chouhury
6/13/2020  
 Signature Date

*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.*

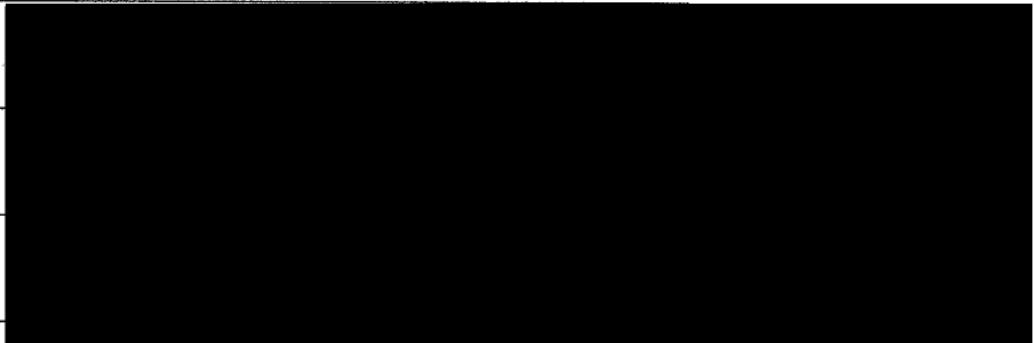
**Business Telephone:** NONE

**Business Address:** *Retired*

**E-mail Address:**

**Home Telephone:**

**Home Address:**



*last revised 06/8/2020*

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

Name:

Elizabeth A. Czarnecki

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

Westminster Community Charter School

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

- Board member
- member of Education committee

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?

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

N/A

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

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

N/A

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?

N/A



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  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 |
|---------------------|---|--|--|
| <i>Please write</i> | <i>"None" if applicable.</i><br><b>None</b> | <i>Do not leave</i>  | <i>this space blank.</i>   |



**E-mail Address**

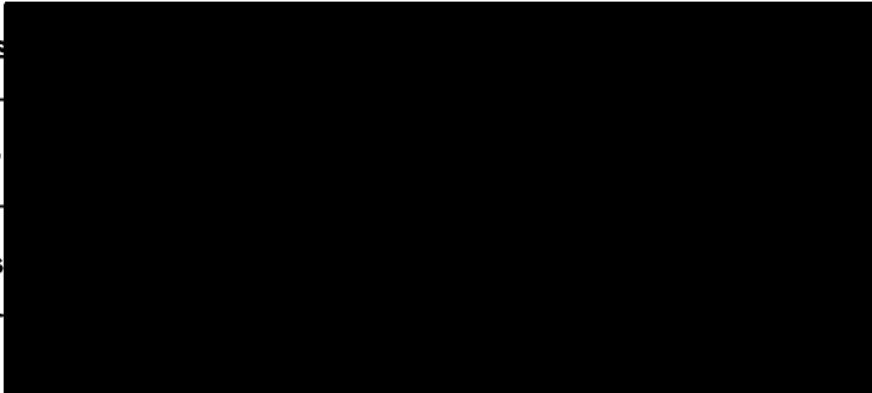
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**Home Telepho**

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**Home Address**

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

**Name:**

**Rita M. Eisenbeis**

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

**Westminster Community Charter School**

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

**Chairperson and Member of the Academic Committee**

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?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. **No**

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

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. **No**

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?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation. **No**

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  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    | None                                     | None   | 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  | None                         | None  | None  | None.                                     |

*Rita M. Eisenbein*  
Signature

*June 11, 2020*  
Date

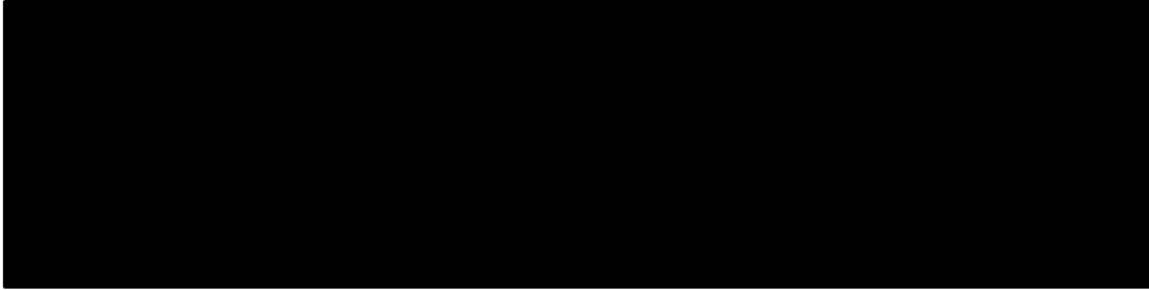
Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

**Business Telephone:**

None

**Business Address:**

None



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

Name: James Oblatz

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

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

N/A

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   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?

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

No

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

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

No

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?



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

No

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  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 |
|---|--|--|--|
| Please write "None" if applicable. Do not leave this space blank. | 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."

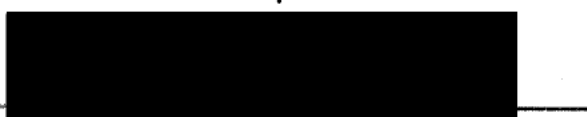
| Organization conducting business with the school(s)  | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|--|------------------------------|---|---|---|
| <p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center; font-size: 2em;">None</p> |                              |   |   |   |

James Durbin  
Signature

6/11/20  
Date

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:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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*last revised 06/8/2020*

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

Name:

Rosalyn Taylor

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

Westminster Community Charter School

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

None

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  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.

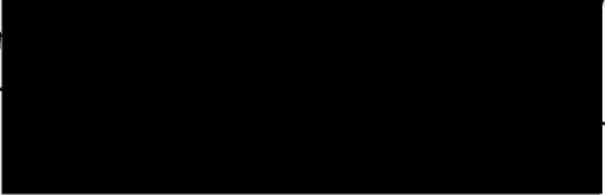
| Date(s) | Nature of financial interest/transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---------|--|--|--|
| No      |  |  |  |

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 |
|---|------------------------------|---|---|---|
| No  |                              |   |   |   |

Signature Rosalyn Taylor Date 6/26/20

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.

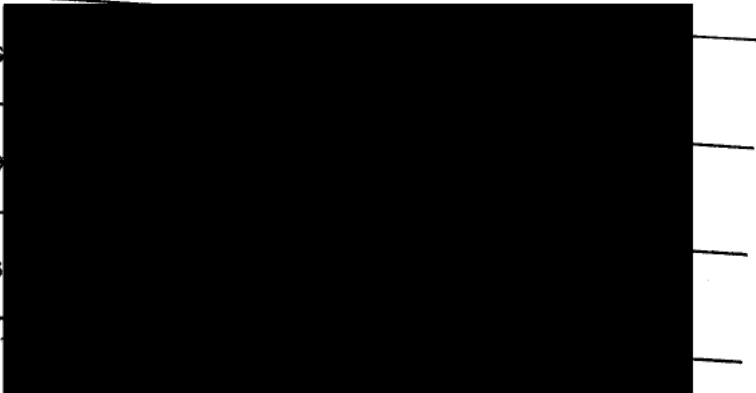
Business Telephone 

**Business Address:** \_

**E-mail Address**

**Home Telepho**

**Home Address**



*last revised 06/8/2020*

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

Name:

Terenda I. Brown

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

Westminster Community Charter School

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

Parent Representative

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.

Westminster Community Charter School  
Teacher Aide

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

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

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

No

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  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 |
|-------------|--|--|--|
| <i>None</i> | <i>None</i>                              | <i>None</i>  | <i>None</i>  |

*Please write "None" if applicable. Do not leave this space blank.*

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

*Terenda L. Brown*  
 Signature

*7-1-20*  
 Date

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:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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*last revised 06/8/2020*

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

Name:

Diane L. Cozzo

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

Westminister Comm. Charter

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

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?

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?

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?

*My husband is CEO of Buffalo Hearing & Speech*

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

*Westminster uses their ~~PT and~~ related services*

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

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 |
|---|------------------------------|---|---|---|
| <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p> |                              |   |   |   |

*Maane L. Cozzo*

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Signature \_\_\_\_\_ Date \_\_\_\_\_

*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:**

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**Business Address:**

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**E-mail Address:**

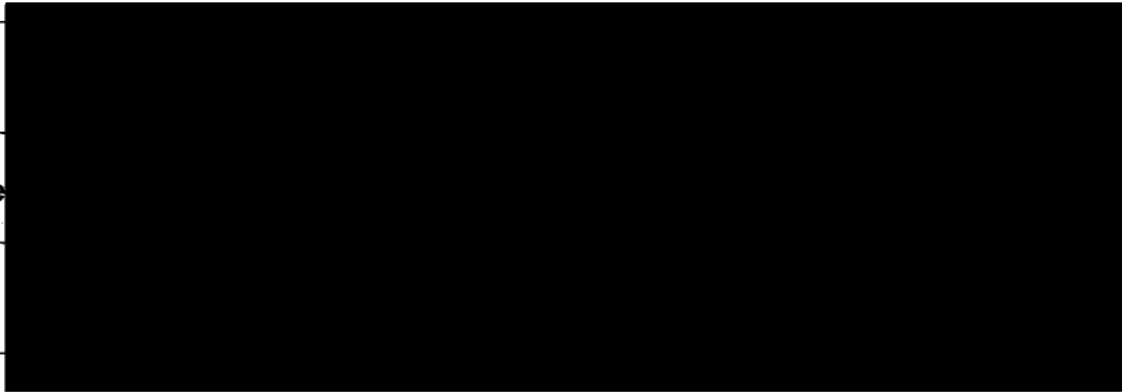
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**Home Telephone:**

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**Home Address:**

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*last revised 06/8/2020*

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
JULY 24, 2019 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis;  
James Obletz;

constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The May 15, 2019 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Update** – Mr. Ross provided a school overview to include: attendance and behavior, academic update, 2018-19 professional development recap, teacher survey, teacher staffing and restructure, and summer professional development.
- 5) **Board Committee Reports** – The Academic Committee will meet prior to each board meeting and will focus on grades K-3. The Governance Committee reviewed the agenda for the Board Retreat on August 8, 2019. The School Culture Committee will meet with the WCCS Events Committee to see if there are any additional events that would be beneficial to the overall school. The Finance Committee is currently without a Chair and the Human Resources Committee had no updates. Sub-committee reports will continue to be an agenda item on meetings going forward.
- 6) **Financial Update** – Ms. Hokanson reviewed the following financial reports: year to date actuals compared to the budget and the summary balance sheet as of June 30, 2019 and the 2019-20 Annual Plan.
- 7) **Miscellaneous** – Ms. Hokanson reviewed the results of the School Climate Survey and the new Youth Mentorship Program at Highgate Heights and Westminster Community Charter School.

After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2019 – 015 ELECTION OF BOARD OF TRUSTEES. Resolved: The following Trustees shall be elected until the next annual meeting of the Trustees:

- Terenda Brown
- David Chamberlain
- Diane Cozzo
- Elizabeth Czarnecki



**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
JULY 24, 2019 MINUTES**

- Rita Eisenbeis
- James Obletz
- Rosalyn Taylor

2019 - 016 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Directors:

- Chairman - Rita Eisenbeis
- Vice Chairman – David Chamberlain

2019 - 017 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of Stephen Braunscheidel as Vice Chairman of the Board of Trustees of Westminster Community Charter School be accepted.

2019 - 018 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of Sarah Etsler as a member of the Board of Trustees of Westminster Community Charter School be accepted.

2019 - 019 APPROVAL OF 2019-20 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2019-20 be approved.

2019 – 020 REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER. Resolved: That pursuant to the terms of the Business Services Agreement, effective July 1, 2014, between M&T Bank (“M&T”) and Westminster Community Charter School (“WCCS”), it is hereby determined by the Board of Trustees that WCCS shall pay to M&T the amount of \$464,450 out of its aggregate accumulated cash operating surplus as reimbursement of M&T’s contributions and the value of the in-kind services provided during the 2017-18 school year; provided, that it is the Board of Trustees’ understanding that M&T intends on contributing these funds to the Westminster Foundation for future educational purposes related directly or indirectly to WCCS or as designated within the purposes outlined in the Certificate of Incorporation of the Westminster Foundation.

2019 – 021 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER. Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services to students at Westminster Community Charter School (WCCS) for the 2019-2020 school year be approved.

2019 – 022 APPROVAL OF CONTRACT WITH EVAN RUDALL. Resolved: That the contract with Attuned Education Partners to provide consulting and advisory services for the 2019-20 school year not to exceed \$90,000 be approved.

2019 – 023 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES. Resolved: That the contract with Optimal Therapy Associates Services (OTAS) to provide therapy services to students at Westminster Community Charter School (WCCS) for the 2019-2020 school year be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
JULY 24, 2019 MINUTES**

2019 – 024 CONTRACT FOR STUDENT WORKER SERVICES. Resolved: That four student workers perform various summer work duties from July 1 to August 30, 2019 be approved.

2019 – 025 APPROVAL OF CONTRACT WITH READING WRITING PROJECT NETWORK. Resolved: That the contract with the Reading Writing Project Network (RWPN) to provide professional development services for the 2018-19 school not to exceed \$55,500 be approved.

2019 – 026 APPROVAL OF CONTRACT WITH CANISIUS COLLEGE OF BUFFALO. Resolved: That the contract with Canisius College, WNY Teacher Residency Program to provide two resident teachers for the 2019-20 school year be approved.

2019 – 027 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM. Resolved: That two teacher tuition assistance agreements be approved. Payment will be made upon successful completion of course and final grade.

2019 - 028 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - June Invoice - \$84,165
- Blue Cross Blue Shield – July Invoice - \$86,067
- Tequipment - \$31,656

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:24 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
AUGUST 8, 2019 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis;  
James Oblatz;  
Rosalyn Taylor

constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 12:24 p.m.
- 2) The July 24, 2019 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Update** – Mr. Ross provided a school overview to include: 2018 positive outcomes, 2018-19 unexpected needs, six strategic priorities for the next three years, and additions for 2019 strategic plan enhancement. Additionally, Mr. Ross provided a brief overview of the Gap Analysis, essential elements of behavior and feedback. In addition he reviewed the Data Wise Implementation Plan for 2019-20.

The Board adjourned to Executive Session

- 5) Review and discuss WCCS strategic priorities, roadmap and implementation plan/timeline
  - Charter renewal options and roadmap
  - Board roles & responsibilities
  - Review top priorities and key workstreams
  - Agree on vision, strategy and plan
- 6) **Board Committee Reports** –Sub-committee reports will continue to be an agenda item on meetings going forward.
  - Academics – the members agreed to meet with Mr. Ross and his Administration Team monthly prior to board meetings. Their focus will be on K-2 and interventions as well as a review of the pre-K programs at the CA's. Due to the school's current charter renewal timeline, it was agreed that additional members need to be added. Board members Taylor and Brown agreed to join as needed.
  - Governance – the members shared a fiscal year calendar, consent agenda, and board meeting evaluation. It was agreed that the September-November meetings will be extended by 30 minutes and that presentation times will be built into the agendas going forward to properly manage meeting time limits.
  - Human Resources – Mr. Chamberlain requested we continue to use the BPS rubric for Principal performance. The Principal's performance will be reviewed in the month of September. This will include a self-evaluation with feedback from the Chair/Vice

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
AUGUST 8, 2019 MINUTES**

Chair and President. It was agreed that at this time we will not add a teacher to the board, but it will be revisited at a later date. Finally, it was agreed that the School Leader Succession Plan is on hold.

- School Culture – the members shared a school event calendar and encouraged all board members to try and attend as many events as possible and be visible to the school community.
- Finance – currently no chair. Financials are reviewed monthly so at this time the committee is on hold.

7) Wrap-up and general discussion

- Review board cadence – meetings, format, location and communication
- Action items and next steps

8) Next Steps

- Dashboard will be developed and shared at the September Board meeting, or sooner.
- Board Secretary will work with identified board members to set up a meeting with Mr. Ross and his Administration Team.

After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2019 – 20 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - August Invoice - \$91,142

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
SEPTEMBER 18, 2019 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis;  
James Oblatz;

constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The August 8, 2019 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Update** – Rob Ross reviewed the four Strategic Priorities to include key deliverables, milestones and indicators.
- 5) **Board Committee Reports** –Committee reports will continue to be an agenda item on meetings going forward.
  - **Academics** – the members met with Mr. Ross and his Administration Team prior to the September board meeting. The role of the committee is to ask questions, provide answers and have the school leader present results that will be shared with the full board. The committee will continue to focus on identification of students who are struggling and early intervention during the academic year. Mr. Ross has been asked to provide a simple dashboard that will focus on every grade level on a monthly basis. The committee will be looking at targeted interventions and tutoring. David Chamberlain asked the committee members to consider picking a grade level and meeting with the teachers to conduct a deeper dive.
  - **Governance** – Jamie Oblatz provided an overview of the 2019-2020 Board of Trustees goals to include strategic focus and accountability, enhanced academic intervention and strengthened rigor of instruction. The board agreed the goals were accurate as presented.
  - **Human Resources** – David Chamberlain requested the Principal performance rubric be completed again this year. All board members will receive a copy and be asked to provide feedback if desired. The performance rubric will be completed in the month of September and Pam Hokanson will review with Rob Ross upon completion along with his self-assessment.
  - **School Culture** – Terenda Brown shared the upcoming events and encouraged board members to attend.
  - **Finance** – currently no chair. Financials are reviewed monthly so at this time the committee is on hold.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
SEPTEMBER 18, 2019 MINUTES**

- 6) **2018-19 Assessment Results** – Pam Hokanson reviewed WCCS test scores from 2005-2006 to 2018-2019 and the 2018-19 NYS assessment results to include overall Big 5 ranking, overall BPS ranking for ELA and math, comparable Buffalo charter school ranking in ELA and math, year to year comparison and grade migration comparison.
- 7) **Financial Update** – Ms. Hokanson reviewed the following financial reports: year to date for the two months ending August 31, 2019 and the summary balance sheet as of August 31, 2019.

After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2019 – 030 CHANGES TO CALENDAR. Resolved: That the following changes to the Westminster Community Charter School 2019-20 calendar be approved.

| Date       | BPS Calendar  |    | WCCS Calendar |    |
|------------|---------------|----|---------------|----|
| 11/04/2019 | Full Day      | 0  | No School     | 1  |
| 11/20/2019 | Full Day      | 0  | Early Release | .5 |
| 01/17/2020 | Full Day      | 0  | No School     | 1  |
| 02/04/2019 | Full Day      | 0  | Early Release | .5 |
| 04/01/2020 | Early Release | .5 | Full Day      | 0  |
| 04/02/2020 | No School     | 1  | Full Day      | 0  |
| 04/09/2020 | Full Day      | 0  | No School     | 1  |
| 04/29/2020 | Early Release | .5 | Full Day      | 0  |
| 04/30/2020 | No School     | 1  | Full Day      | 0  |
| 05/01/2020 | Full Day      | 0  | No School     | 1  |
| 06/24/2020 | Full Day      | 0  | No School     | 1  |
| 06/25/2020 | Full Day      | 0  | No School     | 1  |
| TOTAL      |               | 3  |               | 7  |

2019 – 031 CONTRACT WITH SUE CORRIE. Resolved: That the contract with Sue Corrie to provide Scoring Consultant services for the 2019-20 school year be approved. The cost is \$1,750.

2019 – 032 APPROVAL OF WCCS LOAN ASSISTANCE PROGRAM. Resolved: That 4 teacher loan assistance agreements totaling \$20,000 be approved.

2019 – 033 CONTRACT WITH MUSIC THEATRE INTERNATIONAL. Resolved: That the contract with Music Theatre International to provide licensing and materials for the performance of *Frozen Jr.* at Westminster Community Charter School be approved. The cost is \$685.

2019 – 034 CONTRACT WITH BUFFALO RIVER FEST PARK. Resolved: That the contract with Buffalo River Fest Park for the 2019 Westminster Community Charter School Holiday Party be approved. The cost is not to exceed \$3,000.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
SEPTEMBER 18, 2019 MINUTES**

2019 – 035 CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to provide professional development services for the 2019-20 school year be approved. The cost for these services will not to exceed a total of \$27,600.

2019 – 036 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - September Invoice - \$97,000
- Attuned Education Partners - \$28,460
- NYS Teachers Retirement - \$150,669
- M&T Bank - \$464,450

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
OCTOBER 16, 2019 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis;  
Rosalyn Taylor;

constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The September 18, 2019 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Update** – Rob Ross reviewed the four Strategic Priorities to include key deliverables, milestones and indicators. At November’s meeting Rob will review the updated dashboard and strategic plan. Board members also requested that he provide an update on RTI and tutoring for students as part of his November board presentation.
- 5) **Board Committee Reports** –Committee reports will continue to be an agenda item on meetings going forward.
  - Academics – Committee members met with Janice Harris from Attuned and the Administration Team on October 15, 2019. All members were impressed with the knowledge and passion of Janice Harris to help us move the school forward. Janice is currently scheduled to be at the school once per month and have weekly phone calls with the Administration Team. Board members have asked Pam Hokanson to see if there is a possibility of having her visit twice a month.
  - Governance – Rita Eisenbeis was contacted by the Charter Board Partners organization to see if we have an interest in recruiting new board members. At this time we are in a holding pattern but in the future we may consider adding new members that have backgrounds in legal, human resources, communications and building facilities.
  - Human Resources – Board adjourned to Executive session.
  - School Culture – Terenda Brown spoke about Bingo Night and the continuation of the Links scholarship program.
  - Finance – currently no chair. Financials are reviewed monthly so at this time the committee is on hold.
- 6) **Financial Update** – Ms. Hokanson reviewed the following financial reports: year to date for the three months ending September 30, 2019 and the summary balance sheet as of September 30, 2019.

After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:



**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
OCTOBER 16, 2019 MINUTES**

2019 – 037 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield – October Invoice - \$82,865
- Erie 1 BOCES - \$28,765
- NYS Teachers' Retirement System - \$150,669

2019 – 038 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy IT Solutions to provide a dedicated desktop resource two times per month from September 19, 2019 to June 26, 2020 be approved. The cost will not exceed \$2,000.

2019 – 039 APPROVAL OF 2019-20 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2019-20 Professional Development Plan be approved.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
NOVEMBER 20, 2019 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Jamie Oblatz

constituting a majority of the Board of Trustees and a quorum.

- 1) Vice Chairman Chamberlain called the meeting to order at 3:20 p.m.
- 2) The October 16, 2019 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Update** – Angela Conway reviewed, at the Board’s request, the Response to Intervention program (Tier 1-3). Rob Ross reviewed the four Strategic Priorities to include key deliverables, milestones and indicators as well as the updated dashboard. Board members were asked to review the scorecard and at December’s meeting decide which key measures they would like to see in more detail. Maddie Connors will attend the December board meeting to review DataWise program assessments.
- 5) **Board Committee Reports** –Committee reports will continue to be an agenda item on meetings going forward.
  - Academics – Discussion focused on identification of academically at-risk students and what strategies are being utilized. The RTI protocol was reviewed. The universal strategies are being reviewed and in-serviced to all teachers to have a school-wide impact. There are 3 RTI teachers who are focused on two grade levels a piece for Tier 2. Special education teachers are working with identified IEP students. Academic Committee members will be reviewing this data monthly.
  - Governance – No update at this time.
  - Human Resources – Board adjourned to Executive session.
  - School Culture – No update at this time.
  - Finance – currently no chair. Financials are reviewed monthly so at this time the committee is on hold.
- 6) **Audit Review** – Sarah Hopkins from Lumsden & McCormick presented the 2018-19 audit results.
- 7) **Financial Update** – Ms. Hokanson reviewed the following financial reports: year to date for the four months ending October 31, 2019 and the summary balance sheet as of October 31, 2019.

After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
NOVEMBER 20, 2019 MINUTES**

2019 – 040 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - November Invoice - \$85,004
- Philadelphia Insurance Company - \$47,502
- NYS Teacher Retirement System - \$150,669
- BTF Supplemental - \$33,000
- N. Choops Painting - \$62,800

2019 – 041 CONTRACT WITH NATIONAL URBAN ALLIANCE FOR EFFECTIVE EDUCATION (NUA). Resolved: That the contract with NUA to provide two days of professional development during the week of October 21, 2019 be approved. The cost for these services will not exceed \$5,000.

2019 – 042 PARTNERSHIP AGREEMENT WITH THE NORTHWEST BUFFALO COMMUNITY CENTER. Resolved: That the partnership agreement with Northwest Buffalo Community Center to provide an after-school program for students at Westminster Community Charter School for the 2019-20 school year be approved. Expenses for this program are being paid through a 21<sup>st</sup> Century Grant that was awarded to Northwest Buffalo Community Center so there is no cost to Westminster Community Charter School.

2019 – 043 RENEWAL OF BUSINESS SERVICES AGREEMENT. Resolved: That the Business Services Agreement with M&T Bank to provide financial, administrative and consultative services related to the management and operation of WCCS as outlined in the agreement be approved and that the Principal, Mr. Robert Ross, be authorized to sign this agreement. In consideration of the services to be performed by M&T during the term of this Agreement, the over \$2 million in Services contributed by M&T over the first charter term and the special relationship between WCCS and M&T Bank, WCCS will pay to M&T, in the manner described in section 3 of the agreement, consideration equal to the lower of the market value or actual costs incurred by M&T, directly or through its vendors, in performing the Services. This Agreement shall become effective as of July 1, 2019 and shall cover the current charter period in accordance with the term outlined in section 4 of the agreement.

2019 – 044 APPROVAL OF CONTRACT WITH RW DAKE CONSTRUCTION. Resolved: That the contractor will remove and replace 22 bollards in the bus loop and along the east parking lot not to exceed \$19,000.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
DECEMBER 18, 2019 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis

constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 12:00 p.m.
- 2) The November 20, 2019 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Update** – Maddie Connors provided a high-level overview, as part of the Principal's Report, the Star Literacy Assessment for K-8 and IXL Math grades 3-8 growth October vs. December as well as the current tutoring program. She will attend the January board meeting to review this data for a classroom.
- 5) **Board Committee Reports** – Committee reports will continue to be an agenda item on meetings going forward.
  - Academics – Due to poor weather, the Academic Committee did not meet in December.
  - Governance – No update at this time.
  - Human Resources – No update at this time
  - School Culture – No update at this time.
  - Finance – currently no chair. Financials are reviewed monthly so at this time the committee is on hold.
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: year to date for the four months ending November 30, 2019 and the summary balance sheet as of November 30, 2019.

After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2019 – 045 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - December Invoice - \$90,886
- Attuned Education Partners - \$28,000
- New York State & Local Retirement Systems - \$36,239

2019 – 046 CONTRACT WITH BUFFALO PROTECTION & INVESTIGATION (BPI).

Resolved: That the contract with BPI to provide security services with off duty or retired Law

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
DECEMBER 18, 2019 MINUTES**

Enforcement Officers on school days from 7:45am to 10:00am and 3:00pm to 6:30pm as well as for some school events, including but not limited to basketball games or other times as requested be approved. The cost for these services ranges from \$35.00 per hour to \$52.50 per hour.

2019 – 047 APPROVAL OF 2019-20 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2019-20 Safety Plan and Emergency Response Procedures be approved.

- 7) Other Business – Chairman Eisenbeis notified Rob Ross that he has not provided her with his monthly Principal Report since she received a combined October-November report.

Note: Janice Harris from Attuned Education Partners will be at Westminster as follows:

January 15  
January 29  
February 12  
February 27  
March 10-11  
April 1-2  
May 12-13  
June 9-10

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 1:50 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
JANUARY 15, 2020 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Rita Eisenbeis;

A quorum could not be achieved but the meeting was called to order for informational purposes.

1.) Chairman Eisenbeis called the meeting to order at 3:00 p.m.

2.) Presentation

Ms. Janice Harris from Attuned Education Partners presented a high-level overview of the Strategic Plan and the five strategic priorities of Westminster Community Charter School.

3.) Principal Update – Maddie Connors provided an overview, as part of the Principal’s Report, the October-December Star Literacy Assessment levels for K-8 and IXL Math levels grades 3-8. She then went on to review in more detail the 3<sup>rd</sup> grade data points in ELA and Math. She closed the presentation with examples of how DataWise is used to analyze student work.

Chairman Eisenbeis suggested that Rob Ross celebrate Black History Month in February by inviting prominent local African-American dignitaries to the school to speak to the students. Pam Hokanson and Amy Mesi will work with Rob on a plan.

4.) Board Committee Reports – Committee reports will continue to be an agenda item on meeting going forward.

- Academics – due to the prior commitments of two committee members, only Chairman Eisenbeis met with the team at Westminster in January.
- Governance – Chairman Eisenbeis shared the Education Board Partners Board Composition Matrix and Board Member Agreements with Committee members. Committee members were asked to draft their respective committee’s 2019-20 school year focus and submit to the Board Secretary by the first week in February. At the request of Chairman Eisenbeis David Chamberlain agreed to join the Governance Committee.
- Human Resources – No update at this time.
- School Culture – No update at this time.
- Finance – currently no chair. Financials are reviewed monthly.

5.) Financial Update – Pam Hokanson reviewed the following financial reports: year to date for the six months ending December 31, 2019 and the summary balance sheet as of December 31, 2019.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:15pm.

Respectfully submitted.

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
FEBRUARY 26, 2020 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis

constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The December 18, 2019 and January 15, 2020 minutes were approved.
- 3) Public Comment Period
- 4) **Northeast Charter Schools Network Presentation** – Jon Thacher, Director of Schools & Community Engagement took the board through a high-level presentation to include the political advocacy environment and issues, the policy and authorizing environment, school and community engagement, what we as a board should be doing and upcoming events in support of charter schools.
- 5) **Principal Update** – Rob Ross provided an overview of three areas: school focus, classroom focus, specifically what the third-grade team is working on and student group focus targeting the sixth-grade students. After Rob's presentation there was additional discussion and the Board voted to extend the Attuned Education Partners contract for the 2020-21 school year.
- 6) **Independent Charter Discussion** – the board agreed they had no interest in entertaining the idea of an independent charter.
- 7) **Board Committee Reports** – Individual committee objectives were reviewed.
  - Academics – no change to objectives
  - Governance – in reference to monthly dashboard reports, it was agreed that Pam Hokanson will work toward developing something to share with the board for review. There was also discussion of scheduling a board retreat in early September, after test scores have been released.
  - Human Resources – no change to objectives
  - School Culture – discussion regarding the school dress code. It was suggested by Diane Cozzo that there be some targeted process in place, supported by the Administration Team and the teachers to continually reinforce, in a positive way, better adherence to the dress code.
  - Finance – currently no chair. Financials are reviewed monthly so at this time the committee is on hold.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
FEBRUARY 26, 2020 MINUTES**

- 8) **Financial Update** – Ms. Hokanson reviewed the following financial reports: year to date for the seven months ending January 31, 2020 and the summary balance sheet as of January 31, 2020.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2020-001 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - January Invoice - \$86, 919
- Blue Cross Blue Shield – February Invoice - \$92,541

2020 – 002 CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to provide professional development services and individual teacher coaching for the period of January 15, 2020 to May 13, 2020. The cost for these services not to exceed a total of \$12,000.

2020 – 003 CONTRACT WITH JAMES LIVSEY. Resolved: That the contract with James Livsey to provide group math instruction and assistance with individual teacher math curriculum development for the period of January 24, 2020 to June 25, 2020 at the rate of \$75 per hour.

2020 – 004 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary



**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MARCH 18, 2020 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis  
Rosalyn Taylor

The meeting was convened via operator led conference call at (833) 759-3751 constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The February 26, 2020 minutes were approved.
- 3) Public Comment Period
- 4) **Emergency Closing Plan** – Rob Ross provided an overview of the Westminster Community Charter School Emergency Closing Plan to include: educational materials & lessons (K-8), access to materials and plan distribution, food service, social emotional, Kaleida clinic and website. He followed with the details of Closure Preparation Day to include work assignments and placements. As of March 18, less than a dozen children had not picked up their packets. Remaining packets will be mailed to homes. The first day of meal distribution on March 18 saw one hundred and fifty-two meals distributed. There was some discussion of limiting food distribution from daily to 3 times per week if turnout is poor. As of March 17, 8<sup>th</sup> grade students have already begun to submit their online lessons. **Principal Report** – a high level overview included: math testing plan, 2020-21 re-enrollment, Kindergarten outreach, teacher recruitment and tutoring observations. Some of these items are on hold during school closure.
- 5) **Board Committee Reports**
  - Academics – No update other than committee will continue to meet with Rob prior to the board meeting, if possible.
  - Governance – a list of potential board member recommendations was shared.
  - Human Resources – No update at this time
  - School Culture – No update at this time
  - Finance – currently no chair. Financials are reviewed monthly
- 6) **Attuned Education** contract has been extended for the 2020-21 school year. Discussion around Janice Harris continuing to be at the school 2-3 times per month. All are in agreement and Pam Hokanson will work with Attuned during contract preparation.
- 7) **Financial Update** – Pam Hokanson reviewed the following financial reports: year to date for the eight months ending February 29, 2020 and the summary balance sheet as of February 29, 2020. A full year forecast will be presented at the April meeting.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MARCH 18, 2020 MINUTES**

- 8) **Annual Conflict of Interest Statement** - Amy Mesi provided copies of the Conflict of Interest Policy, the Code of Ethics, and the annual statements to Board members. Forms will be mailed to board members for completion.
  
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2020-005    APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield – March Invoice - \$90,381

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
APRIL 22, 2020 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis  
Jamie Obletz  
Roselyn Taylor

The meeting was convened via operator led conference call at (800) 408-6335 constituting a majority of the Board of Trustees and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 4:00 p.m.
- 2) The March 18, 2020 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Report** – a high level overview included accountability measures of participation and completion rates by grade level, technology plan for distance learning, 60-day plan with Attuned Education Partners, enrollment and re-enrollment numbers and well as the Special Education plan for distance learning. Ms. Krawczyk, the school's ELL teacher has been working closely with the families with the aide of both a translation technology platform as well as direct contact with the students. A discussion around the distribution of 3<sup>rd</sup> quarter report cards is currently in a holding pattern waiting to see what the District does. However, prior to decision by WCCS, the process needs to be reviewed and approved by the Academic Committee.
- 5) **Board Committee Reports**
  - Academics – The committee will continue to meet with Rob prior to the monthly board meetings. Diane Cozzo expressed overall concern with the equity issue but feels the Westminster staff is doing an outstanding job through connectivity and personal contact with children and their families.
  - Governance – board retreat will be held in July or August. Committee members will discuss possible dates and locations and socialize with full board at the May board meeting
  - Human Resources – No update currently
  - School Culture – No update currently
  - Finance – currently no chair. Financials are reviewed monthly
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: year to date for the eight months ending March 30, 2020 and the summary balance sheet as of March 30, 2020.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
APRIL 22, 2020 MINUTES**

A motion was made for the Board to consider applying for a loan through the SBA's Payment Protection Program for \$1.2 million. The loan itself carries a 1% interest rate. If staffing levels and average wages from the stated period continue for 8 weeks, the loan has the option to convert to a grant. Upon motion duly made and seconded, the motion was unanimously approved and adopted by the Board of Trustees.

7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2020 – 006 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield – Estimated April Invoice - \$92,006.93

2020 – 007 APPROVAL REMOTE LEARNING TECHNOLOGY PLATFORMS. Resolved: That the remote learning policy be approved while teachers are distance learning during the Covid-19 pandemic.

2020 – 008 APPROVAL OF 180 DAY WAIVER REQUIREMENT. Resolved: Westminster Community Charter School will continue to provide remote instruction to students during the previously scheduled ELA scoring and spring break, April 9 – April 17, 2020 including Math scoring on May 1, 2020. The school will follow Buffalo Public District's requirement to continue providing instruction even if the district is scheduled to be on spring break during that time.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MAY 20, 2020 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis  
Jamie Obletz  
Rosalyn Taylor

The meeting was convened via operator led conference call at (800) 584-0284 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The April 22, 2020 minutes were approved
- 3) Public Comment Period
- 4) **Principal Report** – a high level overview included student participation rates, revision of standards and planning for gaps, Wit & Wisdom curriculum pilot in grades 2-4, re-entry plans, grading policy update and BPS virtual school visit.
- 5) **Buffalo Public Schools Special Education Overpayment** - the board voted unanimously to continue to pay back the overpayment.
- 6) **Board Committee Reports**
  - Academics – the committee will continue to meet with Rob prior to the monthly board meetings. the committee met three times in May for various activities.
  - Governance – a virtual board retreat will be held August 5. If there is an update to the current situation that will allow an in-person meeting, steps will be taken to find a location. The board agreed to keep the currently schedule board meeting on August 19 until after the board retreat at which time it will be decided if it is needed.
  - Human Resources – no update
  - School Culture – no update
  - Finance – currently no chair. Financials are reviewed monthly
- 7) **Financial Update** – Pam Hokanson took the board through a first draft of the 2020-21 school budget. After review, the board requested that it be brought back in June with some additional changes bringing us closer to a balanced budget that the board could ultimately approve.

She also reviewed the current SBA Paycheck Protection Program. The intention of the Paycheck Protection Program is to provide a financial supplement to businesses and organizations that are going to financially be negatively impacted by Coronavirus. The objective is to provide funding to be used to maintain employment as opposed to laying off

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MAY 20, 2020 MINUTES**

employees or in our case teachers. Given that our budget for next year will be significantly impacted, regardless of the source of our original funding, it would make sense to secure Paycheck Protection Program funds in order to offset this financial hardship. After review, the board requested an opinion be obtained from Hodgson Russ regarding the SBA regulations as it pertains to loan forgiveness.

8) **Tuition Reimbursement & Loan Assistance Programs** – the board agreed that due to the current financial uncertainty that the two programs be put on pause until further notice. Principal Ross will communicate this information to WCCS during the next staff meeting.

9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2020 – 009 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - May Invoice - \$91,194.17

2020 – 010 APPROVAL TO PAUSE THE TUITION REIMBURSEMENT AND LOAN ASSISTANCE PROGRAMS. Resolved: That the Tuition Reimbursement and Loan Assistance Programs be paused until further notice.

2020 – 011 APPROVAL OF U.S. SBA PAYCHECK PROTECTION PROGRAM LOAN. Resolved: That a new loan was approved for \$1,171,882 at a 1% fixed rate and a separate checking account be approved.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:55 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JUNE 17, 2020 MINUTES**

In attendance at the Board meeting were:

David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis  
Jamie Obletz  
Rosalyn Taylor

The meeting was convened via operator led conference call at (800) 584-0284 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The May 20, 2020 minutes were approved
- 3) Public Comment Period
- 4) **Principal Report** – an overview included parent and teacher distance learning outcomes, summer school programming schedule, distance learning participation rates and tasks completed per grade level and summer professional development schedule.
- 5) **WCCS Re-entry Plan** – a high level draft overview of the re-entry plan for Westminster was reviewed by Anjali Sharma, Business Operations Director to include our initial response to the pandemic, current known guidelines, re-entry plan and plan considerations, PPE and next steps.
- 6) **Board Committee Reports**
  - Academics – the committee will continue to meet with Rob prior to the monthly board meetings.
  - Governance – the committee will meet to discuss the agenda for the virtual board retreat on August 5.
  - Human Resources – the committee will begin to compile data for Principal Ross' annual performance appraisal. Rubric will be sent to committee members.
  - School Culture – no update
  - Finance – the board agreed to reinstitute a committee that will provide input to the annual budget process and assist in fully understanding the unusual financial concerns such as COVID-19 implications, BPS funding commitments, etc.
- 7) **Financial Update** – Pam Hokanson took the board through a second draft of the 2020-21 school budget. After review, the board requested that she provide a comparison excluding a few variables, to include the COVID contingency so the board could make a more informed decision and ultimately pass the 2020-21 budget.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JUNE 17, 2020 MINUTES**

8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2020 – 012 ELECTION OF BOARD OF TRUSTEES. Resolved: The following Trustees shall be elected until the next annual meeting of the Trustees:

- Terenda Brown
- David Chamberlain
- Diane Cozzo
- Elizabeth Czarnecki
- Rita Eisenbeis
- James Oblatz
- Rosalyn Taylor

2020 – 013 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Directors:

- Chairman - Rita Eisenbeis
- Vice Chairman – David Chamberlain

2020 - 014 WCCS ADVISORY BOARD MEMBER RESIGNATION. Resolved: That the resignation of René Jones as an advisory board member of the Board of Trustees of Westminster Community Charter School be accepted.

2020 – 015 APPROVAL OF 2020-21 BUDGET. Resolved: The WCCS Board of Trustees approves the budget as submitted and authorizes that WCCS cash reserves fund the negative shortfall in revenue as needed up to \$500,000 of which approximately \$355,000 will fund the Post Retirement Benefit obligation.

2020 – 016 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield – June Invoice - \$91,194
- Attuned Educations Partners - \$34,000

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:40 p.m.

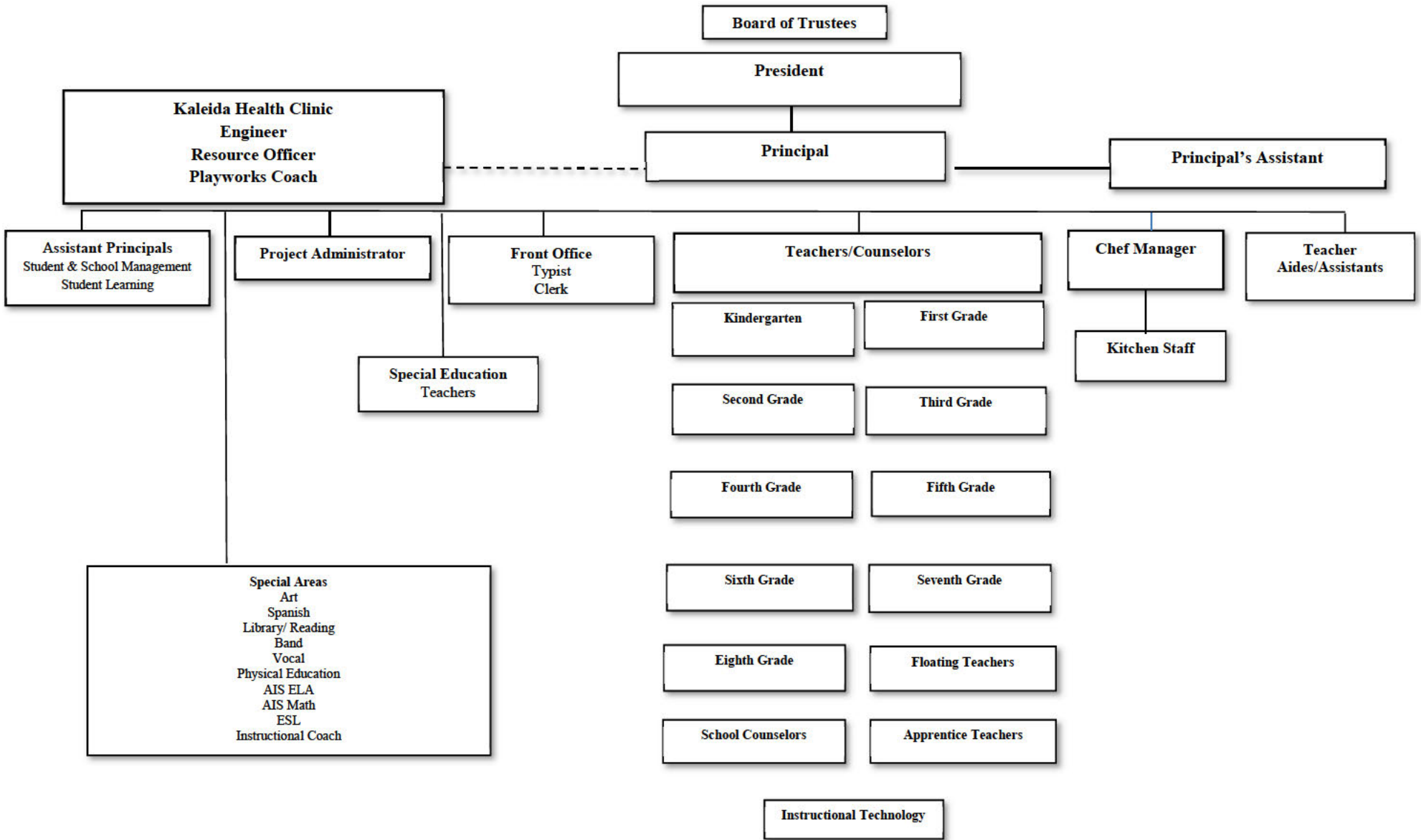
Respectfully submitted,

*Amy J. Mesi*

Board Secretary



# 2019-2020 Westminster Community Charter School Organization Chart



# Westminster Community Charter School

## 2020-21 Calendar

| August 2020 |    |    |    |    |               |    |
|-------------|----|----|----|----|---------------|----|
| S           | M  | T  | W  | T  | F             | S  |
| 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 | <del>28</del> | 29 |
| 30          | 31 |    |    |    |               |    |

| September 2020 |              |    |    |    |    |    |
|----------------|--------------|----|----|----|----|----|
| S              | M            | T  | W  | T  | F  | S  |
|                |              | 1  | 2  | 3  | 4  | 5  |
| 6              | <del>7</del> | 8  | 9  | 10 | 11 | 12 |
| 13             | 14           | 15 | 16 | 17 | 18 | 19 |
| 20             | 21           | 22 | 23 | 24 | 25 | 26 |
| 27             | 28           | 29 | 30 |    |    |    |

| October 2020 |               |    |    |    |    |    |
|--------------|---------------|----|----|----|----|----|
| S            | M             | T  | W  | T  | F  | S  |
|              |               |    |    | 1  | 2  | 3  |
| 4            | 5             | 6  | 7  | 8  | 9  | 10 |
| 11           | <del>12</del> | 13 | 14 | 15 | 16 | 17 |
| 18           | 19            | 20 | 21 | 22 | 23 | 24 |
| 25           | 26            | 27 | 28 | 29 | 30 | 31 |

| November 2020 |    |              |               |               |               |    |
|---------------|----|--------------|---------------|---------------|---------------|----|
| S             | M  | T            | W             | T             | F             | S  |
| 1             | 2  | <del>3</del> | 4             | 5             | 6             | 7  |
| 8             | 9  | 10           | <del>11</del> | 12            | 13            | 14 |
| 15            | 16 | 17           | 18            | 19            | 20            | 21 |
| 22            | 23 | 24           | 25            | <del>26</del> | <del>27</del> | 28 |
| 29            | 30 |              |               |               |               |    |

| December 2020 |               |               |               |               |               |    |
|---------------|---------------|---------------|---------------|---------------|---------------|----|
| 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            | <del>24</del> | <del>25</del> | 26 |
| 27            | <del>28</del> | <del>29</del> | <del>30</del> | <del>31</del> |               |    |

| January 2021 |               |    |    |    |              |    |
|--------------|---------------|----|----|----|--------------|----|
| S            | M             | T  | W  | T  | F            | S  |
|              |               |    |    |    | <del>1</del> | 2  |
| 3            | 4             | 5  | 6  | 7  | 8            | 9  |
| 10           | 11            | 12 | 13 | 14 | 15           | 16 |
| 17           | <del>18</del> | 19 | 20 | 21 | 22           | 23 |
| 24           | 25            | 26 | 27 | 28 | 29           | 30 |

| February 2021 |               |               |               |               |               |    |
|---------------|---------------|---------------|---------------|---------------|---------------|----|
| S             | M             | T             | W             | T             | F             | S  |
|               | 1             | 2             | 3             | 4             | 5             | 6  |
| 7             | 8             | 9             | 10            | 11            | 12            | 13 |
| 14            | <del>15</del> | <del>16</del> | <del>17</del> | <del>18</del> | <del>19</del> | 20 |
| 21            | 22            | 23            | 24            | 25            | 26            | 27 |
| 28            |               |               |               |               |               |    |

| March 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 |    |    |    |

| April 2021 |              |              |              |              |              |    |
|------------|--------------|--------------|--------------|--------------|--------------|----|
| S          | M            | T            | W            | T            | F            | S  |
|            |              |              |              | 1            | <del>2</del> | 3  |
| 4          | <del>5</del> | <del>6</del> | <del>7</del> | <del>8</del> | <del>9</del> | 10 |
| 11         | 12           | 13           | 14           | 15           | 16           | 17 |
| 18         | 19           | 20           | 21           | 22           | 23           | 24 |
| 25         | 26           | 27           | 28           | 29           | 30           |    |

| May 2021 |               |    |    |    |    |    |
|----------|---------------|----|----|----|----|----|
| S        | M             | T  | W  | T  | F  | S  |
| 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       | <del>31</del> |    |    |    |    |    |

| June 2021 |    |    |    |    |               |    |
|-----------|----|----|----|----|---------------|----|
| S         | M  | T  | W  | T  | F             | S  |
|           |    | 1  | 2  | 3  | 4             | 5  |
| 6         | 7  | 8  | 9  | 10 | 11            | 12 |
| 13        | 14 | 15 | 16 | 17 | <del>18</del> | 19 |
| 20        | 21 | 22 | 23 | 24 | 25            | 26 |
| 27        | 28 | 29 | 30 |    |               |    |

| Key          |                      |  |  |  |  |  |
|--------------|----------------------|--|--|--|--|--|
|              | Supt. Conference Day |  |  |  |  |  |
|              | State Testing Day    |  |  |  |  |  |
| #            | Important Event      |  |  |  |  |  |
| <del>X</del> | No School            |  |  |  |  |  |

| Total Instructional Days |              |              |
|--------------------------|--------------|--------------|
| Month                    | Teacher Days | Student Days |
| Aug.                     | 4            | 0            |
| Sep.                     | 21           | 21           |
| Oct.                     | 21           | 21           |
| Nov.                     | 17           | 17           |
| Dec.                     | 17           | 17           |
| Jan.                     | 19           | 19           |
| Feb.                     | 15           | 15           |
| Mar.                     | 23           | 23           |
| Apr.                     | 16           | 15           |
| May                      | 20           | 19           |
| Jun.                     | 15           | 14           |
| <b>Total</b>             | <b>188</b>   | <b>181</b>   |

*University of the  
Education*  *State of New York  
Department*

**CERTIFICATE OF OCCUPANCY**

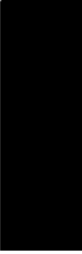
**VALID FOR FACILITY:**

PUBLIC SCHOOL #68  
24 WESTMINSTER  
BUFFALO, NEW YORK 14215

**DISTRICT:**

BUFFALO CITY SD  
KRINER CASH  
712 CITY HALL  
BUFFALO, NEW YORK 14202

**Building ID:**



**Issuance Date:** June 01, 2020  
**Effective Date:** June 01, 2020  
**Expiration Date:** June 01, 2021

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

PUBLIC SCHOOL #68  
24 WESTMINSTER  
BUFFALO, NY 14215

### Inspection History

---

**Date Created:**

Apr 29, 2020

**Created By:**

yvette.gordon

**Date Modified:**

Jun 1, 2020

**Modified By:**

kriner.cash

**Date Certified:**

Jun 1, 2020

**Certified By:**

kriner.cash

### Certificate History

---

| Certificate Type         | Date Certified | Certified By |
|--------------------------|----------------|--------------|
| Certificate of Occupancy | Jun 1, 2020    | kriner.cash  |

### Non-conformances

| Item  | Date Corrected | Date Reinspected |
|-------|----------------|------------------|
| 15A-2 | Apr 17, 2020   | Apr 17, 2020     |

9c. Cost of Damage: Not Applicable

10. Fire Dept. notified via alarm? Not Applicable

Inspector Notified of previous fire report? Yes

Inspector Notified of previous fire report? Yes

**Initial Inspector**

---

**PATRICK LEWIS**

Phone #: (Phone Number) [REDACTED]

Registry #: (Registry Number) [REDACTED]

Email [REDACTED]

**Building Administrator**

---

**JOSEPH GIUSIANA**

Phone #: (Phone Number) [REDACTED]

**Building Overview**

---

**ID:** [REDACTED]

**District Location:** BUFFALO CITY SD

**Building Type:** INSTRUCTIONAL

**Name & Address:**

---

## General Information and Fire/Life Safety History

---

**Inspection Date:**

4/17/20

**1. Primary Use:**

INSTRUCTIONAL

**2. Fire Sprinkler System?**

Yes

**2a. Sprinkler alarm?**

Yes

**3. Fire Hydrant System?**

Yes

**3a. Hydrant Ownership:**

Public owned

**4. Building Ownership:**

Owned

**5. Leased To Others?:**

No

**6. Square footage:**

75413

**8a. Fire drills held?**

Yes

**8b. Average evacuation time:**

3 minutes 25 seconds

**8c. Arson/Fire Prevention?**

Yes

**8d. Prevention/Evacuation Training?**

Yes

**9. Any Fires?**

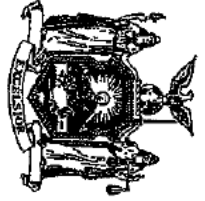
No

**9a. Number of fires:**

Not Applicable

**9b. Number of injuries:**

*University of the  
Education  
State of New York  
Department*



**CERTIFICATE OF OCCUPANCY**

**VALID FOR FACILITY:**

PUBLIC SCHOOL #68  
24 WESTMINSTER  
BUFFALO, NEW YORK 14215

**DISTRICT:**

BUFFALO CITY SD  
KRINER CASH  
712 CITY HALL  
BUFFALO, NEW YORK 14202

**Building ID:**



**Issuance Date:** June 01, 2020  
**Effective Date:** June 01, 2020  
**Expiration Date:** June 01, 2021

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

PUBLIC SCHOOL #68  
24 WESTMINSTER  
BUFFALO, NY 14215

### Inspection History

---

**Date Created:**

Apr 29, 2020

**Created By:**

yvette.gordon

**Date Modified:**

Jun 1, 2020

**Modified By:**

kriner.cash

**Date Certified:**

Jun 1, 2020

**Certified By:**

kriner.cash

### Certificate History

---

| Certificate Type         | Date Certified | Certified By |
|--------------------------|----------------|--------------|
| Certificate of Occupancy | Jun 1, 2020    | kriner.cash  |

### Non-conformances

| Item  | Date Corrected | Date Reinspected |
|-------|----------------|------------------|
| 15A-2 | Apr 17, 2020   | Apr 17, 2020     |



Not Applicable

**9c. Cost of Damage:**

Not Applicable

**10. Fire Dept. notified via alarm?**

Yes

**Inspector Notified of previous fire report?**

Yes

**Initial Inspector**

---

**PATRICK LEWIS**

Phone #: (Phone Number) [REDACTED]

Registry #: (Registry Number) [REDACTED]

Email: [REDACTED]

**Building Administrator**

---

**JOSEPH GIUSIANA**

Phone #: (Phone Number) [REDACTED]

**Building Overview**

---

**ID:**

[REDACTED]

**District Location:**

BUFFALO CITY SD

**Building Type:**

INSTRUCTIONAL

**Name & Address:**

---

## General Information and Fire/Life Safety History

---

**Inspection Date:**

4/17/20

**1. Primary Use:**

INSTRUCTIONAL

**2. Fire Sprinkler System?**

Yes

**2a. Sprinkler alarm?**

Yes

**3. Fire Hydrant System?**

Yes

**3a. Hydrant Ownership:**

Public owned

**4. Building Ownership:**

Owned

**5. Leased To Others?:**

No

**6. Square footage:**

75413

**8a. Fire drills held?**

Yes

**8b. Average evacuation time:**

3 minutes 25 seconds

**8c. Arson/Fire Prevention?**

Yes

**8d. Prevention/Evacuation Training?**

Yes

**9. Any Fires?**

No

**9a. Number of fires:**

Not Applicable

**9b. Number of injuries:**