

# Application: Wildflower New York Charter School

Iris Chen - iriswftransit@gmail.com  
2022-2023 Annual Report

## Summary

ID: 0000000391  
Labels: SUNY Trustees

## Entry 1 School Info and Cover Page

Completed - Aug 23 2023

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

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

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

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

WILDFLOWER NEW YORK CHARTER SCHOOL 800000090805

**a1. Popular School Name**

(No response)

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

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

SUNY BOARD OF TRUSTEES

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD # 9 - BRONX

**e. Date of Approved Initial Charter**

Jan 2 2019

**f. Date School First Opened for Instruction**

Sep 8 2020

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

Wildflower New York Charter School will offer tiny, shopfront, Montessori educational environments in which children have the tools and freedom to do the great work of constructing themselves, led by teachers operating as social entrepreneurs. Our students will develop strong academic foundations and skills in the areas of critical thinking, collaboration, creativity and communication, and grow into curious, capable contributors to their communities and the world.

**h. School Website Address**

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

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

42

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

35

## k. Grades Served

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

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

### Responses Selected:

k
1
2
3

## I. Charter Management Organization

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

Yes

### I1. Charter Management Organization Name

The Wildflower Foundation

### I2. Charter Management Organization Email Address

[info@wildflowerschools.org](mailto:info@wildflowerschools.org)

### I3. Charter Management Organization Email Phone Number

612-492-1858

# FACILITIES INFORMATION

## m. FACILITIES

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

	No, just one site.
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## School Site 1 (Primary)

## m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1332 Fulton Avenue, Bronx, NY 10456	718-635-0474	NYC CSD 9	Pre-k — 3	Pre-K — 4	K — 4

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Mario Benabe	Teacher Leader	718-635-0474		<a href="mailto:mabenabe@wildflowernewyorkcharter.school.org">mbenabe@wildflowernewyorkcharter.school.org</a>
Operational Leader	Ayeisha Seawright-Moses	Teacher Leader	718-635-0474		
Compliance Contact	Mario Benabe	Teacher Leader	718-635-0474		
Complaint Contact	Aura Cely	Teacher Leader	718-635-0474		
DASA Coordinator	Aura Cely	Teacher Leader	718-635-0474		
Phone Contact for After Hours Emergencies	Mario Benabe	Teacher Leader	718-635-0474		

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

Private Space

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

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

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

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

### Site 1 Certificate of Occupancy (COO)

[CofoDocumentContentServlet.pdf](#)

**Filename:** CofoDocumentContentServlet.pdf **Size:** 178.7 kB

### Site 1 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

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

Separate by semi-colon (;)

Not applicable.

## CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

## ATTESTATIONS

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

Name	Mario Benabe
Position	Teacher Leader
Phone/Extension	718-635-0474
Email	<a href="mailto:mabenabe@wildflowernewyorkcharterschool.org">mbenabe@wildflowernewyorkcharterschool.org</a>

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

## Responses Selected:

Yes



As outlined in ENTRY 10:

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

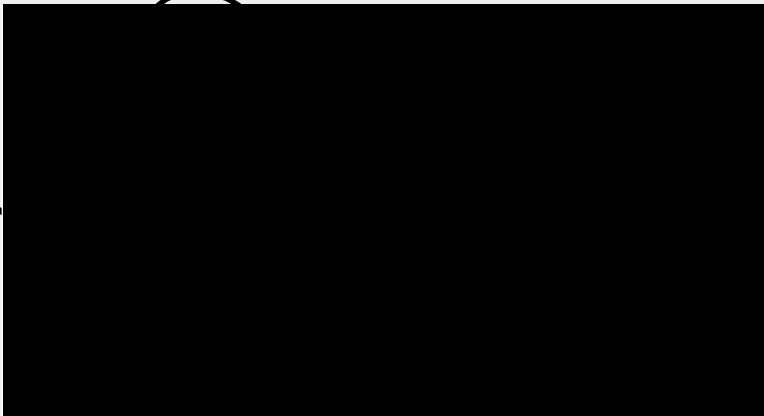
**Responses Selected:**

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. The box is positioned on a light gray background. There are some stray black lines and a small mark visible around the edges of the redacted area.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. The box is positioned on a light gray background. There are some stray black lines and a small mark visible around the edges of the redacted area.

Date

Aug 17 2023



Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Aug 23 2023

### Instructions

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

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

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

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

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Wildflower New York Charter School

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

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

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://data.nysed.gov/essa.php?year=2022&amp;instid=800000090805">https://data.nysed.gov/essa.php?year=2022&amp;instid=800000090805</a>
2. Board meeting notices, agendas and documents	<a href="https://docs.google.com/document/d/1AbMcg3kbkEcgbDj5heR-e4sN-cT_vvUNHipOhCX0Co/edit#heading=h.vsk4i0ib5zma">https://docs.google.com/document/d/1AbMcg3kbkEcgbDj5heR-e4sN-cT_vvUNHipOhCX0Co/edit#heading=h.vsk4i0ib5zma</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/essa.php?year=2022&amp;instid=800000090805">https://data.nysed.gov/essa.php?year=2022&amp;instid=800000090805</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://wildflowerschools.org/ny/wildflowernewyorkcharterschool/#Family">https://wildflowerschools.org/ny/wildflowernewyorkcharterschool/#Family</a>
6. Authorizer-approved FOIL Policy	<a href="https://suny-charters-uploads.s3.amazonaws.com/wp-content/uploads/2021/03/13112330/FOIL-Guide.pdf">https://suny-charters-uploads.s3.amazonaws.com/wp-content/uploads/2021/03/13112330/FOIL-Guide.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://wildflowerschools.org/ny/wildflowernewyorkcharterschool/#Family">https://wildflowerschools.org/ny/wildflowernewyorkcharterschool/#Family</a>

Thank you.



## Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

# Instructions

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

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

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

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

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### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

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## 2022-2023 Progress Toward Attainment of Academic Goals

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

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

(No response)

## 2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
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Academic Goal 40				
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Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

#### 4. ORGANIZATION GOALS

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

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## 2022-2023 Progress Toward Attainment of Organization Goals

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

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

(No response)

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

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

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

(No response)

**2021-2022 Progress Toward Attainment of Financial Goals**

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

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

Incomplete

### Instructions

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

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

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

## Entry 4 - Audited Financial Statements

Completed - Oct 31 2023

#### Required of ALL Charter Schools

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

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

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

#### Wildflower Fin Stmts 6-30-23 FINAL

Filename: Wildflower\_Fin\_Stmts\_6-30-23\_FINAL.pdf Size: 915.7 kB

## Entry 4a – Audited Financial Report Template (SUNY)

Completed - Oct 31 2023

#### Instructions - SUNY-Authorized Charter Schools ONLY

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

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

#### FY 2023 SUNY Audited-Financial-Statement-Template Wildflower

Filename: FY\_2023\_SUNY\_Audited-Financial-St\_uVdXZU0.xlsx Size: 174.3 kB

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

Incomplete - Hidden from applicant

#### Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

## Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

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

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

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

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

## Entry 4d - Financial Contact Information

Incomplete - Hidden from applicant

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

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

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

### 2. Audit Firm Contact Information

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

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

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

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

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

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

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

Filename: 2023-24-Budget-and-Quarterly-Repo\_PejQoct.xlsx Size: 534.7 kB

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

Completed - Aug 23 2023

### Required of ALL Charter Schools

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

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

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

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

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

### [Trustee Financial Disclosure](#)

Filename: Trustee\_Financial\_Disclosure.pdf Size: 3.1 MB

## Entry 7 BOT Membership Table

Completed - Aug 23 2023

## Instructions

### Required of ALL charter schools

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

### Entry 7 BOT Table

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

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**Authorizer:**

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Vivian Louie	[REDACTED]	Chair	N/A	Yes	1	08/01/2022	08/01/2025	13 or more
2	Stephanie Lancet	[REDACTED]	Treasurer	N/A	Yes	1	08/01/2022	08/01/2025	13 or more
3	Terrance Nance	[REDACTED]	Trustee/Member	N/A	Yes	1	08/01/2022	08/01/2025	9
4	Deena-Lee Leacock	[REDACTED]	Trustee/Member	N/A	Yes	1	12/20/2022	12/20/2025	7
5	Claudia Hamilton	[REDACTED]	Trustee/Member	N/A	Yes	1	08/01/2022	08/01/2025	5 or less
6									
7									
8									
9									

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

No

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

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

a. Total Number of BOT Members on June 30, 2023	5
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

### 3. Number of Board meetings held during 2022-2023

14

### 4. Number of Board meetings scheduled for 2023-2024

12

### Total number of Voting Members on June 30, 2023:

5

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

1



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

0

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

5

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Aug 23 2023 - Hidden from applicant

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

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

### **Board Meeting Minutes July 2022 - June 2023**

Filename: Board\_Meeting\_Minutes\_July\_2022\_-\_6kTPevu.pdf Size: 1.0 MB

## Entry 9 Enrollment & Retention

Completed - Aug 23 2023

### **Instructions for submitting Enrollment and Retention Efforts**

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

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

#### **\*SUNY-authorized charter schools**

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

## Entry 9 Enrollment and Retention of Special Populations

## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2021-22 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022 - 2023, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families</p>	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23, and now we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2021-22 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022 - 2023, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families</p>

	and awareness of our school grows organically.	and awareness of our school grows organically.
English Language Learners	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our</p> <p>Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families</p>	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our</p> <p>Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families</p>

	and awareness of our school grows organically.	and awareness of our school grows organically.
Students with Disabilities	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2021-22 and now 2022-23, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2021-22 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families and awareness of our school grows organically.</p>	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2021-22 and now 2022-23, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2021-22 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families and awareness of our school grows organically.</p>

## Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families</p>	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families</p>

	and awareness of our school grows organically.	and awareness of our school grows organically.
English Language Learners	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families and awareness of our school grows organically.</p>	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families and awareness of our school grows organically.</p>

<p>Students with Disabilities</p>	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families and awareness of our school grows organically.</p>	<p>Wildflower New York Charter School has deployed localized recruitment efforts and partnerships with community based organizations to attract and retain students with disabilities, English language learners, and students who are economically disadvantaged. In 2022-23 and now 2023-24, we've taken a year-round approach to recruitment, continuing to engage with interested families even after the start of the school year. Our strategies in 2022-23 included meeting with families and inviting them to our school, distributing flyers and door hangers, and tabling at local events to raise awareness of our school and garner family interest. For 2022-23, we have built on these successful strategies, while testing new ones. We have set up outdoor classroom installations to share our Montessori model with families in Community School District 9, which has proven to be very effective. Parents of students with disabilities have been particularly drawn to the Montessori model, which is student centered by design and naturally suited to neurodivergent learners. Increasingly, we have relied on word of mouth as families share their children's experiences at our school with other families and awareness of our school grows organically.</p>
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## Entry 10 – Teacher and Administrator Attrition

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



## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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

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

#### 1. Emergency Conditional Clearances

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

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

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

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

## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

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

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

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

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

Completed - Aug 23 2023 - Hidden from applicant

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

School Name:

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category A: 5 or 30% whichever is less	3.0

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total	3

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

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

	FTE Count
Total Category D	0

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

	FTE Count
Total Category E	2

### CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	5

Thank you.



## Entry 12 Organization Chart

Completed - Aug 23 2023 - Hidden from applicant

[Instructions](#)

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

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

### WNYCS Organizational Chart

Filename: WNYCS\_Organizational\_Chart.pdf Size: 300.4 kB

## Entry 13 School Calendar

Completed - Aug 23 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

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

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

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

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

### WNYCS School-Calendar-2020-2022

Filename: WNYCS\_School-Calendar-2020-2022.xl\_MCMgSUa.pdf Size: 52.3 kB

## Entry 14 Staff Roster

Completed - Aug 23 2023 - Hidden from applicant

### INSTRUCTIONS

#### Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

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

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

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

[\[\[School Year\]\] Staff MemberEmployee List Spreadsheet \(1\)](#)

Filename: School\_Year\_Staff\_MemberEmployee\_\_vqpXVfl.xlsx Size: 417.9 kB

### Optional Additional Documents to Upload (BOR)

Incomplete

**Wildflower New York Charter School**

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2023



# Wildflower New York Charter School

## Audited Financial Statements

June 30, 2023

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## Independent Auditor's Report

To the Board of Trustees of  
Wildflower New York Charter School

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of Wildflower New York Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

#### Basis for Opinion

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

#### Responsibilities of Management for the Financial Statements

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

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

#### Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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


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

#### **Report on Summarized Comparative Information**

The financial statements of the School as of and for the year ended June 30, 2022, were audited by other auditors whose report dated October 27, 2022, expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects with the audited financial statement from which it was derived.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

  
New York, NY  
October 26, 2023

# Wildflower New York Charter School

## Statement of Financial Position

At June 30, 2023  
(With comparative totals at June 30, 2022)

	June 30,	
	2023	2022
<b>ASSETS</b>		
Cash and cash equivalents	\$ 372,139	\$ 14,614
Government grants receivable - per pupil funding	17,010	37,750
Government grants receivable - other	35,235	547,314
Contributions receivable	104,141	108,822
Security deposits	24,241	24,241
Fixed assets, net	107,884	120,065
Restricted cash	75,841	25,042
<b>TOTAL ASSETS</b>	<b>\$ 736,491</b>	<b>\$ 877,848</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 88,688	\$ 381,210
Government grant advance	1,167	-
Due to The Wildflower Foundation	194,762	294,667
Total liabilities	284,617	675,877
<b>NET ASSETS</b>		
Without donor restrictions	451,874	201,971
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 736,491</b>	<b>\$ 877,848</b>

*The attached notes and auditor's report are an integral part of these financial statements.*

# Wildflower New York Charter School

## Statement of Activities

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

	<b>Total 6/30/23</b>	<b>Total 6/30/22</b>
<b>Without donor restrictions:</b>		
Public support and revenue:		
Public school district revenue:		
Resident student enrollment	\$ 634,977	\$ 354,583
Students with special education services	167,241	77,526
Pre-kindergarten students	<u>226,800</u>	<u>25,200</u>
Total public school district revenue	1,029,018	457,309
New York City rental assistance	190,493	104,460
Employee retention tax credit	76,154	-
Other government grants	311,256	551,609
Contributions	50,727	109,092
Other income	<u>792</u>	<u>42</u>
<b>Total public support and revenue</b>	<b><u>1,658,440</u></b>	<b><u>1,222,512</u></b>
<b>EXPENSES</b>		
Program services:		
Regular education	566,062	510,720
Special education	233,859	271,534
Pre-kindergarten	<u>399,365</u>	<u>74,333</u>
Total program services	1,199,286	856,587
Supporting services - management and general	<u>209,251</u>	<u>244,373</u>
Total expenses	<u>1,408,537</u>	<u>1,100,960</u>
<b>Change in net assets</b>	<b>249,903</b>	<b>121,552</b>
<b>NET ASSETS, <i>beginning of year</i></b>	<b><u>201,971</u></b>	<b><u>80,419</u></b>
<b>NET ASSETS, <i>end of year</i></b>	<b><u>\$ 451,874</u></b>	<b><u>\$ 201,971</u></b>

*The attached notes and auditor's report are an integral part of these financial statements.*

# Wildflower New York Charter School

## Statement of Functional Expenses

For the Year Ended June 30, 2023

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

	Program Services				Supporting Services	Total Expenses 6/30/23	Total Expenses 6/30/22
	Regular Education	Special Education	Pre - Kindergarten	Total Program Services	Management and General		
Salaries	\$ 267,204	\$ 110,390	\$ 188,512	\$ 566,106	\$ 62,083	\$ 628,189	\$ 386,292
Payroll taxes and employee benefits	55,455	22,911	39,125	117,491	12,885	130,376	76,255
Total personnel costs	322,659	133,301	227,637	683,597	74,968	758,565	462,547
Professional fees	41,397	17,102	29,206	87,705	106,735	194,440	347,795
Curriculum and classroom expenses	84,178	34,777	59,389	178,344	-	178,344	44,900
Occupancy expense	81,026	33,475	57,166	171,667	18,826	190,493	107,532
Office expenses	6,342	2,620	4,476	13,438	1,473	14,911	13,823
Professional development	6,762	2,794	4,771	14,327	-	14,327	85,057
Insurance	5,868	2,424	4,141	12,433	1,363	13,796	12,255
Recruitment and outreach	-	-	-	-	342	342	20,138
Other expenses	-	-	-	-	1,401	1,401	1,419
Depreciation	17,830	7,366	12,579	37,775	4,143	41,918	5,494
<b>Total functional expenses</b>	<b>\$ 566,062</b>	<b>\$ 233,859</b>	<b>\$ 399,365</b>	<b>\$ 1,199,286</b>	<b>\$ 209,251</b>	<b>\$ 1,408,537</b>	<b>\$ 1,100,960</b>

*The attached notes and auditor's report are an integral part of these financial statements.*

# Wildflower New York Charter School

## Statement of Cash Flows

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

	June 30,	
	2023	2022
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 249,903	\$ 121,552
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	41,918	5,494
Changes in assets and liabilities:		
Government grants receivable - per pupil funding	20,740	40,370
Government grants receivable - other	512,079	(74,515)
Contributions receivable	4,681	(108,822)
Security deposits	-	(1,508)
Accounts payable and accrued expenses	(292,522)	228,430
Government grant advance	1,167	-
Due to The Wildflower Foundation	-	29,730
Net cash provided by operating activities	<u>537,966</u>	<u>240,731</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of furniture and equipment	(29,737)	(116,434)
Net cash used for investing activities	<u>(29,737)</u>	<u>(116,434)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Loan repayments	(99,905)	(173,457)
Net cash used for investing activities	<u>(99,905)</u>	<u>(173,457)</u>
<b>Net increase/(decrease) in cash, cash equivalents and restricted cash</b>	<b>408,324</b>	<b>(49,160)</b>
<b>Cash, cash equivalents and restricted cash, <i>beginning of year</i></b>	<u>39,656</u>	<u>88,816</u>
<b>Cash, cash equivalents and restricted cash, <i>end of year</i></b>	<u><b>\$ 447,980</b></u>	<u><b>\$ 39,656</b></u>
<b>Cash, cash equivalents and restricted cash:</b>		
Cash and cash equivalents	\$ 372,139	\$ 14,614
Restricted cash	75,841	25,042
<b>Total cash, cash equivalents and restricted cash</b>	<u><b>\$ 447,980</b></u>	<u><b>\$ 39,656</b></u>
<b>SUPPLEMENTAL CASH FLOW INFORMATION:</b>		
No taxes or interest were paid		

The attached notes and auditor's report are an integral part of these financial statements.

# Wildflower New York Charter School

## Notes to Financial Statements

June 30, 2023

### Note 1 - Organization and Nature of Activities

Wildflower New York Charter School (the "School"), located in the South Bronx, New York, is a nonprofit education corporation chartered by the Board of Trustees of the State University of New York ("SUNY"). The School is currently made up of three small schools, Gloria Alston Children's Learning Center, The Rose School, and Bronx Chrysalis Montessori, which are open for enrollment and can only be entered through a random lottery. The Gloria Alston Children's Learning Center and Bronx Chrysalis Montessori serve Pre-K and Kindergarten students. The Rose School, a lower elementary school, served First, Second, and Third Grade in the 2022-23 academic year. The School completed the 2022-2023 academic year with an average enrollment of approximately 54 students.

The School is a publicly funded, privately managed school, which operates independently of but in partnership with the New York City Department of Education ("NYCDOE"). On January 2, 2019, the School was granted a provisional charter by SUNY that expires and will be eligible for renewal on June 30, 2025.

The School has the following programs:

Regular Education - Instruction provided to students from Kindergarten through 2<sup>nd</sup> grade.

Special Education - Instruction that is specially designed to meet the unique needs of children with disabilities.

Pre-Kindergarten - Instruction provided to children who are four years of age on or before December 1<sup>st</sup> of the school year.

The School has been notified by the Internal Revenue Service that it is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. The School has not been designated as a private foundation.

The School is affiliated with The Wildflower Foundation ("TWF"), a Minnesota nonprofit organization, and as such is part of the Wildflower Network, a decentralized network of Montessori schools that share a core set of operating values and design principles but are independent of each other. Wildflower schools are teacher led, student centered, small in scale, diverse by design, and neighborhood nested. TWF supports educators in creating and operating Wildflower schools in their own communities. The School agrees to abide by Wildflower's Network Policies, which are promulgated by TWF, in exchange for the use of trademarks, technical support, and other benefits. TWF does not meet the requirements for consolidation because the School does not exercise control over TWF.

### Note 2 - Summary of Significant Accounting Policies

#### *a. Basis of Accounting*

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.



# Wildflower New York Charter School

## Notes to Financial Statements

June 30, 2023

### Note 2 - Summary of Significant Accounting Policies – Continued

#### *b. Recently Adopted Accounting Standards*

Effective July 1, 2022, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, *Leases*, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The School elected transition relief that allows entities, in the period of adoption, to present the current period under FASB's Accounting Standards Codification ("ASC") 842 and the comparative period under FASB ASC 840. It also elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases. The School did not have any long-term leases (leases with a term of 12 months or more) at June 30, 2023. The adoption did not result in a significant effect on amounts reported in the statement of activities for the year ended June 30, 2023.

#### *c. Basis of Presentation*

The School reports information regarding their financial position and activities according to the following classes of net assets:

- *Net Assets Without Donor Restrictions* - represents those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* - represents those resources, the uses of which have been restricted by donors for a specific purpose or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. The School did not have any net assets with donor restrictions at June 30, 2023 and 2022.

#### *d. Revenue Recognition*

The School follows the requirements of FASB ASC 958-605 for recording contributions, which are recognized when a contribution becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

The School evaluates whether contributions are conditional or unconditional. Contributions are considered to be conditional when both a barrier must be overcome for the School to be entitled to the revenue and a right of return of the asset or right of release from the obligation exists.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved, or qualifying expenditures are incurred as well as other conditions under the agreements are met.

# Wildflower New York Charter School

## Notes to Financial Statements

June 30, 2023

### Note 2 - Summary of Significant Accounting Policies – Continued

#### *e. Cash and Cash Equivalents*

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents for purposes of the accompanying statement of cash flows. Cash maintained in escrow per requirements of the NYCDOE are treated as restricted cash.

#### *f. Concentration of Credit Risk*

Financial instruments which potentially subject the School to a concentration of credit risk consist of checking, savings money market accounts, and investment securities which have been placed with financial institutions that management deems to be creditworthy. From time-to-time, cash balances may be in excess of insurance levels. At year end and at various times throughout the year, balances were in excess of insured amounts. The School has not suffered any losses due to bank failure.

#### *g. Fixed Assets*

Fixed assets that the School retains title to that exceed a dollar threshold of \$3,000, and which benefit future periods are capitalized at cost or at the fair value at the date of gift, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets as follows:

Computers and equipment - 3 to 5 years  
Furniture and fixtures - 7 years

#### *h. Leases*

The School determines if an arrangement is or contains a lease at inception. Leases are included in ROU assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The School does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term. Lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option.

#### *i. Functional Allocation of Expenses*

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the School.

# Wildflower New York Charter School

## Notes to Financial Statements

June 30, 2023

### Note 2 - Summary of Significant Accounting Policies – Continued

#### *i. Functional Allocation of Expenses - Continued*

Salaries were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and employee benefits
- Occupancy expense
- Office expenses
- Insurance
- Depreciation

Certain program expenses have been allocated between Regular Education, Special Education, and Pre-Kindergarten based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

#### *j. Advertising Costs*

The cost of advertising is expensed as incurred.

#### *k. Management Estimates*

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

#### *l. Contingencies*

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

#### *m. Accounting for Uncertainty of Income Taxes*

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2021, the School's initial filing, and later are subject to examination by applicable taxing authorities.

#### *n. Summarized Comparative Financial Information*

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Such information should be read in conjunction with the School's financial statements for the year ended June 30, 2022, from which the summarized comparative financial information was derived.

# Wildflower New York Charter School

## Notes to Financial Statements

June 30, 2023

### Note 3 - Government Grants Receivable – Per Pupil Funding

Activity related to the contract with the NYCDOE can be summarized as follows:

	6/30/23	6/30/22
Beginning grants receivable	\$ 37,750	\$ 78,120
Funding based on allowable FTEs	1,029,018	457,309
Advances received	(1,049,758)	(497,679)
Ending grants receivable	<u>\$ 17,010</u>	<u>\$ 37,750</u>

In addition to per pupil funding, the School was entitled to receive a rent subsidy that is calculated at the lower of 30% of the per pupil amount or actual lease costs as approved by the NYCDOE. The School recognized revenue of \$190,493 and \$104,460 during the years ended June 30, 2023 and 2022, respectively as a subsidy for occupancy expense.

### Note 4 - Fixed Assets

Fixed assets consist of the following:

	6/30/23	6/30/22
Computers and equipment	\$ 106,936	\$ 106,936
Furniture and fixtures	50,550	20,813
	157,486	127,749
Less: accumulated depreciation	(49,602)	(7,684)
Total fixed assets, net	<u>\$ 107,884</u>	<u>\$ 120,065</u>

### Note 5 - Restricted Cash

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

### Note 6 - Due to The Wildflower Foundation

As described in Note 1, TWF is a nonprofit entity established to support educators in opening and operating their own Wildflower schools. TWF paid certain start-up costs for the School. These costs were apart from TWF affiliation fees, which are waived for the first five years of operations under the provisional charter period. The cumulative amount due from the School to TWF was \$194,762 and \$294,667 as of June 30, 2023 and 2022, respectively.

### Note 7 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 74% and 46% of the School's total public support and revenue was from the NYCDOE for the years ended June 30, 2023 and 2022, respectively.

# Wildflower New York Charter School

## Notes to Financial Statements

June 30, 2023

### Note 8 - Commitments

The School occupies space under a sublease that expired on June 30, 2023. Subsequent to year-end, the School entered into a one-year renewal agreement for this space for the period commencing on July 1, 2023 and ending on June 30, 2024. Future minimum payments under this lease are \$259,000 for the year ending June 30, 2024.

### Note 9 - Availability and Liquidity

The School's financial assets available to meet cash needs for general expenditures within one year are as follows:

Cash and cash equivalents	\$ 372,139
Government grants receivable - per pupil funding	17,010
Government grants receivable - other	35,235
Contributions receivable	<u>104,141</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 528,525</u>

There are no external or internal limits imposed on these balances. As part of its liquidity management, the School operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

### Note 10 - Subsequent Events

Subsequent events have been evaluated through October 26, 2023, the date the financial statements were available to be issued. Adjustments and disclosures have been made for all material subsequent events that have occurred.

**Report on Internal Control over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed in Accordance with  
Government Auditing Standards**

**Independent Auditor's Report**

To the Board of Trustees of  
Wildflower New York Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Wildflower New York Charter School (the "School"), which comprise the statement of financial position as of and for the year ended June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 26, 2023.

**Report on Internal Control over Financial Reporting**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a deficiency in internal control, described in the accompanying schedule of findings and responses as item 2023-001 that we consider to be a significant deficiency.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2023-001.

### **School's Response to Findings**

Government Auditing Standards requires the auditor to perform limited procedures on the School's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

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



New York, NY  
October 26, 2023

# Wildflower New York Charter School

## Schedule of Findings and Responses

June 30, 2023

### Current Year:

#### **2023-001 - Missing Fingerprint Clearance**

Criteria: According to Section 2854(3)(a-2) of the Education Law, the board of trustees of a charter school shall require, for purposes of a criminal history record check, the fingerprinting of all prospective employees as well as consent to a criminal history records search.

Condition: During our audit, we selected a sample of three new employees and noted that the School did not obtain a fingerprint clearance for one of the employees.

Cause: The School did perform the required procedure prior to hiring this employee.

Effect: The School was not in compliance with the requirements for its hiring procedures.

Recommendation: The School should take steps to ensure fingerprint clearances are obtained for all new hires prior to the employees' start date.

Views of Responsible Officials: See corrective action plan attached.

### Prior Year:

**2022-001 - *This item was resolved.***





## Wildflower New York Charter School

Oct. 26th, 2023

### **Re: Fingerprinting Clearance Status**

As part of our new hire process, going forward all newly hired staff will be fingerprinted and receive clearance before they begin work at Wildflower New York Charter School.

Mario Benabe



Teacher Leader

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

**Trustee Name:**

Deena-Lee Leacock

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**Name of Charter School Education Corporation:**

wildflower New York Charter School

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

Trustee

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

-

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

☒ **None**

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

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

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

DocuSigned by:  
[REDACTED]  
0117FC42688C470...

8/22/2023

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
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**Trustee Name:**

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**Name of Charter School Education Corporation:**

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

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

**Yes      No**

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

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

**Yes      No**

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

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

**Yes          No**

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

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

**Yes          No**

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



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

**None**

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

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

-

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

**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

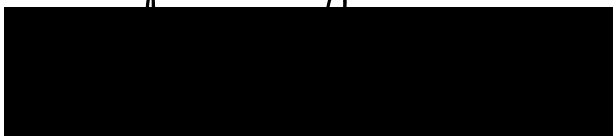
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**Home Telephone:**

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**Home Address:**

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A large black rectangular redaction box covering the signature area. Above the box, there are two small, faint, handwritten-style marks that look like 'a' and 'n'.

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Claudia Hamilton

---

**Name of Charter School Education Corporation:**

Wildflower New York Charter School

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

Member Finance Committee

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

claudiahamilton@gmail.com

---

**Home Telephone:**

[REDACTED]

---

**Home Address:**

[REDACTED]

[REDACTED]

9/27/22

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Terence Nance

---

**Name of Charter School Education Corporation:**

Wildflower

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

Board member

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

-

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

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Vivian Louie

---

**Name of Charter School Education Corporation:**

Wildflower New York Charter School

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

Board Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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



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

☒ **None**

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

-

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

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

9-19-22

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

**APPROVED**

**Minutes for the July Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 07/12/2022**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Claudia Hamilton (by [phone/video])  
Stephanie Lancet (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Javier Saldana (by [phone/video])

**Board Members Absent:**

Terence Nance

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Corina Velazquez, *Teacher Leader (Rose),  
Shared Services*  
Ayeisha Seawright-Moses, *Emerging  
Teacher Leader (GACLC)*  
Jill Beharry, *Finance Liaison (Shared  
Services)*  
Iris Chen, *Designated Site Administrator,  
WNYCS & Partner, TWF*  
Jennie Houghton, *Facilitator, WNYCS &  
Partner, TWF*  
Katie Piehl, *Wildflower Practices Steward,  
WNYCS & Partner, TWF*

**Quorum present? Yes**

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The Board of Trustees meeting was called to order by **Jennie Houghton** at **6:05 PM** on **7/12/22**.  
The Board actions are listed below:

**Board Member Locations**

- Claudia Hamilton: Mattituck, NY
- Stephanie Lancet: Fremont, CA
- Vivian Louie: Bronx, NY
- Javier Saldana: Bronx, NY

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' June 2022 board meeting.
- The Board unanimously amended the number of fixed Trustees from seven to five, effective July 1, 2022. The Board Chair and the Designated Administrator are authorized and directed to take any actions necessary to effectuate the foregoing Resolution.
- The Board unanimously delegated to the Finance Committee the responsibility of determining the amount of and approach to the compensation of the Teacher Leaders

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with the advice of the remainder of the board, to be presented for official validation at the August 2022 board meeting. The Teacher Leaders, the Finance Liason, and the Designated Administrator are authorized and directed to take any actions necessary to effectuate the foregoing Resolution.

The Board of Trustees Meeting adjourned at 8:01 PM.

*Minutes submitted by **Stephanie Lancet**.*

APPROVED

**Minutes for the August Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 8/30/2022**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Terence Nance (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Corina Velazquez, *Teacher Leader (Rose),  
Shared Services*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Emerging  
Teacher Leader (GACLC)*  
Jill Beharry, *Finance Liaison (Shared  
Services)*  
Iris Chen, *Designated Site Administrator,  
WNYCS & Partner, TWF*  
Jennie Houghton, *Facilitator, WNYCS &  
Partner, TWF*  
Katie Piehl, *Wildflower Practices Steward,  
WNYCS & Partner, TWF*

**Quorum present? Yes**

---

The Board of Trustees meeting was called to order by **Jennie Houghton** at **6:05 PM** on **8/30/2022**.

The Board actions are listed below:

**Board Member Locations**

- Stephanie Lancet: Hayward, CA
- Vivian Louie: Queens, NY
- Terence Nance: New York, NY

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' July 2022 board meeting.
- The Board unanimously validated an amended timeline of the following items to allow for FY23 enrollment numbers and associated revenues to stabilize and for the advice process to be completed: 1) FY23 Budget - any amendments to budget based on revenue outlook and resolved contingencies, and 2) FY23 Teacher Leader compensation - any adjustments to compensation, originally projected in the FY23 validated budget

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and subject to the advice process. The Board will formally validate the aforementioned items, if applicable, previously scheduled for the August 2022 Board meeting, at the October 2022 Board meeting; and authorized and directed the Designated Administrator, Finance Liaison, and Budget Owners to take any actions necessary to effectuate the foregoing resolution.

The Board of Trustees Meeting adjourned at **8:05 PM**.

*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the September Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on September 13, 2022**

6-8 PM ET; <https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Terence Nance (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Corina Velazquez, *Teacher Leader (Rose),  
Shared Services*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Emerging  
Teacher Leader (GACLC)*  
Jill Beharry, *Finance Liaison (Shared  
Services)*  
Iris Chen, *Designated Site Administrator,  
WNYCS & Partner, TWF*  
Jennie Houghton, *Facilitator, WNYCS &  
Partner, TWF*  
Katie Piehl, *Wildflower Practices Steward,  
WNYCS & Partner, TWF*

**Quorum present? Yes**

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The Board of Trustees meeting was called to order by **Jennie Houghton** at **6:00 PM** on **9/22/22**.  
The Board actions are listed below:

Board Member Locations

- Stephanie Lancet: Hayward, CA
- Vivian Louie: New York, NY
- Terence Nance: Brooklyn, NY

Public Comment

- N/A

Board Resolutions

- The Board unanimously approved the minutes for WNYCS' August 2022 board meeting.
- The Board unanimously renewed the term of office for Trustee Terence Nance, who was designated by the Board to be part of the second 'Class' of Trustees whose term expired on August 31, 2022, for a new three year term up August 31, 2025, in recognition of his continued contributions and the importance of continuity during these still uncertain times.

The Board of Trustees Meeting adjourned at **8:03 PM**.  
*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the October Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 10/11/22**

6-8 PM ET  
1332 Fulton Avenue Bronx, NY 10456  
<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Vivian Louie, Chair (by [phone/video])

**Board Members Absent:**

Claudia Hamilton  
Terence Nance

**Quorum present? No**

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Corina Velazquez, *Teacher Leader (Rose),  
Shared Services*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Emerging  
Teacher Leader (GACLC)*  
Jill Beharry, *Finance Liaison (Shared  
Services)*  
Iris Chen, *Designated Site Administrator,  
WNYCS & Partner, TWF*  
Jennie Houghton, *Facilitator, WNYCS &  
Partner, TWF*  
Katie Piehl, *Wildflower Practices Steward,  
WNYCS & Partner, TWF*

---

The Board of Trustees meeting was called to order by **Jennie Houghton** at **6:03 PM on 10/11/22**. The Board actions are listed below:

Board Member Locations

- Stephanie Lancet: Fremont, CA
- Vivian Louie: White Plains and Queens, NY

Public Comment

- N/A

Board Discussions

- The following topics were discussed during the October WNYCS Board meeting:
  - Summer School Compensation
  - FPP Addendum
  - Audit Approval
  - Update on Ayeisha's School Startup Journey / Affiliation Process
  - Development partnership agreement
  - Finance report update
  - 2022-2023 Sublease



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- Performance evaluations
- Shared drive
- Board membership recruitment

The Board of Trustees Meeting adjourned at **8:00 PM**.  
*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the November 2022 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 11/08/2022**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Terence Nance (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Corina Velazquez, *Teacher Leader (Rose),  
Shared Services*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Emerging  
Teacher Leader (GACLC)*  
Jill Beharry, *Finance Liaison (Shared  
Services)*  
Iris Chen, *Designated Site Administrator,  
WNYCS & Partner, TWF*  
Jennie Houghton, *Facilitator, WNYCS &  
Partner, TWF*  
Katie Piehl, *Wildflower Practices Steward,  
WNYCS & Partner, TWF*

**Quorum present? Yes**

---

The Board of Trustees meeting was called to order by **Jennie Houghton** at **6:05 PM** on **11/8/22**.  
The Board actions are listed below:

**Board Member Locations**

- Stephanie Lancet: Hayward, CA
- Vivian Louie: New York, NY
- Terence Nance: Brooklyn, NY

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' September 2022 board meeting.
- The Board unanimously approved the minutes for WNYCS' October 2022 board meeting.
- The Board unanimously approved William Haft serving as a member of the Finance Committee through June 30, 2023, in a non-Trustee capacity; and authorized and directed the Board Chair and the Designated Administrator to take any actions necessary to effectuate the foregoing Resolution.

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- The Board unanimously approved two addendums to the Fiscal Policies and Procedures manual approved in August 2020, to override all instances of spending approvals mentioned and instances where spending approvals should have been mentioned:
  - All expenditures including purchase orders, hire letters, service contracts, leases and invoices over \$10,000 must go through an advice round and get a 2nd signature. All expenditures including purchase orders, hire letters, service contracts, leases and invoices over \$25,000 must go through an advice round, get a 2nd signature and board validation.

Under \$10,000	Between \$10,000 and \$25,000	Over \$25,000
(1) Budget & Finance Leads and Authorized Purchasers can incur expenditures without additional approvals*  * If a purchase is over 10% of the validated budget, the process for expenditures between \$10,000 and \$25,000 must be followed.	(1) Budget leads must seek advice from key stakeholders before incurring an expenditure.  (2) A second signature is required from one of the following: (a) Finance Liaison, (b) NY Hub Site Entrepreneur or, (c) Board Treasurer or designee.	In addition to the process for Between \$10,000 and \$25,000:  (3) The expenditure must be presented at a Board Meeting for validation.

- The WNYCS Designated Administrator will be the Budget & Finance Lead for the Shared Services Entity. The Finance Liaison will act as a proxy as requested by the WNYCS Designated Administrator. The Finance Liaison will have full signing authority for approvals and bank transactions.
- The Board of Directors validated the rider to the Sublease Agreement No. 2 as presented to the Board during its November 8, 2022, Board meeting, which modified the terms of the rent payments such that the total base rent shall not exceed the total rental subsidy received by WNYCS from the NYC DOE for that same time period, on the condition that the rider be reviewed by legal counsel and deemed by such counsel to be sufficient and appropriate; and authorized and directed the Board Treasurer, Teacher Leader Mario Benabe, and Designated Administrator to take any actions necessary to effectuate the foregoing Resolution.

The Board of Trustees Meeting adjourned at 8:00 PM.  
*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the December 2022 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 12/13/22**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Terence Nance (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Emerging Teacher Leader (GACLC)*  
Jill Beharry, *Finance Liaison (Shared Services)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*  
Jennie Houghton, *Facilitator, WNYCS & Partner, TWF*  
Katie Piehl, *Wildflower Practices Steward, WNYCS & Partner, TWF*

**Quorum present? Yes**

---

The Board of Trustees meeting was called to order by **Jennie Houghton** at **6:05 PM** on **12/13/22**. The Board actions are listed below:

**Board Member Locations**

- Stephanie Lancet: Hayward, CA
- Vivian Louie: White Plains, NY
- Terence Nance: Arles, France

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' November 2022 board meeting.
- The Board unanimously validated the affiliation of The Bronx Chrysalis Montessori School with Wildflower and WNYCS; and unanimously validated Ayeisha Moses's respective Acknowledgement and Commitment to the terms of the TWF - WNYCS Affiliation Agreement.
- The Board unanimously approved the delegation and adoption of the FY23 Resolved Budget in the form presented at this meeting; and authorized and directed the

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Designated Administrator, Finance Liaison, and Budget Owners to take any actions necessary to effectuate the foregoing resolution.

- The Board unanimously validated the compensation for WNYCS staff as included as part of the resolved and validated 2022-2023 budget and detailed below; and authorized and directed the Designated Administrator, Finance Liaison, and Budget Owners to take any actions necessary to effectuate the foregoing resolution.
  - Base 2022-2023 Salaries:
    - Mario Benabe, Teacher Leader: \$90,000
    - Shane Stephan, Teacher Asst: \$80,000
    - Jonathan Sabater, Teacher Asst: \$29,666 (\$40,000 annualized, late hire prorated to begin 11/16)
    - Vanessa Alcantara, Sped Coordinator: \$51,000 (\$85,000 annualized from 8/16-11/30, \$75,000 annualized from 12/1-3/31).
    - Aura Cely, Teacher Leader: \$101,667 (\$90,000 annualized from 7/1-11/30, \$110,000 annualized from 12/1-6/30).
    - Maria Rocha- Carrillo, Co-Teacher: \$71,729 (\$85,000 annualized from 7/1-11/30, \$75,000 annualized from 12/1-6/30 - prorated for ~4 days/week).
    - Consuelo Naranjo, Teacher Asst: \$39,861 (\$46,667 annualized from 10/1-11/30, \$55,000 annualized from 12/1-6/30).
    - TBD, Co-Teacher @ The Rose School: \$31,250 (\$75,000 annualized from 2/1-6/30).
    - Ayeisha Seawright Moses, Teacher Leader: \$90,000 (\$85,000 annualized from 7/1-12/31, \$95,000 annualized from 1/1-6/30).
  - Additional Summer School 2022 Pay:
    - Mario Benabe: \$3,985.40
    - Aura Cely: \$3,985.40
    - Corina Velazquez: \$2,989.05
    - Shane Stephan: \$1992.70
    - Maria Rocha-Carrillo: \$597.81

The Board of Trustees Meeting adjourned at **7:55 PM**.

Minutes submitted by **Stephanie Lancet**.

**APPROVED**

**Minutes for the December 2022 Special Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 12/21/22**

5-5:30 PM ET

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])

Vivian Louie, Chair (by [phone/video])

Terence Nance (by [phone/video])

**Quorum present?** Yes

**Others Present:**

Iris Chen, *Designated Site Administrator,*  
WNYCS & Partner, TWF

**Board Members Absent:**

Claudia Hamilton

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The Board of Trustees meeting was called to order by Vivian Louie at **5:00 PM** on **12/21/22**. The Board actions are listed below:

Board Member Locations

- Stephanie Lancet: Miami, FL
- Vivian Louie: White Plains, NY
- Terence Nance: Dallas, TX

Public Comment

- N/A

Board Resolutions

- The Board unanimously elected Deena-Lee Leacock as its newest Board member to serve a full term.
- The Board unanimously approved the minutes for WNYCS' December 2022 board meeting.

The Board of Trustees Meeting adjourned at **5:25 PM**.

*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the January 2023 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 1/24/23**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Deena-Lee Leacock (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Terence Nance (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Quorum present? Yes**

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Teacher Leader (BCM)*  
Jill Beharry, *Finance Liaison (Shared Services)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*

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The Board of Trustees meeting was called to order by **Stephanie Lancet** at **3:05 PM** on **1/24/23**.  
The Board actions are listed below:

**Board Member Locations**

- Stephanie Lancet: Hayward, CA
- Deena-Lee Leacock: Brooklyn, NY
- Vivian Louie: Queens, NY
- Terence Nance: New York, NY

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' December 2022 special board session.

The Board of Trustees Meeting adjourned at **7:30 PM**.  
*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the February 2023 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 2/14/23**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Deena-Lee Leacock (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Terence Nance (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Teacher Leader (BCM)*  
Jill Beharry, *Finance Liaison (Shared Services)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*

**Quorum present? Yes**

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The Board of Trustees meeting was called to order by **Vivian Louie** at **6:00 PM** on **2/14/23**.

The Board actions are listed below:

Board Member Locations

- Stephanie Lancet: Hayward, CA
- Deena-Lee Leacock: Trinidad and Tobago
- Vivian Louie: New York, NY

Public Comment

- N/A

Board Resolutions

- The Board unanimously approved the minutes for WNYCS' January 2023 board meeting.
- Now that the board is officially composed of five members per SUNY's approval of Deena's election, the Board unanimously re-approved the minutes for WNYCS' August 2022, September 2022, October 2022, November 2022, and December 2022 meeting minutes, as well as the minutes for the December 2022 special session meeting.
- The Board unanimously invited Matthew Ulloa to serve as a member of the Finance Committee, in a non-Trustee capacity; and authorized and directed the Board Chair, Interim Board Treasurer, and the Finance Liason to take any actions necessary to effectuate the foregoing Resolution.
- The Board unanimously created a Planning Working Group to assume the work of preparing the school for renewal for such a period of time as proves necessary in which to complete the Working Group's analysis and recommendations, with the Working Group reporting periodically to the Board on its work, findings, and recommendations;



**APPROVED**

and appointed Stephanie Lancet and Deena-Lee Leacock, to serve on the Planning Working Group with the assistance of others both inside and outside of the School as needed and appropriate.

The Board of Trustees Meeting adjourned at 8:00 PM.

*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the March 2023 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 3/14/2023**

6:30-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by *video*)  
Deena-Lee Leacock (by *video*)  
Vivian Louie, Chair (by *video*)

**Board Members Absent:**

Claudia Hamilton  
Terence Nance

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Teacher Leader (BCM)*  
Jill Beharry, *Finance Liaison (Shared Services)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*

**Quorum present? Yes**

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The Board of Trustees meeting was called to order by **Stephanie Lancet** at **6:30 PM** on **3/14/23**.

The Board actions are listed below:

**Board Member Locations**

- Stephanie Lancet: Hayward, CA
- Deena-Lee Leacock: Brooklyn, NY
- Vivian Louie: New York, NY

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' February 2023 board meeting.
- The Board entered into an Executive Session to discuss personnel/HR matters.

The Board of Trustees Meeting adjourned at **8:00 PM**.

*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the April 2023 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 4/11/23**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Deena-Lee Leacock (by [phone/video])  
Vivian Louie, Chair (by [phone/video])

**Board Members Absent:**

Claudia Hamilton  
Terence Nance

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Teacher Leader (BCM)*  
Jill Beharry, *Finance Liaison (Shared Services)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*

**Quorum present? Yes**

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The Board of Trustees meeting was called to order by **Stephanie Lancet** at **6:00 PM** on **4/11/23**.

The Board actions are listed below:

Board Member Locations

- Stephanie Lancet: Hayward, CA
- Deena-Lee Leacock: Freeport, NY
- Vivian Louie: New York, NY

Public Comment

- N/A

Board Resolutions

- The Board unanimously approved the minutes for WNYCS' March 2023 board meeting.

The Board of Trustees Meeting adjourned at **8:00 PM**.

Minutes submitted by **Stephanie Lancet**.

**APPROVED**

**Minutes for the May 2023 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on May 9, 2023**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Deena-Lee Leacock (by [phone/video])  
Vivian Louie, Chair (by [phone/video])  
Terence Nance (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Quorum present? Yes**

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Teacher Leader (BCM)*  
Jill Beharry, *Finance Liaison (Shared Services)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*  
Paul O'Neill

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The Board of Trustees meeting was called to order by Stephanie Lancet at **6:06 PM** on **5/9/23**

The Board actions are listed below:

**Board Member Locations**

- Stephanie Lancet: Hayward, CA
- Deena-Lee Leacock: Brooklyn, NY
- Vivian Louie: Queens, NY
- Terence Nance: Brooklyn, NY

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' April 2023 board meeting.
- The Board unanimously approved and accepted the 2021 990 with proposed edits presented at this meeting; and authorized and directed the Designated Administrator and Finance Liaison to take any actions necessary to effectuate the foregoing resolution.
- The Board unanimously approved the following resolution:
  - WHEREAS, the Planning and Strategy Working Group of the Board of Directors (the "Working Group") has made significant progress in analyzing the current status of Wildflower New York Charter School (the "School") and how the School can best ensure that it is operationally, financially, and academically sound as it passes the midpoint of its initial charter; and

## APPROVED

- WHEREAS, the Working Group has made preliminary determinations including the most viable options for this next stage of the School's evolution and key considerations in identifying and evaluating such options;
- NOW, BE IT THEREFORE:
- RESOLVED, that the Board hereby validates the preliminary determinations of the Working Group as presented to the Board during the May Board meeting, contingent on any necessary approvals of SUNY CSI, its authorizer ("SUNY"); and
- RESOLVED, that the Working Group will continue its planning work as outlined to the Board with the objective of further exploring the two proposed options with the advice and engagement of the Teacher Leaders, Shared Services team, Wildflower Foundation partners, SUNY, and other key stakeholders and ultimately making final recommendation to the full Board regarding best path forward.
- The Board entered into an Executive Session to discuss personnel/HR matters and unanimously approved the following resolution:
  - WHEREAS, Wildflower New York Charter School (the "School") operates under a Conflict of Interest Policy ("COI") designed to ensure that the School community operates in accordance with applicable law, ethical best practices, and the School's own values; and
  - WHEREAS, the COI requires transparency about any potential conflicts that could benefit an individual and applies to actions taken by a wide range of stakeholders in the School community, including the Board of Trustees (the "Board") and staff members; and
  - WHEREAS, more specifically, the COI is applicable to the hiring and employment of individuals who work for the School; and
  - WHEREAS, the Board has been made aware of a potential conflict relating to the hiring of Ms. Consuelo Naranjo, as a Classroom Assistant for the Rose School, by Teacher Leader Aura Cely; and
  - WHEREAS, Ms. Cely has taken measures to minimize the risk of any negative impacts of the conflict on her other staff, other members of the school community, and the School at large with the advice and guidance of legal counsel, other Teacher Leaders, the Site Administrator, and The Wildflower Foundation; and
  - WHEREAS, in accordance with the COI, the Board has had the opportunity to review a disclosure statement regarding this potential conflict, to receive advice from the Board's Code of Ethics Steward and counsel with regard to this matter, and to discuss these issues; it is now
  - RESOLVED, that a conflict of interest did exist in this instance and should have been handled with more transparency and arms-length process; and it is further
  - RESOLVED, that the Board waives any such conflict because adequate disclosure has now been made indicating that Ms. Naranjo nonetheless provides value to the School and that her continued employment does not pose further concerns; and it is further
  - RESOLVED, that the Board ratifies the decision to hire Ms. Naranjo and to continue her employment for the coming school year.

***APPROVED***

The Board of Trustees Meeting adjourned at 8:00 PM.  
*Minutes submitted by **Stephanie Lancet**.*

**APPROVED**

**Minutes for the June 2023 Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 6/13/23**

6-8 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Deena-Lee Leacock (by [phone/video])  
Terence Nance (by [phone/video])  
Vivian Louie, Chair (by [phone/video])

**Board Members Absent:**

Claudia Hamilton

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Teacher Leader (BCM)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*  
Katie Piehl

**Quorum present? Yes**

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The Board of Trustees meeting was called to order by **Stephanie Lancet** at **6:02 PM** on **6/13/23**.

The Board actions are listed below:

**Board Member Locations**

- Stephanie Lancet: Hayward, CA
- Deena-Lee Leacock: Brooklyn, NY
- Terence Nance: Brooklyn, NY
- Vivian Louie: New York, NY

**Public Comment**

- N/A

**Board Resolutions**

- The Board unanimously approved the minutes for WNYCS' May 2023 board meeting.
- The Board unanimously approved the following resolution:
  - WHEREAS, the Planning and Strategy Working Group of the Board of Directors (the "Working Group") has determined, with the advice and input of Board members, the Teacher Leaders (TLs), Wildflower Foundation partners, and other key stakeholders, that the consolidation of Wildflower New York Charter School (the "School") into one microschool is the most viable option at this stage of the Schools' evolution to further strengthen the operational and financial sustainability of the School; ensure alignment with the Wildflower design principles in accordance with its affiliation agreement with The Wildflower Foundation; and continue to support a strong academic program; and

**APPROVED**

- WHEREAS, the proposed restructuring will require a revision of the affiliation and partnership agreements (together, the 'Management Contract') with The Wildflower Foundation; and
- WHEREAS, the proposed restructuring might require the approval of SUNY Charter School Institute ("SUNY"), its charter authorizer; and
- WHEREAS, a successful restructuring will require intentional planning and transition work; and
- WHEREAS, the Board has determined it's important to have the new structure in place before the start of the 2023-24 school year;
- NOW, BE IT THEREFORE:
- RESOLVED, that the Board hereby validates the recommendation of the Working Group to proceed with the proposed consolidation and restructuring of the School as presented to the Board during the June Board meeting, contingent on several necessary conditions; and
- RESOLVED, that such conditions include the execution of a revised Management Contract with The Wildflower Foundation, any necessary approvals of SUNY, and the completion of viable transition plans led by the Teacher Leaders and supported by the Board, the Designated Administrator and Shared Services team, and The Wildflower Foundation; and
- RESOLVED, that the target date for the transition will be July 31, 2023, and ideally no later than August 30, 2023;
- RESOLVED FURTHER, that the Working Group, the Designated Administrator, and the Teacher Leaders are authorized and directed to take any actions necessary to effectuate the foregoing resolution.

The Board of Trustees Meeting adjourned at 7:50 PM.

Minutes submitted by **Stephanie Lancet**.



**APPROVED**

**Minutes for the June Special Session Meeting of the Board of Trustees  
of the Wildflower New York Charter School (WNYCS)  
held on 6/27/23**

4-5 PM ET

1332 Fulton Avenue Bronx, NY 10456

<https://zoom.us/j/99788069291>

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**Board Members Present:**

Stephanie Lancet (by [phone/video])  
Deena-Lee Leacock (by [phone/video])  
Vivian Louie, Chair (by [phone/video])

**Board Members Absent:**

Claudia Hamilton  
Terence Nance

**Others Present:**

Mario Benabe, *Teacher Leader (GACLC)*  
Aura Cely, *Teacher Leader (Rose)*  
Ayeisha Seawright-Moses, *Teacher Leader (BCM)*  
Jill Beharry, *Finance Liaison (Shared Services)*  
Iris Chen, *Designated Site Administrator, WNYCS & Partner, TWF*

**Quorum present? Yes**

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The Board of Trustees meeting was called to order by **Stephanie** at **4:00 PM** on **6/27/23**.

The Board actions are listed below:

Board Member Locations

- Stephanie Lancet: Hayward, CA
- Deena-Lee Leacock: Brooklyn, NY
- Vivian Louie: Queens, NY

Public Comment

- N/A

Board Resolutions

- The Board unanimously approved the FY24 sublease agreement and agreement rider for 1332 Fulton Avenue, Bronx, NY 10456.
- The Board unanimously approved the following resolution:
  - RESOLVED, that the Board hereby conditionally approves the FY24 Budget in the form presented at this meeting, contingent upon additional Finance Committee review and feedback; and
  - RESOLVED, that a FY 24 resolved budget will be presented for validation at a Board meeting prior to November 1, 2023 that incorporates all stakeholder advice; and
  - RESOLVED, that the Designated Administrator and Budget Owner(s) are authorized and directed to take any actions necessary to effectuate the foregoing resolution.
- The Board unanimously approved the following resolution:

**APPROVED**

- WHEREAS, the Board of Directors (the “Board”) determined at its June 13, 2023, meeting to proceed with the proposed consolidation and restructuring of Wildflower New York Charter School (the “School”) as presented to the Board by the Planning and Strategy Working Group, contingent on several necessary conditions including the completion of viable transition plans; and
- WHEREAS, a successful transition will require continued work and support in FY24 on the part of the existing members of the Shared Services Team and/or other individuals and contractors, with the majority of the work expected to be completed by August but with continued supports likely needed through the fall;
- NOW, BE IT THEREFORE:
- RESOLVED, that the Board hereby validates the formation of a Planning and Transition Fund to be budgeted at \$45,000 in FY24 and managed by the Designated Administrator; and
- RESOLVED FURTHER, that the Designated Administrator is authorized and directed to take any actions necessary to effectuate the foregoing resolution.

The Board of Trustees Meeting adjourned at **5:05 PM**.

*Minutes submitted by **Stephanie Lancet**.*

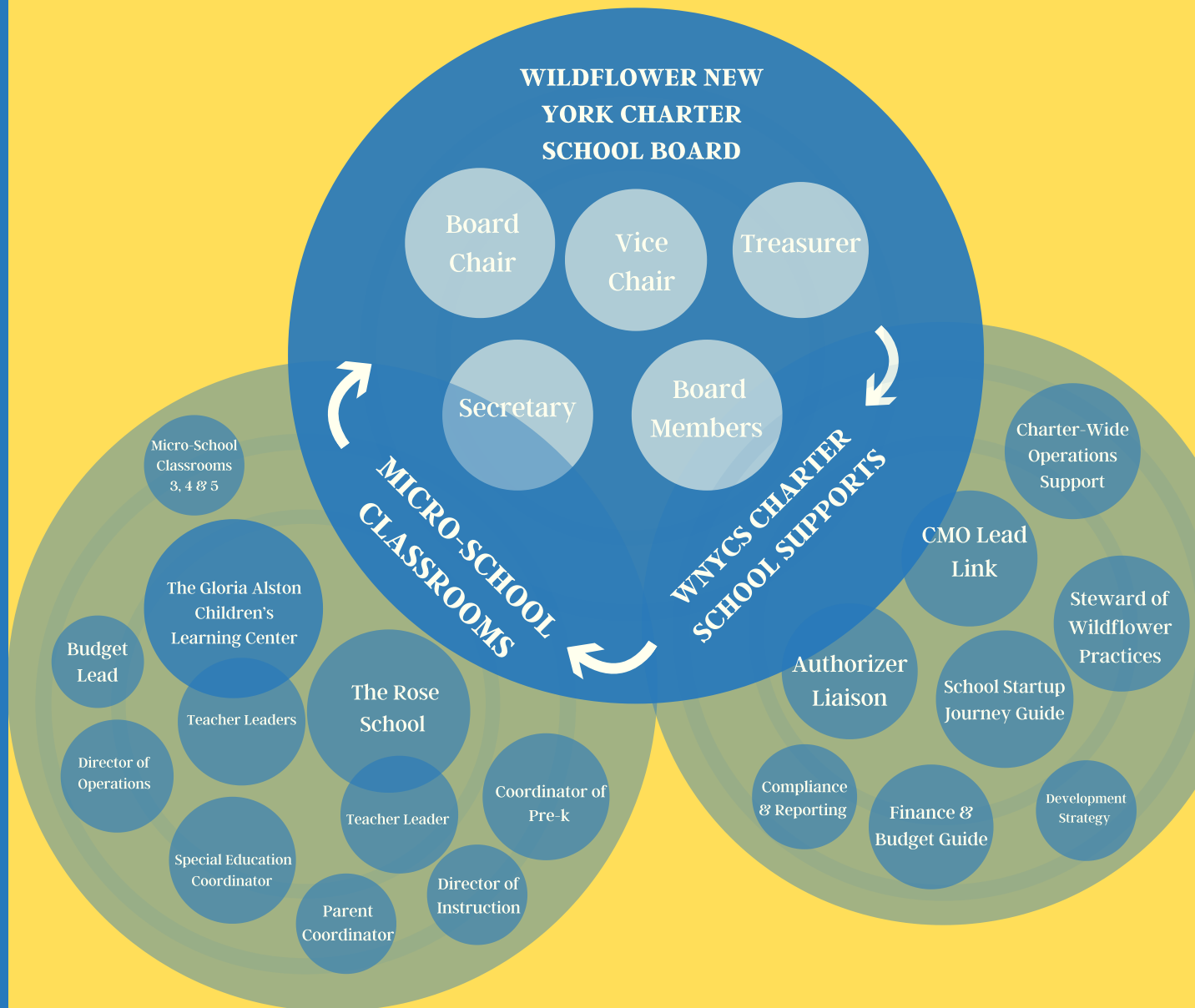
# WILDFLOWER NEW YORK CHARTER SCHOOL

## ORGANIZATIONAL CHART



### Mission Statement:

Wildflower New York Charter School will offer tiny, shopfront, Montessori educational environments in which children have the tools and freedom to do the great work of constructing themselves, led by teachers operating as social entrepreneurs. Our students will develop strong academic foundations and skills in the areas of critical thinking, collaboration, creativity and communication, and grow into curious, capable contributors to their communities and the world.



# 2022-23 WNYCS Academic Year Calendar

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

Instructional Days 13

PD Days 2

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

Instructional Days 19

PD Days 1

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

Instructional Days 19

PD Days 0

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

Instructional Days 15

PD Days 1

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				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

Instructional Days 12

PD Days 1

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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				

Instructional Days 20

PD Days 0

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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				

Instructional Days 15

PD Days 0

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

Instructional Days 23

PD Days 0

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

Instructional Days 12

PD Days 0

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

8

9

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

21	22	23	24	25	26	27
28	29	30	31			

Instructional Days 21

PD Days 0

19	20	21	22	23	24	25
26	27	28	29	30		

Instructional Days 13

PD Days 1

17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days 0

PD Days 0

#### Key

Federal holidays (no school)

Holidays (no school)

Assessments

Professional Development (no students)

Teacher Parent Conferences (virtual)

First Day/ Last Day of School

#### August 2022

Aug 15-26, 2022 Summer Bridge Academy

Aug 24, 2022 Staff PD

Aug 25, 2022 Family Orientation

Aug 29, 2022 First Day of School

#### September 2022

Sep 5, 2022 Labor Day (no school)

Sep 15, 2022 Back to School night

Sep 12-16, 2022 Assessments (BDI, F&P, NWEA, NYSITELL, MEFS)

Sep 19- 23, 2022 Assessments (BDI, F&P, NWEA, NYSITELL, MEFS)

Sep 26-27, 2022 Rosh Hashanah (no school)

#### October 2022

Oct 5, 2022 Yom Kippur (no school)

Oct 10, 2022 Indigenous Peoples' Day (no school)

#### November 2022

Nov 10, 2022 Parent Teacher Conferences (half day)

Nov 8, 2022 Election Day (Professional Development)

Nov 11, 2022 Veterans Day (no school)

Nov 21-25, 2022 Thanksgiving Break (no school)

#### December 2022

Dec 10, 2022

Dec 11, 2022

Dec 17-18, 2022

Dec 23, 2022

Dec 19-30, 2022 Winter break (no school)

#### January 2023

Jan 2, 2023 New Year's Day (no school)

Jan 16, 2023 Martin Luther King Day (no school)

#### February 2023

Feb 20-24, 2023 Mid-Winter Break

#### March 2023

March 15-19, 2023 Assessments (MEFS)

March 25, 2023 PD- Data Day (no school)

March 26, 2023 Parent Teacher Conferences (no school)

#### April 2023

April 1, 2023 PD- Data Day (no school)

April 2-9, 2023 Spring Break

April 20, 2023 PD- TLs observe other Wildflower schools

#### Student Daily Schedule

7:30-8:00	Student Arrival
8:00-11:00	Morning Work Cycle
11:00-12:00	Mixed Activities
12:00-12:30	Recess
12:30 -1:00	Lunch
1:00-3:30	Afternoon Work Cycle
3:30	Student Dismissal

128/129 days (instructional) if 7 hrs per day

**May 2023**

May 11, 2023	Wildflower Schools Certification Process- Day 1
May 12, 2023	Wildflower Schools Certification Process- Day 2 (no school)
May 20-21, 2023	Assessment (NYSESLAT)
May 31, 2023	Memorial Day (no school)

**June 2023**

Jun 7-18, 2023	Assessments (BDI, F&P, NWEA, MEFS)
Jun 23, 2023	Last Day of School

WAS

HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS  
CERTIFICATE OF OCCUPANCY

BOROUGH

THE BRONX

DATE: NOV 3 0 1971

NO. 46732

This certificate supersedes C.O. No.

Temp. 46691-71

ZONING DISTRICT

R-6

THIS CERTIFIES that the new—altered—existing—building—premises located at

1330 Fulton Avenue

Block 2931

Lot 15,16

CONFORMS SUBSTANTIALLY TO THE APPROVED PLANS AND SPECIFICATIONS AND TO THE REQUIREMENTS OF ALL APPLICABLE LAWS, RULES AND REGULATIONS FOR THE USES AND OCCUPANCIES SPECIFIED HEREIN

## PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOAD LBS. PER SQ. FT.	MAXIMUM NO. OF PERSONS PERMITTED	ZONING RESOLUTION BUILDING CODE				DESCRIPTION OF USE
			DWELLING OR ROOMING UNITS	USE GROUP	HABITABLE ROOMS	OCCUPANCY GROUP	
First	On Grid	156		4A		G	Community Center.
Second	60	84		4A		G	Day Care Center.
Third	60	82		4A		G	Day Care Center.
Fourth	60	82		4A		G	Day Care Center.
Roof	100	60		4A		G	Day Care Center.

NOTE: FIRE DEPARTMENT APPROVAL OF INTERIOR FIRE ALARM SYSTEM RECEIVED.

Other open uses 3600

OPEN SPACE USES

(SPECIFY—PARKING SPACES, LOADING BERTHS, OTHER USES, NONE)

NO CHANGES OF USE OR OCCUPANCY SHALL BE MADE UNLESS  
A NEW AMENDED CERTIFICATE OF OCCUPANCY IS OBTAINED

THIS CERTIFICATE OF OCCUPANCY IS ISSUED SUBJECT TO FURTHER LIMITATIONS, CONDITIONS AND SPECIFICATIONS NOTED ON THE REVERSE SIDE.

COMMISSIONER

OFFICE COPY—DEPARTMENT OF BUILDINGS

THAT THE ZONING LOT ON WHICH THE PREMISES IS LOCATED IS BOUNDED AS FOLLOWS:

BEGINNING at a point on the ~~east~~ **Fulton Avenue** side of  
distant **307.07** north ~~feet~~ from the corner formed by the intersection of  
**Fulton Avenue** and **East 169th Street**  
north **50.77** east **207.96**  
running thence **south 50.08** feet; thence **west 87.08**; **west 121.09** feet;  
thence ..... feet; thence ..... feet;  
thence ..... feet; thence ..... feet;  
thence ..... feet; thence ..... feet;  
to the point or place of beginning.

~~180-70~~ **180-70** DATE OF COMPLETION **11-30-71** CONSTRUCTION CLASSIFICATION **1-D (1 Hr.)**  
N.B. or ALT. No. BUILDING OCCUPANCY GROUP CLASS **(Educational)** HEIGHT **four** STORIES, **Roof** FEET. **55.0'**

THE FOLLOWING FIRE DETECTION AND EXTINGUISHING SYSTEMS ARE REQUIRED AND WERE INSTALLED IN COMPLIANCE WITH APPLICABLE LAWS.

	YES	NO		YES	NO
STANDPIPE SYSTEM (C26-1702.1)		<b>no</b>	AUTOMATIC SPRINKLER SYSTEM (C26-1703.1)		<b>no</b>
YARD HYDRANT SYSTEM (C26-1702.2)		<b>no</b>	CENTRAL STATION SUPERVISION (C26-1703.2 & 4)		<b>no</b>
PRIVATE HYDRANT SYSTEM (C26-1702.17)		<b>no</b>	WATER FLOW ALARM (C26-1703.4)		<b>no</b>
STANDPIPE FIRE TELEPHONE AND SIGNALLING SYSTEM (C26-1702.21)		<b>no</b>	SIAMESE (C26-1703.6)		<b>no</b>
SMOKE DETECTOR (C26-1703.1 )		<b>no</b>	TWO AUTOMATIC SOURCES (C26-1703.9(a))		<b>no</b>
FIRE ALARM AND SIGNAL SYSTEM (C26-1704.1)	<b>yes</b>		ONE AUTOMATIC SOURCE (C26-1703.9(b))		<b>no</b>
			DOMESTIC WATER SUPPLY SOURCE (C26-1703.9c)		<b>no</b>

THE FOLLOWING PERMITTED ALTERNATE TO A REQUIRED STANDPIPE SYSTEM WAS PROVIDED OR INSTALLED (C26-1702.1d),

	YES	NO
HAND OR PORTABLE FIRE EXTINGUISHERS SUBJECT TO FIRE DEPARTMENT APPROVAL (C26-1702.1(d)(1)).		<b>no</b>
AUTOMATIC SPRINKLER SYSTEM CONNECTED TO A CENTRAL SUPERVISORY STATION (C26-1702.1(d)(2)).		<b>no</b>

THE FOLLOWING PERMITTED ALTERNATES TO A REQUIRED AUTOMATIC SPRINKLER SYSTEM WERE INSTALLED.

	YES	NO
PARTIAL SYSTEM (TABLE 17.2). CLARIFY EXTENT OF SYSTEM BELOW.		<b>no</b>
AUTOMATIC DRY SPRINKLER SYSTEM (TABLE 17.2)		<b>no</b>
NON AUTOMATIC DRY SPRINKLER SYSTEM (TABLE 17.2 FOOTNOTE (c))		<b>no</b>
SMOKE DETECTOR ALARM SYSTEM (C26-1703.2)		<b>no</b>
EXTINGUISHING AGENT IF OTHER THAN WATER:		<b>no</b>
EXTENT OF PARTIAL SYSTEM:		<b>no</b>

LIMITATIONS OR RESTRICTIONS:

BOARD OF STANDARDS AND APPEALS CAL. NO. \_\_\_\_\_  
CITY PLANNING COMMISSION CAL. NO. \_\_\_\_\_  
OTHERS: \_\_\_\_\_