

# Application: Westminster Community Charter School

Pamela Hokanson - phokanson@mtb.com  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Aug 2 2021

### [Instructions](#)

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

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### **a. SCHOOL NAME**

(Select name from the drop down menu)

WESTMINSTER COMMUNITY CHARTER SCHOOL 140600860874

**a1. Popular School Name**

(No response)

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BUFFALO BOARD OF EDUCATION

**c. DISTRICT / CSD OF LOCATION**

BUFFALO CITY SD

**d. DATE OF INITIAL CHARTER**

8/2004

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2004

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

MISSION STATEMENT

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

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

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

KDE 1

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

studies program, such as units based on Document-Based Question tasks.

KDE 2

Mathematics Instruction and Balanced Numeracy Model: The school uses the Common Core-based EngageNY modules for grades K-5. Students complete work in fluency, application, mathematical reasoning, and problem solving. A 30-minute block focused on math fluency for all students in grades K-6 and the school wrote and implemented Checks for Understanding for each module topic aligned to power standards. In grades 6-8, the school uses Illustrative Math curriculum. The materials of this program help students develop conceptual understanding, procedural skill and fluency, and application with a balance of the aspects of rigor. The school maintains a continued partnership with Greg Tang and all math teachers have attended his workshops around the country about math fluency, intervention strategies and word problems. Greg Tang annually participates in our Pi Day program for the school's math night and to provide professional development to the staff.

KDE 3

Science: In grades K-5, the school uses the Mystery Science curriculum, an inquiry based, hands-on curriculum with each lesson beginning with a 'mystery' related to a grade-level Next Generation Science Standard topic and is followed by a video, discussion and hands-on activity to 'solve' the mystery. Grades 6-8 use Amplify Science, a highly engaging and rigorous program aligned to the Next Generation Science Standards. Students solve real-world problems in each unit by taking on the role of scientist or engineer. The program integrates technology and digital resources with hands-on experience and interactive classroom activities such as Socratic Seminars.

KDE 4

Extended Day, Weekend and Evening Opportunities: Westminster Community Charter School extends its learning day by thirty-five minutes each day to enable extra reading and math time. There are two additional hours in the afternoon for the many students who participate in

after school programming and clubs. After school activities include athletics (basketball, flag football, track, Soccer and Running Club, the arts (school play, band, steel drum band, violin and choir) academics (tutoring, homework assistance), STEM (cooking, technology club, recycling), and community service among others. Additionally, the school is open select evenings and weekends to engage families with hands-on learning, field trips, to educational and cultural institutions in Buffalo, educational evenings such as Literacy, Math, Science, and Social Emotional Learning Night, and community events such as Independent Health's Good for the Neighborhood. Some of the aforementioned activities had to be suspended due to pandemic.

KDE 5

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

KDE 6

(No response)

KDE 7

(No response)

KDE 8

(No response)

KDE 9	(No response)
KDE 10	(No response)

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**Need additional space for variables**

(No response)

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

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

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

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

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

550

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

548

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

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

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

## School Site 1 (Primary)

### m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	24 Westminster Ave. Buffalo, NY 14215	7168163450	Buffalo	K-8	NA

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Robert Ross	716-816-3450		<a href="mailto:Rjross@buffaloschools.org">Rjross@buffaloschools.org</a>
Operational Leader	Laura Ferrino	716-848-7531		<a href="mailto:lmancuso@mtb.com">lmancuso@mtb.com</a>
Compliance Contact	Laura Ferrino	716-848-7531		<a href="mailto:lmancuso@mtb.com">lmancuso@mtb.com</a>
Complaint Contact	Robert Ross	716-816-3450		<a href="mailto:Rjross@buffaloschools.org">Rjross@buffaloschools.org</a>
DASA Coordinator	Robert Ross	716-816-3450		<a href="mailto:Rjross@buffaloschools.org">Rjross@buffaloschools.org</a>
Phone Contact for After Hours Emergencies	Robert Ross	716-816-3450		<a href="mailto:Rjross@buffaloschools.org">Rjross@buffaloschools.org</a>

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

Private Space

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

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

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

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

[WCCS Fire Inspection and Certificate of Occupancy 2021-2022.pdf](#)

**Filename:** WCCS Fire Inspection and Certificate of Occupancy 2021-2022.pdf **Size:** 74.6 kB

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**Site 1 Fire Inspection Report**

[WCCS Fire Inspection Certificate.pdf](#)

**Filename:** WCCS Fire Inspection Certificate.pdf **Size:** 61.9 kB

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

No

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

Yes

**ATTESTATIONS**

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

Name	Pamela Hokanson
Position	President
Phone/Extension	716-848-5634
Email	<a href="mailto:phokanson@mtb.com">phokanson@mtb.com</a>

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

**Responses Selected:**

Yes

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature appears to be "Rob Foss" written in a cursive, flowing style.

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

A handwritten signature in black ink on a light gray background. The signature appears to be "Alan Escher" written in a cursive, flowing style.

**Date**

Jul 31 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Incomplete**

**Instructions**

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

**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**

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

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

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#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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## 2020-2021 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)

## 2020-2021 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 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 2020-2021 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”.**

#### 2020-2021 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**

**2020-2021 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)

## 2020-2021 Progress Toward Attainment of Financial Goals

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

Thank you.

## Entry 4 - Audited Financial Statements

Completed Nov 1 2021

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

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**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, 2021**. 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 protection are turned off.

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

### **[06-30-2021 Financial Statements FINAL](#)**

**Filename:** 06 30 2021 Financial Statements FINAL.pdf **Size:** 748.6 kB

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

Completed Oct 28 2021

### **[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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**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.**

### **[20-21 WCCS AuditedFinancialReportTemplate-NYSED \(3\)](#)**

**Filename:** 20 21 WCCS AuditedFinancialReportT A1HZKsM.xlsx **Size:** 90.9 kB

## **Entry 4c - Additional Financial Documents**

**Completed** Nov 1 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

### **[06-30-2021 Management Letter FINAL](#)**

**Filename:** 06 30 2021 Management Letter FINAL.pdf **Size:** 275.7 kB

## **Entry 4d - Financial Services Contact Information**

**Completed** Oct 27 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

## **Form for "Financial Services Contact Information"**

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Laura Ferrino	[REDACTED]	[REDACTED]

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Sarah Hopkins	[REDACTED]	[REDACTED]	18

### 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 2021-2022 Budget

**Completed** Oct 26 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

[Final2021-2022ARBudgetTemplate WCCS](#)

**Filename:** Final2021 2022ARBudgetTemplate WCCS.xlsx **Size:** 38.0 kB

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

Completed Aug 2 2021

### Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

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

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

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

### [Financial Resolutions](#)

Filename: Financial Resolutions.pdf Size: 742.8 kB

## Entry 7 BOT Membership Table

Completed Aug 2 2021

### 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.

**1. 2020-2021 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Terenda Brown		Trustee/Member	School Culture	Yes	17	06/17/2020	06/30/2021	12
2	David Chamberlain		Vice Chair	Finance Human Resources	Yes	3	06/17/2020	06/30/2021	12
3	Diane Cozzo		Trustee/Member	Academics	Yes	6	06/17/2020	06/30/2021	12
4	Elizabeth Czarnec ki		Trustee/Member	Academics	Yes	4	06/17/2020	06/30/2021	12
5	Rita Eisenbeis		Chair	Academics Governance	Yes	16	06/17/2020	06/30/2021	12
6	James Oblatz		Trustee/Member	Finance Governance	Yes	5	06/17/2020	06/30/2021	10
7	Rosalyn Taylor		Trustee/Member	School Culture	Yes	7	06/17/2020	06/30/2021	10

8	Richard Gold		Other		No	4	06/17/2020	06/30/2021	5 or less
9	Rene Jones		Other		No	4	06/17/2020	06/30/2021	5 or less

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

Yes

**1b. Current Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
10	Amy Mesi		Secretary		No	4	06/17/2020	06/30/2021	12
11									
12									
13									
14									
15									

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

(No response)

**1d. 2020-2021 Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
16									
17									
18									
19									
20									
21									

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

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

a. Total Number of BOT Members on June 30, 2021	9
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

## 3. Number of Board meetings held during 2020-2021

14

## 4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Aug 2 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

## [Meeting Minutes July 2020-June 2021](#)

Filename: Meeting Minutes July 2020 June 2021.pdf Size: 848.2 kB

### **Entry 9 Enrollment & Retention**

Completed Aug 2 2021

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

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

### **Entry 9 Enrollment and Retention of Special Populations**

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

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

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

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	Due to the Pandemic Westminster Community Charter School (WCCS) migrated the Lottery process and new applications to SchoolMint Software. School operated in a hybrid mode of instructions from	

Economically Disadvantaged

opening day, minimizing the learning loss. School offered tutoring services and setup a night school program for high needs students.

WCCS held virtual open house via the SchoolMint Platform, and was represented in the online Charter awareness campaigns spearheaded by School Mint. Recruitment brochures were distributed to Buffalo Promise Neighborhood's early learning campuses ("Children's Academies"), community spaces, surround local businesses, places of worship, shopping centers, coffee shops and at community events. School utilized social media platforms so introduction to school could be made in a socially distanced manner. Families were invited to virtually meet with staff and review the expectations of the school. Interested families were invited to submit applications via the School Mint platform beginning April 13th. New efforts are in place to increase the flow of children from Buffalo Promise Neighborhood's Children's Academies which are in proximity to WCCS. The population of students at our Children's Academies are largely economically disadvantaged and geographically located close to Westminster. The criteria-based application and acceptance process was implemented and programmed in SchoolMint that includes residency, and sibling data when siblings attend

Westminster Community Charter School (WCCS) will continue to leverage SchoolMint to accept new applications, via Enroll Buffalo website <https://enrollbuffalocharters.org/>

School Administrators have also partnered with other area Charter Schools to share best practices, and address pandemic related challenges.

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

	<p>Westminster Community Charter School. We anticipate this program will help to maintain and expand all special population enrollment and provide better continuity of learning for the students, their siblings and families.</p> <p>WCCS personnel had tables at weekly Farmers Market, which is held in close proximity to the school.</p>	<p>Teachers and staff will meet with interested families at our early learning campuses and notices and re-enrollment packets will continue to be sent to current WCCS families.</p>
<p>English Language Learners</p>	<p>Due to the Pandemic the Westminster Community Charter School (WCCS) pivoted to sharing information via school website, SchoolMint Platform and other social media platforms. School maintains and distributes brochure in other languages - English, Spanish, Arabic, Somali, and Bengali, reflecting the most widely spoken languages in Buffalo and the Westminster community.</p> <p>During the school year ELL teachers offered after hours socially distant meetings with</p>	<p>Westminster Community Charter School will meet and attempt to exceed enrollment and retention targets for English Language Learners. Outreach to families begins on January 1st, they have the option to meet with staff and review the expectations of the school and will be provided a private tour. Interested families submit applications through SchoolMint platform. The acceptance and lottery process are the same as described above.</p> <p>Brochures and advertisements will be available in at least five languages; English Spanish, Arabic, Bengali, and Somali as these languages have been identified to be the most commonly prominent in Buffalo and among the Westminster community.</p> <p>New outreach strategies include recruiting younger ELL families to our early learning campuses (Buffalo Promise Neighborhood's Children's Academies) as these centers are a as a feeder to</p>

	parents/guardians.	<p>Westminster. We also will continue to work with our families to identify additional locations to advertise and promote the school.</p> <p>We will further promote the school at Westminster sponsored neighborhood events such as the neighborhood weekly Farmers Market. Continued efforts are in place to direct flyers and advertisements to the ELL community to notify them of such events.</p>
Students with Disabilities	<p>The school's printed materials clearly indicate that enrollment is open without regard to ethnicity, national origin, gender, disability and/or limited English proficiency. Our teachers recruit at our early education campuses (Buffalo Promise Neighborhood Children's Academies), the Western New York Center and Parent Network of WNY (resource for parents with students with special needs). Teachers also present at the Family Help Center and table at a variety of Headstart locations, Pre-K centers and community events.</p>	<p>Westminster Community Charter School continues to strive to meet and attempt to exceed enrollment and retention targets for students with disabilities. The school's printed materials clearly indicate that enrollment is open without regard to ethnicity, national origin, gender, disability and/or limited English proficiency. Our teachers we continue to recruit at our early education campuses (Buffalo Promise Neighborhood Children's Academies), other early childhood and pre-k centers, the Western New York Center and Parent Network of WNY (resource for parents with students with special needs).</p>

**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	During the pandemic WCCS	

<p>Economically Disadvantaged</p>	<p>offered multiple options of instructional modes, students were able to attend school in a Hybrid, or Online only mode.</p> <p>To continue our retention of economically disadvantaged students, Westminster continued to provide services for them: strong academic supports including interventions when needed; students receive free breakfast, lunch and a snack; waivers for field trip cost; and uniform cost waivers. Students have access to academic supports such as AIS/RTI, small class sizes and after school tutoring and clubs.</p> <p>WCCS provide community meals all throughout the school year.</p>	<p>Westminster will continue to provide numerous opportunities to students. Students will continue to receive free breakfast, lunch and a snack; waivers of field trip costs; programming for families that includes free breakfast and/or lunch; and uniform cost waivers. Students will continue having access to academic supports such as AIS/RTI, small class sizes, and tutoring. After school clubs and programming will also be offered if allowable.</p>
<p>English Language Learners</p>	<p>During the pandemic, all the families had option to join the Hybrid cohort to receive in-person instruction.</p> <p>English Language Learners at Westminster work daily with the ENL teachers. The teacher provides pull-out and push-in services. Students will receive accommodations/modifications necessary to promote their success in the classroom and beyond.</p>	<p>The school will continue to provide appropriate services based on the responses provided on the Home Language Questionnaire that is provided during the time of registration at WCCS. Students who are English Language Learners will continue to work with the full time ENL teacher.</p>
	<p>During the pandemic families had option to join the Hybrid cohort to receive in-person instruction. Teachers held virtual open houses to share about school programming.</p>	<p>Professional development</p>

Students with Disabilities

A special education coordinator provides teachers with professional development and research-based strategies and progress monitoring tools to help students with disabilities succeed. There is a special education teacher in each grade-level to support students with disabilities.

opportunities and resources will continue to be provided to the staff, to best serve students with disabilities.

## **Entry 10 - Teacher and Administrator Attrition**

**Completed** Aug 2 2021

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

## **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<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 that 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.

<sup>[1]</sup> Employees that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.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.

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## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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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 2 2021

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
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. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
<b>Total Category B: not to exceed 5</b>	<b>0</b>

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	0

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

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

	FTE Count
Total Category D	0

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

	FTE Count
Total Category E	51

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	54



Thank you.

## Entry 12 Organization Chart

Completed Aug 2 2021

### [Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### [Organizational Chart 2020-21](#)

Filename: Organizational Chart 2020 21.pdf Size: 273.6 kB

## Entry 13 School Calendar

Completed Aug 2 2021

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

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

## [WCCS Calendar 2021-22](#)

Filename: WCCS Calendar 2021 22.pdf Size: 154.3 kB

### **Entry 14 Links to Critical Documents on School Website**

Completed Aug 2 2021

#### **Instructions**

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

### **Form for Entry 14 Links to Critical Documents on School Website**

School Name: **Westminster Community Charter School**

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://www.westminsterccs.org/documents/REPORTS/2019_20_Annual_Report.pdf">https://www.westminsterccs.org/documents/REPORTS/2019_20_Annual_Report.pdf</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.westminsterccs.org/news/article/current/2021/06/01/100286/board-meeting-06-30-2021">https://www.westminsterccs.org/news/article/current/2021/06/01/100286/board-meeting-06-30-2021</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.westminsterccs.org/news/article/current/2021/06/01/100286/board-meeting-06-30-2021">https://www.westminsterccs.org/news/article/current/2021/06/01/100286/board-meeting-06-30-2021</a>
3. Link to NYS School Report Card	<a href="https://www.westminsterccs.org/documents/REPORTS/19_20_WCCS_Report_Card.pdf">https://www.westminsterccs.org/documents/REPORTS/19_20_WCCS_Report_Card.pdf</a>
4. Lottery Notice announcing date of lottery	<a href="https://www.westminsterccs.org/admissions">https://www.westminsterccs.org/admissions</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.westminsterccs.org/dasa">https://www.westminsterccs.org/dasa</a>
6. District-wide Safety Plan	<a href="https://www.westminsterccs.org/documents/Regulations/2020-2021%20WCCS%20District%20Safety%20Plan.pdf">https://www.westminsterccs.org/documents/Regulations/2020-2021%20WCCS%20District%20Safety%20Plan.pdf</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.westminsterccs.org/discipline-policy">https://www.westminsterccs.org/discipline-policy</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.westminsterccs.org/documents/Regulations/WCCS_FOIL_Policy.pdf">https://www.westminsterccs.org/documents/Regulations/WCCS_FOIL_Policy.pdf</a>
8. Subject matter list of FOIL records	<a href="https://www.westminsterccs.org/documents/Regulations/WCCS%20FOIL%20Subject%20Matter%20List.pdf">https://www.westminsterccs.org/documents/Regulations/WCCS%20FOIL%20Subject%20Matter%20List.pdf</a>

**Thank you.**



**WESTMINSTER COMMUNITY CHARTER SCHOOL**

**SINGLE AUDIT REPORTING PACKAGE**

**JUNE 30, 2021**

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June 30, 2021

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## INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Westminster Community Charter School

We have audited the accompanying balance sheets of Westminster Community Charter School (the School) as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

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

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis-of-Matter**

As discussed in Note 1 to the financial statements, the School is operating based on a court ordered temporary restraining order and preliminary injunction which permits the School to continue to operate as an authorized charter school pursuant to the terms of its charter. Management's plans regarding this matter are also described in Note 1. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to this matter.

### **Additional Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2021 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, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "Lyndon & McCormick, LLP". The signature is written in a cursive, flowing style.

October 28, 2021

WESTMINSTER COMMUNITY CHARTER SCHOOL

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**Balance Sheets**

June 30,	2021	2020
<b>Assets</b>		
<b>Current assets:</b>		
Cash	\$ 11,405,909	\$ 10,848,145
Receivables (Note 2)	962,188	773,232
Prepaid expenses	64,674	155,825
	<u>12,432,771</u>	<u>11,777,202</u>
Property and equipment, net (Note 3)	<u>4,178,745</u>	<u>4,475,710</u>
	<u>\$ 16,611,516</u>	<u>\$ 16,252,912</u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities:</b>		
Accounts payable	\$ 890,306	\$ 627,987
Accrued expenses	1,746,418	1,946,040
	<u>2,636,724</u>	<u>2,574,027</u>
Paycheck Protection Program loan (Note 4)	-	1,171,882
Postemployment health care benefit obligation (Note 5)	4,824,455	4,081,982
	<u>7,461,179</u>	<u>7,827,891</u>
<b>Net assets:</b>		
Without donor restrictions	<u>9,150,337</u>	<u>8,425,021</u>
	<u>\$ 16,611,516</u>	<u>\$ 16,252,912</u>

WESTMINSTER COMMUNITY CHARTER SCHOOL

**Statements of Activities**

For the years ended June 30,	2021	2020
<b>Support and revenue:</b>		
Enrollment fees:		
Revenue - resident student enrollment	\$ 7,139,169	\$ 7,356,540
Revenue - students with disabilities	246,214	306,181
Contributions:		
Federal awards	1,001,700	880,009
Paycheck Protection Program (Note 4)	1,171,882	-
State and local awards	120,994	397,280
Other income	26,821	60,484
<b>Total support and revenue</b>	<b>9,706,780</b>	<b>9,000,494</b>
<b>Expenses:</b>		
Program expenses:		
Regular education	6,204,862	6,624,556
Special education	956,258	1,410,460
Other programs	617,077	868,863
Total program expenses	7,778,197	8,903,879
Supporting services:		
Management and general	1,056,346	726,797
<b>Total expenses</b>	<b>8,834,543</b>	<b>9,630,676</b>
<b>Excess (deficiency) of support and revenue over expenses</b>	<b>872,237</b>	<b>(630,182)</b>
Postemployment health care benefit adjustment (Note 5)	(146,921)	(233,882)
<b>Change in net assets</b>	<b>725,316</b>	<b>(864,064)</b>
Net assets - beginning	8,425,021	9,289,085
Net assets - ending	\$ 9,150,337	\$ 8,425,021

See accompanying notes.

**Statement of Functional Expenses**

For the year ended June 30, 2021

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	5.0	\$ 393,018	\$ 46,470	\$ 17,797	\$ 37,077	\$ 494,362
Instructional personnel	61.0	2,925,560	436,956	51,206	-	3,413,721
Non-instructional personnel	13.0	130,902	16,486	178,055	4,286	329,729
Total salaries	79.0	\$ 3,449,480	\$ 499,912	\$ 247,058	\$ 41,363	\$ 4,237,813
Salaries		\$ 3,449,480	\$ 499,912	\$ 247,058	\$ 41,363	\$ 4,237,813
Payroll taxes and employee benefits		1,687,897	241,128	60,282	20,094	2,009,401
Retirement benefits		303,977	43,425	10,856	3,619	361,877
Professional and staff development		87,752	15,181	63,895	-	166,828
Professional fees		-	-	-	312,624	312,624
Contracted services		-	92,279	-	522,915	615,194
Student and staff recruitment		-	-	-	1,495	1,495
Curriculum and classroom expenses		80,086	9,814	8,244	-	98,144
Supplies and materials		46,465	3,976	6,957	4,721	62,119
Food services		-	-	134,709	-	134,709
Student transportation services		-	-	337	-	337
Postage, printing, and copying		5,347	677	150	663	6,837
Insurance		-	-	-	84,817	84,817
Information technology		45,372	4,537	1,134	5,672	56,715
Repairs and maintenance		155,534	12,443	22,812	16,590	207,379
Occupancy		-	-	-	9,359	9,359
Telephone and utilities		42,675	8,778	15,531	540	67,524
Other		5,570	531	1,888	439	8,428
		5,910,155	932,681	573,853	1,024,911	8,441,600
Depreciation		294,707	23,577	43,224	31,435	392,943
Total		\$ 6,204,862	\$ 956,258	\$ 617,077	\$ 1,056,346	\$ 8,834,543

**Statement of Functional Expenses**

For the year ended June 30, 2020

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	6.0	\$ 407,801	\$ 48,218	\$ 18,466	\$ 38,472	\$ 512,957
Instructional personnel	57.0	3,091,563	461,750	54,112	-	3,607,425
Non-instructional personnel	20.0	150,289	19,297	204,614	4,767	378,967
<b>Total salaries</b>	<b>83.0</b>	<b>\$ 3,649,653</b>	<b>\$ 529,265</b>	<b>\$ 277,192</b>	<b>\$ 43,239</b>	<b>\$ 4,499,349</b>
Salaries		\$ 3,649,653	\$ 529,265	\$ 277,192	\$ 43,239	\$ 4,499,349
Payroll taxes and employee benefits		1,688,675	241,239	60,310	20,103	2,010,327
Retirement benefits		318,281	45,469	11,367	3,789	378,906
Professional and staff development		127,964	22,138	93,176	-	243,278
Special education aid charge		-	412,412	-	-	412,412
Professional fees		-	-	-	15,364	15,364
Contracted services		-	82,393	-	467,084	549,477
Curriculum and classroom expenses		64,865	7,949	6,677	-	79,491
Supplies and materials		71,989	6,159	10,780	7,314	96,242
Food services		-	-	295,364	-	295,364
Student transportation services		-	-	7,508	-	7,508
Travel and conferences		13,252	979	435	3,462	18,128
Postage, printing, and copying		8,945	1,132	252	1,109	11,438
Insurance		-	-	-	75,275	75,275
Information technology		56,735	5,674	1,418	7,092	70,919
Repairs and maintenance		248,775	19,902	36,487	26,536	331,700
Occupancy		-	-	-	20,971	20,971
Telephone and utilities		43,508	8,949	15,833	551	68,841
Other		17,560	1,652	5,959	1,377	26,548
		6,310,202	1,385,312	822,758	693,266	9,211,538
Depreciation		314,354	25,148	46,105	33,531	419,138
<b>Total</b>		<b>\$ 6,624,556</b>	<b>\$ 1,410,460</b>	<b>\$ 868,863</b>	<b>\$ 726,797</b>	<b>\$ 9,630,676</b>

WESTMINSTER COMMUNITY CHARTER SCHOOL

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**Statements of Cash Flows**

For the years ended June 30,	2021	2020
<b>Operating activities:</b>		
Cash received from enrollment fees	\$ 7,365,936	\$ 7,768,828
Cash received from federal, state and local grants	953,183	856,167
Cash received from other sources	26,821	61,870
Payments to employees for services and benefits	(6,084,073)	(6,317,229)
Payments to vendors and suppliers	(1,608,125)	(2,037,115)
<b>Net operating activities</b>	<b>653,742</b>	<b>332,521</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(95,978)	(177,586)
<b>Financing activities:</b>		
Paycheck Protection Program loan	-	1,171,882
<b>Net change in cash</b>	<b>557,764</b>	<b>1,326,817</b>
Cash - beginning	10,848,145	9,521,328
<b>Cash - ending</b>	<b>\$ 11,405,909</b>	<b>\$ 10,848,145</b>

**Notes to Financial Statements**

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**1. Summary of Significant Accounting Policies:**

**Organization and Purpose:**

Westminster Community Charter School (the School) is a conversion charter school in the City of Buffalo, New York (the City). The School, which previously existed as a public school in the City of Buffalo School District (the District), was chartered by the District in 2004. The School currently offers classes from kindergarten through grade 8. The District voted not to renew the School's charter and to close the School at the end of the 2020-21 school year. The School filed a lawsuit against the District and was granted a temporary restraining order and preliminary injunction to prevent the School from closing and permit the School to operate as an authorized charter school pursuant to the terms of its charter for the entirety of the 2021-22 school year. The School, therefore, continues to operate pursuant to court order in all respects and is vigorously litigating the District's decision to not renew the charter. The ability of the School to continue operations is dependent on the results of these proceedings, and ultimately its ability to obtain a charter renewal.

The School seeks to create and maintain a successful partnership between students and their parents, staff, the community and private industry. In order to achieve success, strong emphasis is placed on effective leadership, high expectations, parental involvement and the communication of clear goals in an orderly school climate.

M&T Bank (the Bank) is an institutional partner of the School with representatives serving on the School's Board of Trustees.

**Subsequent Events:**

Management has evaluated events and transactions for potential recognition or disclosure through October 28, 2021, the date the financial statements were available to be issued.

**Management and Operations:**

Pursuant to a memorandum of understanding (MOU) between the School and the District, the District, the Bank, and Westminster Foundation dba Buffalo Promise Neighborhood will each continue to provide the School with certain services and resources in support of its mission.

The School entered into a Business Services Agreement (the Agreement) with the Bank to provide certain management operations, including accounting, financial reporting, and other general management consulting and support. Pursuant to the Agreement, the Bank is paid in the subsequent year for services provided in any year in which the School has ended the year with an accumulated non-designated cash operating surplus. For the years ended June 30, 2021 and 2020, the School recognized expenses of \$446,594 and \$435,829 for services provided under the Agreement.

Pursuant to the MOU, the right to use the school building and grounds was transferred from the District to the School. However, the District retains all rights, title and interest in the property, including all current and future non-removable improvements, and the District agrees to pay the first \$50,000 in annual facilities-related services throughout the term of the charter. For the years ended June 30, 2021 and 2020, the total cost of facilities-related services due to the District was approximately \$300,000 each year. At the discretion of the School's Board, certain capital improvements and repair costs are borne by the School.

The School has the use of all District furnishings, books, supplies and equipment existing at the facility at the time of its conversion from a public school operated by the District without charge. To the extent such assets are still in use at the end of the term of the charter, they will be returned to the District.

The MOU also stipulates that the District will provide textbooks, library materials, computer hardware and software, and certain other services to the same extent as provided to nonpublic schools. The value of the services and materials provided by the District recognized in these financial statements as revenue and expense totaled \$61,713 and \$59,391 for the years ended June 30, 2021 and 2020.

**Cash:**

Cash in financial institutions potentially subjects the School to concentrations of credit risk, since it may exceed insured limits at various times throughout the year.

**Property and Equipment:**

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

**Revenue Recognition:**

**Enrollment Fees:**

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

In 2019, an audit by the Office of the New York State Comptroller determined the District had provided incorrect special education rates for over a decade. As a result, the School recognized additional expense of \$412,412 during the year ended June 30, 2020.

**Contributions:**

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

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

**Receivables:**

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

**Transportation:**

The District provides the School with certain transportation services without cost. The value of these services has not been recorded in these financial statements.

**Tax Status:**

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

**Use of Estimates:**

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

**Functional Expense Allocation:**

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

**2. Receivables:**

	<b>2021</b>	<b>2020</b>
Contributions	<b>\$ 811,609</b>	\$ 712,946
Enrollment fees	<b>150,579</b>	60,286
	<b>\$ 962,188</b>	\$ 773,232

**3. Property and Equipment:**

	<b>2021</b>	2020
Building and improvements	<b>\$ 1,471,347</b>	\$ 1,375,369
Furniture and equipment	<b>7,375,088</b>	7,375,088
	<b>8,846,435</b>	8,750,457
Less accumulated depreciation	<b>4,667,690</b>	4,274,747
	<b>\$ 4,178,745</b>	\$ 4,475,710

**4. Paycheck Protection Program Loan:**

During 2020, the School received a loan totaling \$1,171,882 from the Small Business Administration under the Paycheck Protection Program of the Coronavirus Aid, Relief and Economic Security (CARES) Act, in response to the pandemic described in Note 9. In December 2020, the School received notification of forgiveness from the SBA, and accordingly, the loan proceeds are included on the accompanying statement of activities.

**5. Postemployment Health Care Benefits:**

The School provides postemployment health care benefits to eligible employees. The benefits are partially contributory for some participants. The School’s policy is to fund these benefits as paid.

The status of the postemployment health care benefit plan as of and for the years ended June 30, 2021 and 2020 (the measurement dates) is as follows:

	<b>2021</b>	2020
Accumulated postemployment benefit obligation (APBO)	<b>\$ 4,824,445</b>	\$ 4,081,982
Accrued postemployment health benefits	<b>\$ 4,824,455</b>	\$ 4,081,982
Accumulated adjustment to unrestricted net assets	<b>\$ 3,426,902</b>	\$ 3,573,823
Benefit cost	<b>\$ 595,552</b>	\$ 563,705

	<b>2021</b>	2020
Weighted average assumptions used to determine benefit obligation:		
Annual health care premium increases	<b>5.0-6.5%</b>	5.0-6.5%
Discount rate	<b>3.5%</b>	3.5%
Weighted-average assumptions used to determine periodic benefit cost:		
Discount rate	<b>3.5%</b>	4.0%

Expected future benefit payments:

2022	<b>\$ 21,843</b>
2023	<b>29,788</b>
2024	<b>39,485</b>
2025	<b>46,424</b>
2026	<b>49,474</b>
2027-2031	<b>355,270</b>
	<b>\$ 542,284</b>

**6. Retirement Plans:**

The School participates in the New York State Teachers’ Retirement System (TRS) and the New York State and Local Employees’ Retirement System (ERS) (the Systems), which are cost-sharing multiple employer, public employee retirement systems. The Systems offer a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

**New York State Teachers’ Retirement System:**

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

**New York State and Local Employees’ Retirement System:**

ERS provides retirement benefits as well as death and disability benefits. New York State Retirement and Social Security Law governs obligations of employers and employees to contribute and provide benefits to employees. ERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained from ERS at [www.osc.state.ny.us/retire](http://www.osc.state.ny.us/retire).

**Funding Policies:**

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

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by the School to the pension accumulation fund. The rates ranged from 9.6% to 16.1% for 2021 and 9.3% to 15.8% for 2020, dependent on the participant’s tier. Required contributions for ERS were \$38,763 and \$36,794 for the years ended June 30, 2021 and 2020.

Pursuant to Article 11 of Education Law, rates are established annually for TRS by the New York State Teachers’ Retirement Board at an actuarially determined rate. The rate is 9.53% of the annual covered payroll for the year ended June 30, 2021, and 8.86% for the year ended June 30, 2020. The required contributions for TRS were \$323,114 and \$342,112 for the years ended June 30, 2021 and 2020.

**7. Financial Assets Available for Operations:**

The School’s primary sources of financial assets are enrollment fees and contributions which are acquired throughout the year to help meet the School’s cash needs for general expenditures.

The School’s financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consist of the following at June 30:

	<b>2021</b>	2020
Cash	<b>\$ 11,405,909</b>	\$ 10,848,145
Receivables	<b>962,188</b>	773,232
	<b>\$ 12,368,097</b>	\$ 11,621,377

**8. Contingencies:**

The School is involved in claims and lawsuits which arise in the normal course of business. Management of the School anticipates these matters will not have a material adverse effect upon the financial condition of the School.

**9. Risks and Uncertainties due to COVID-19:**

On January 31, 2020, the United States Secretary of Health and Human Services (HHS) declared a public health emergency related to the global spread of coronavirus COVID-19, and a pandemic was declared by the World Health Organization in February 2020. Efforts to fight the widespread disease included limiting or closing many businesses and schools and resulted in a severe disruption of operations for organizations.

In March 2020, the School transitioned to remote instruction for the remainder of the 2019-20 School year. During the 2020-21 School year, the School provided a hybrid in-person and remote instruction model in compliance with all government safety mandates. Consequently, enrollment fees and revenue for the years ended June 30, 2021 and 2020 were not reduced.

The full extent of the impact of COVID-19 on the School’s operational and financial performance will depend on further developments, including the duration and spread of the outbreak and its impact on schools, including its students and families, employees, and vendors, all of which cannot be predicted.

WESTMINSTER COMMUNITY CHARTER SCHOOL

**Additional Information**  
**Schedule of Expenditures of Federal Awards**

For the year ended June 30, 2021

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Grantor Number</u>	<u>Expenditures</u>
<u>U.S. Department of Education</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-21-4272	\$ 287,238
Charter Schools	84.282	N/A	49,950
Supporting Effective Instruction State Grants	84.367	0147-21-4272	31,743
Supporting Effective Instruction State Grants	84.367	0147-20-4272	1,982
Student Support and Academic Enrichment Program	84.424	0204-21-4272	15,247
Student Support and Academic Enrichment Program	84.424	0204-20-4272	2,837
Education Stabilization Fund - Elementary and Secondary School Emergency Relief Fund	84.425D	5890-21-4272	<u>198,262</u>
Total U.S. Department of Education			<u>587,259</u>
<u>U.S. Department of Treasury</u>			
Passed through Erie County:			
Coronavirus Relief Fund	21.019	N/A	78,350
<u>U.S. Department of Agriculture</u>			
Passed through New York State Education Department:			
COVID-19 - School Breakfast Program	10.553	N/A	95,028
COVID-19 - National School Lunch Program	10.555	N/A	166,310
COVID-19 - Summer Food Service Program for Children	10.559	N/A	<u>47,572</u>
			308,910
Passed through New York State Office of General Services:			
National School Lunch Program	10.555	N/A	<u>27,181</u>
Total Child Nutrition Cluster and U.S. Department of Agriculture			<u>336,091</u>
Total Expenditures of Federal Awards			<u>\$ 1,001,700</u>

**Notes to Schedule of Expenditures of Federal Awards**

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**1. Summary of Significant Accounting Policies:**

**Basis of Presentation:**

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal award programs administered by Westminster Community Charter School (the School), an entity as defined in Note 1 to the School's financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included on the Schedule of Expenditures of Federal Awards.

**Basis of Accounting:**

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

**Indirect Costs:**

The School does not use the 10% de minimis indirect cost rate permitted by the Uniform Guidance.

**Non-Monetary Federal Program:**

The School is the recipient of federal award programs that do not result in cash receipts or disbursements, termed "non-monetary programs." During the year ended June 30, 2021, the School used \$27,181 worth of commodities under the National School Lunch Program (CFDA Number 10.555).

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

The Board of Trustees  
Westminster Community 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 Westminster Community Charter School (the School), which comprise the balance sheet as of June 30, 2021, 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 28, 2021.

**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. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Lynden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 28, 2021

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

The Board of Trustees  
Westminster Community Charter School

**Report on Compliance for Each Major Federal Program**

We have audited Westminster Community Charter School's (the School) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2021. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the School's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

## Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

A handwritten signature in blue ink that reads "Lyndon & McCormick, LLP". The signature is written in a cursive, flowing style.

October 28, 2021

**Schedule of Findings and Questioned Costs**

For the year ended June 30, 2021

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**Section I. Summary of Auditors' Results**

Financial Statements

Type of auditors' report issued: *Unmodified*

Internal control over financial reporting:

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

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

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

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

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

Identification of major programs:

Name of Federal Program or Cluster	CFDA #	Amount
Education Stabilization Fund – Elementary and Secondary School Emergency Relief Fund	84.425D	\$ 198,262
Coronavirus Relief Fund	21.019	78,350
		\$ 276,612

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

Auditee qualified as low-risk auditee? Yes

**Section II. Financial Statement Findings**

No matters were reported.

**Section III. Federal Award Findings and Questioned Costs**

No matters were reported.

## MANAGEMENT LETTER

October 28, 2021

The Board of Trustees and Management  
Westminster Community Charter School

In planning and performing our audit of the financial statements of Westminster Community Charter School (the School) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing auditing 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 School's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to errors or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This information is intended solely for the use of the Board of Trustees and management of the School and is not intended to be and should not be used by anyone other than these specified parties.

*Lumsden & McCormick, LLP*

Terenda Brown

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

**Name:**

Terenda Brown

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

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

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

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

Westminster Community Charter

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

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

NO

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

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

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

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

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

Yes  No

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

*T.A.*

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="text-align: center;"><i>None</i></p>			

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

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

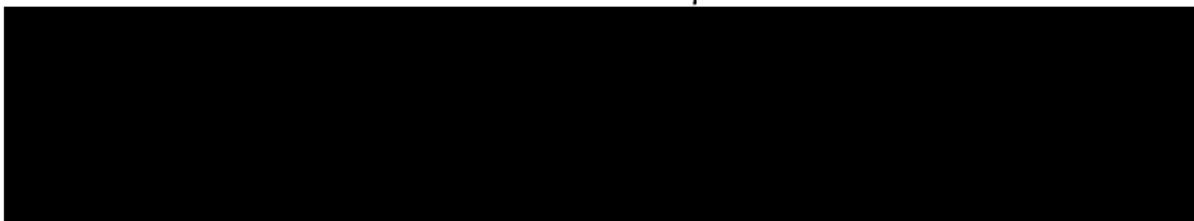
*Teresa (B) Ryan*

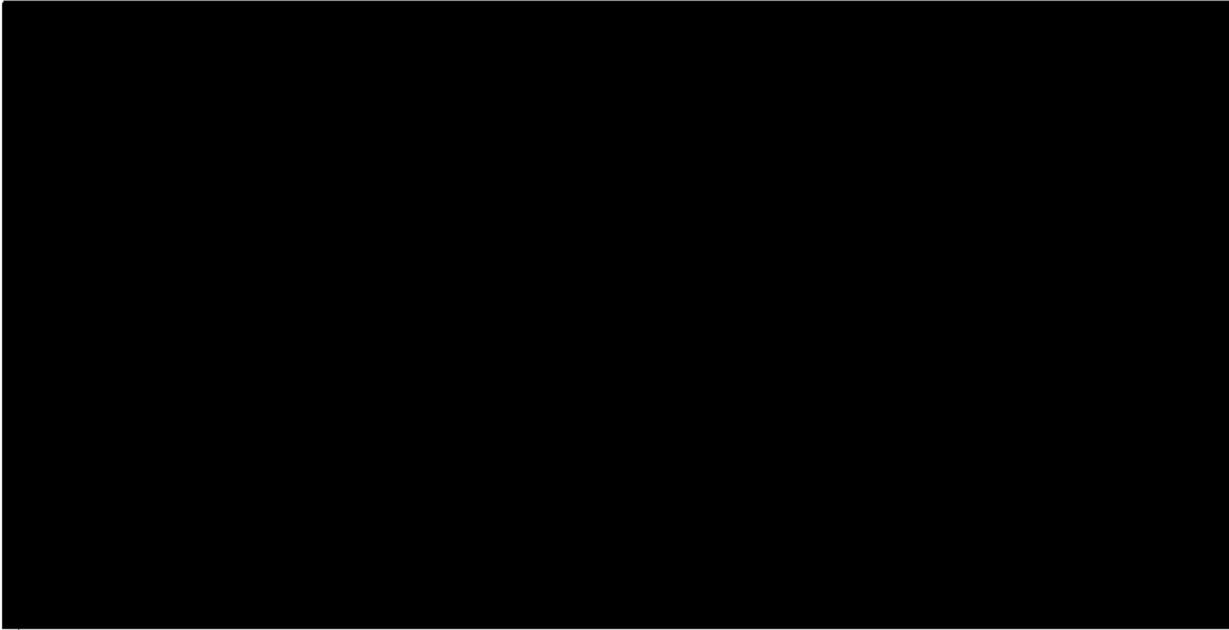
7-19-21

Signature

Date

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**David Chamberlain**

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

Name:

David K. Chamberlain

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

WESTMINSTER COMMUNITY CHARTER SCHOOL

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

VICE PRESIDENT

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

Yes  No

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

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

YES

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

Daughter teaches @ the school.

No benefit.

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

NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

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

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

Yes  No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>Please write None applicable. Do not leave this space blank.</p>			

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

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

*Wend K. Chambers*

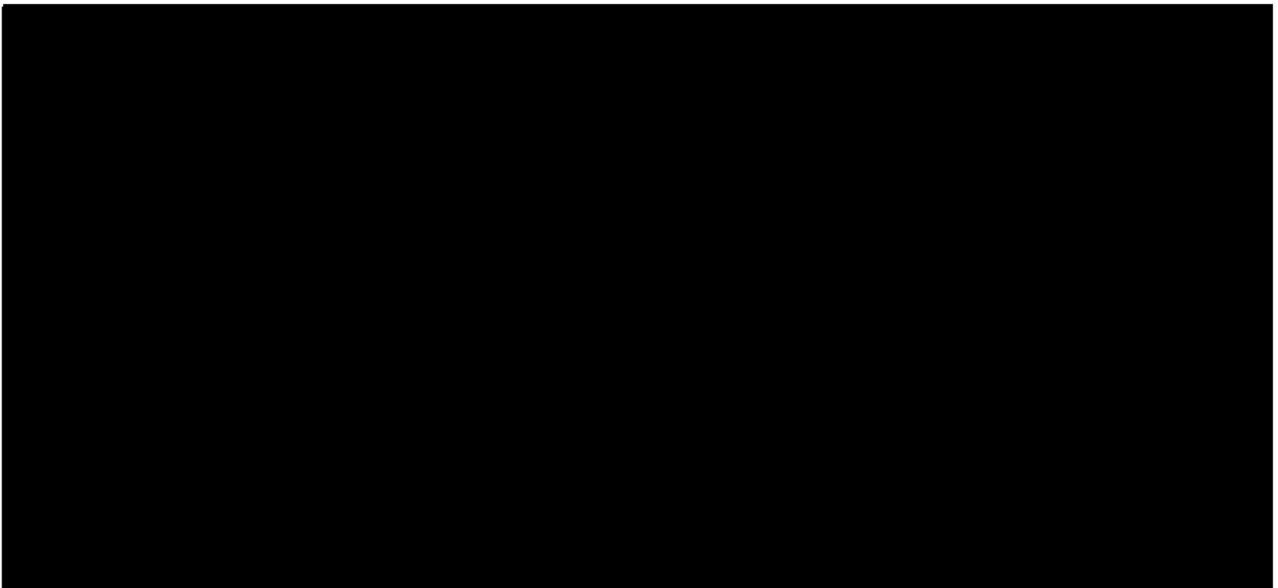
7.19.2021

Signature

Date

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**Diane Cozzo**

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

**Name:**

Diane Cozzo

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

\_\_\_\_\_

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

*Vice president*

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

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

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

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

*NO*

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

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

*NO*

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

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

Yes  No

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

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

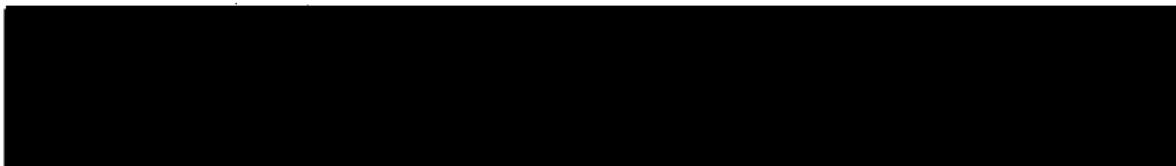
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Diane L. Cozzo  
 Signature \_\_\_\_\_ Date 7/19/21

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Liz Czarnecki

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

**Name:**

Liz Czarnocki

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

Board

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

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

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

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

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

No

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

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

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

**Yes**  **No**

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

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

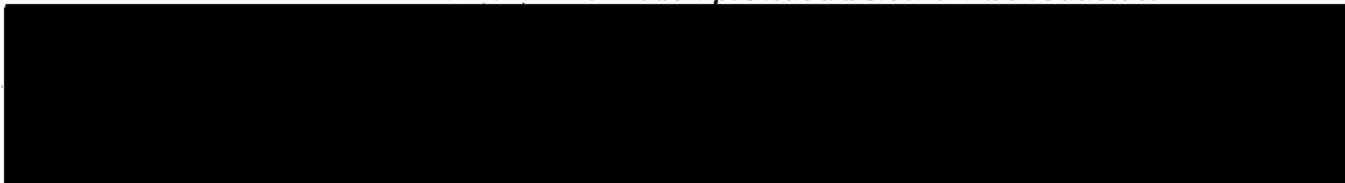
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;"><i>None</i></p>			

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

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

*Muzabib H. Garucki* \_\_\_\_\_ *7/19/21*  
 Signature Date

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





Rita Eisenbeis

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

**Name:**

Rita Eisenbeis

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

Westminster Community Charter School

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

Board Chairperson

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

     Yes  No

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

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

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

No

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

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

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

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

Yes  No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
7/19/21			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
7/19/21	None	None	None

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

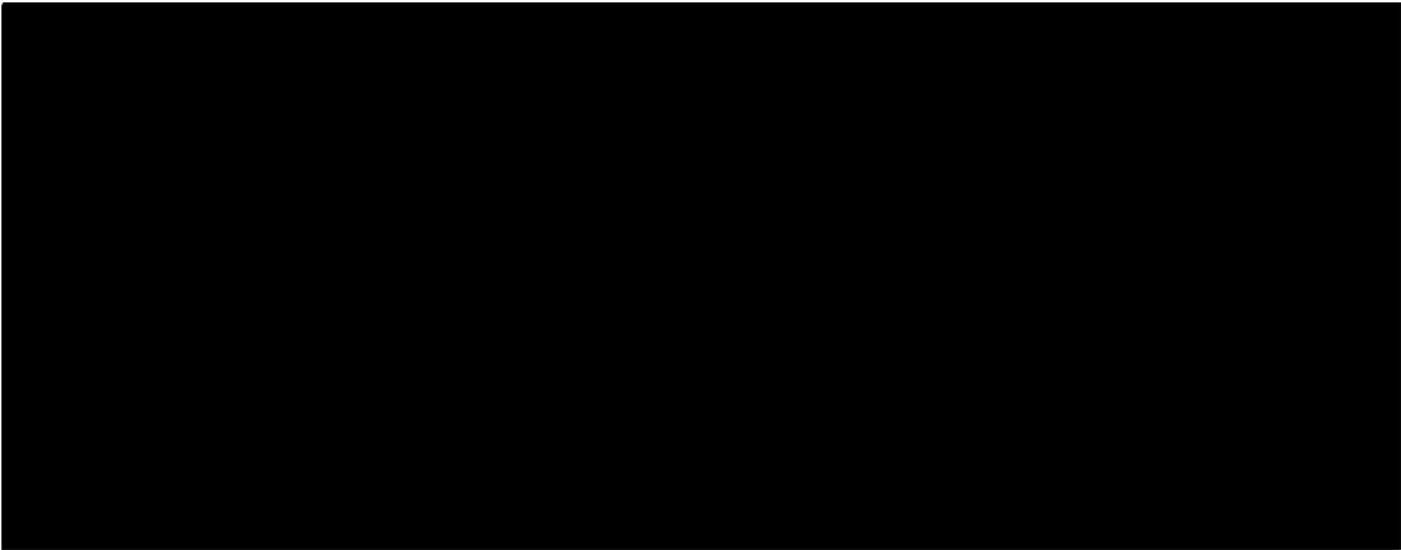
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None	None	None	None	None

Rita M Eisenberg  
Signature

7/19/21  
Date

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





James Oblatz

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

**Name:**

James Oblatz

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

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

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

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

N/A

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

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

N/A

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

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

N/A

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

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

Yes  No

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

N/A

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p>Please write <b>NONE</b> if applicable. Do not leave this space blank.</p>			

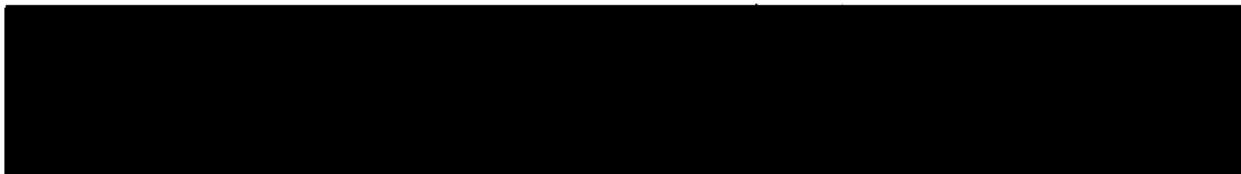
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; font-weight: bold; margin-left: 10%;">NONE</p>				

*James Ollison*  
 Signature

7/20/2021  
 Date

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





Rosalyn Taylor

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

**Name:**

Rosalyn Taylor

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

\_\_\_\_\_

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

Board member

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

Yes  No

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

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

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

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

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

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

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

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

Yes  No

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

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

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

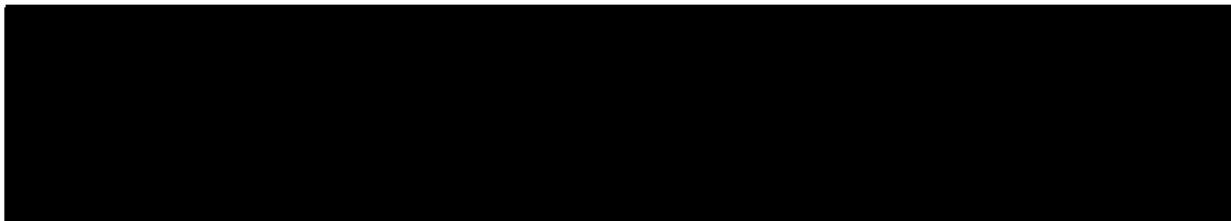
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>None</i></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

*Rosalyn L Taylor*  
 Signature

*7/19/21*  
 Date

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





**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JULY 15, 2020 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarniecki;  
Rita Eisenbeis;  
Jamie Obletz

The meeting was convened via operator led conference call at (800) 728-2056 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 4:19 p.m.
- 2) The June 17, 2020 minutes were approved
- 3) Public Comment Period
- 4) **Principal Report** – an overview included an end-of-year wrap-up, summer gap work, 2020-21 calendar proposal and reopening plans. NYSED is requiring all schools to submit their reopening plans by July 31. We are also waiting on guidelines expected on August 7 from Governor Cuomo. In preparation for reopening, the Administrative team has reached out to other schools, hosted Zoom meetings with parents and is working with our School Engineer on guidance for our reopening plans. Once a decision has been made, we will need to pivot to determine what the school year will look like to include in-person and distance learning.
- 5) **Board Committee Reports**
  - Academics – the committee will continue to meet with Rob prior to the monthly board meetings. The committee has also been working with Courtney Chamberlain on Trauma Informed Care programs and policies.
  - Governance – the annual board retreat will be held on August 5 from 1:00-5:00pm. Board committees should be prepared to present their objectives for the 2020-21 school year.
  - Human Resources – the committee will share pertinent information at the board retreat.
  - School Culture – no update
  - Finance – the 2020-21 budget was fully approved. Sources of funding will be discussed at the board retreat.
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2019 to June 30, 2020 actual vs. budget year to date year to date and the summary balance sheet as of June 30, 2020.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JULY 15, 2020 MINUTES**

2020 – 017 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - July Invoice - \$91,194
- New York State Insurance Fund - \$48,830

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:04 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
RE-ENTRY PLAN  
JULY 30, 2020 MINUTES**

In attendance at the Special meeting were:

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

The meeting was convened via Webex conference call at (800) 410-6820.

- 1) Chairman Eisenbeis called the meeting to order at 10:30 a.m.
- 2) Principal Robert Ross and his team of administrators reviewed the Westminster Community Charter School Re-entry Plan that will be submitted to the state on July 31, 2020. As mandated, the plan will be posted on the Westminster website. As policies and rules change the plan will be updated so it continues to be a living, breathing document always containing the most up to date information for review and dissemination.
- 3) After thorough discussion and upon motion duly made and seconded, the Westminster Community Charter School Re-entry Plan was unanimously adopted by the Board of Trustees.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
AUGUST 19, 2020 MINUTES**

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (800) 743-9807 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The July 15, 2020 minutes were approved
- 3) Public Comment Period
- 4) **Principal Report** – the Principal overview included an update to the WCCS Re-entry Plan and discussion on parent/staff Zoom meetings to date. A total of 3 meetings have been scheduled. As of this date, 2 had been completed with approximately 60 families in attendance. Angela Conway presented the board with the hybrid school schedule K-8 including an overview of teacher schedules. At this time the Special Ed calendar has not been finalized as we are waiting of feedback from parents of students. Courtney Chamberlain presented the board with an overview including research and program implementation for SEL programs through Second Step and Move This World. The school will move forward with Move This World.

**A motion was made to enter in to Executive Session to discuss performance history.**

- 5) **Board Committee Reports**
  - Academics – reviewed 2020-21 goals/objectives
  - Finance – reviewed 2020-21 goals/objectives
  - Governance – reviewed 2020-21 goals/objectives
  - Human Resources – reviewed 2020-21 goals/objectives
  - School Culture – reviewed 2020-21 goals/objectives
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2019 to July 31, 2020 actual vs. budget year to date and the summary balance sheet as of July 31, 2020. A high-level review of the sources/uses of cash was also reviewed with the board. David Chamberlain has requested a meeting with Pam review in more detail.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
AUGUST 19, 2020 MINUTES**

2020 – 018 CHANGES TO CALENDAR. Resolved: That the following changes to the Westminster Community Charter School 2020-21 calendar be approved.

Date	WCCS Calendar		BPS Calendar	
Sept 1-4	Full Day	0	No School	4
Sept 7	No School	1	No School	0
Oct 12	No School	0	No School	0
Nov 3	No School	0	No School	0
Nov 11	No School	0	No School	0
Nov 26-27	No School	0	No School	0
Dec 24-31	No School	0	No School	0
Jan 1	No School	0	No School	0
Jan 18	No School	0	No School	0
Feb 15-19	No School	0	No School	0
Apr 2-9	No School	0	No School	0
Apr 28	Full Day	0	Early Release	.5
Apr 29	Full Day	0	Supt Conf	1
Apr 30	Supt Conf	1	Full Day	0
May 12	Full Day	0	Early Release	.5
May 13	Full Day	0	Supt Conf	1
May 14	Supt Conf	1	Full Day	0
May 31	No School	0	No School	0
June 18	No School	1	Full Day	0
June 22-24	No School	3	Full Day	0
<b>TOTAL</b>		<b>7</b>		<b>7</b>

2020 – 019 CONTRACT WITH R.W. DAKE. Resolved: That the contractor will install three fire-retardant plexiglass sneeze guards in the Front Office not to exceed \$3,725.

2020 – 020 CONTRACT WITH ATTUNED EDUCATION PARTNERS. Resolved: that Attuned Education will provide consulting services to Westminster for the 2020-21 school year not to exceed \$114,750.

2020 – 021 CONTRACT WITH CULLEN FOUNDATION. Resolved: that Westminster be awarded \$45,375 in grant funds to facilitate NSSI summer enrichment program for students. The grant will be used to pay for teacher salaries and Chromebooks.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
SEPTEMBER 16, 2020 MINUTES**

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (800) 954-0653 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The August 19, 2020 minutes were approved
- 3) Public Comment Period
- 4) **Principal Report** – the Principal report included an overview of the first day of school on September 1, attendance percentages for the first week of school, quality instruction: Wit & Wisdom; Move This World (SEL); Eureka Math (K-5); Illustrated Math (6-8); Google Classroom; Amplify Science and beginning STAR assessments, family needs and supports, positive COVID-19 case and subsequent publicity and professional development for staff. Current attendance is at 539 with an additional 12 in final stages of registration process.
- 5) **Board Committee Reports**
  - Academics – continue to support curriculum in current hybrid environment
  - Finance – covered by financial update
  - Governance – reviewed and agreed to compiled 2020-21 board goals. Committee will meet to discuss the possible addition of new board members.
  - Human Resources – no update
  - School Culture – will report out at the October board meeting
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2020 to August 31, 2020 actual vs. budget year to date year to date and the summary balance sheet as of August 31, 2020. A full year forecast is expected to be shared at the October board meeting
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2020 – 022 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

Blue Cross Blue Shield - August Invoice - \$89,569

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
SEPTEMBER 16, 2020 MINUTES**

2020 – 023 CONTRACT WITH SYNERGY IT SOLUTIONS. Resolved: That the contractor will upgrade the Café server to include 8 hours of engineering work not to exceed \$2,323.

2020 – 024 CONTRACT WITH MOVE THIS WORLD. Resolved: That the consultant will provide SEL curriculum for grades K-8 for the 2020-21 school year not to exceed \$6,180.

2020 – 025 CONTRACT WITH M&T INSURANCE. Resolved: That the consultant will provide workplace safety and loss prevention consulting review and recommendations for Westminster Community Charter School not to exceed \$800.

2020 – 026 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER. Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services (\$60 per hour rate) to students at Westminster Community Charter School (WCCS) for the 2020-2021 school year be approved.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:01 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
OCTOBER 21, 2020 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
Diane Cozzo;  
Liz Czarniecki;  
Rita Eisenbeis;  
Jamie Obletz;  
Rosalyn Taylor

The meeting was convened via operator led conference call at (800) 379-4140 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The September 16, 2020 minutes were approved
- 3) Public Comment Period
- 4) **Principal Report** – the Principal Report included an overview of the first six weeks of school, Attuned Education Partners performed their first virtual Culture walk through and is scheduled on October 27 to focus on Rigor. Rob shared an update on Math to include curriculum, assessments, professional development and support being provided to the staff as well as high-level details on the current Wit & Wisdom program. Virtual Curriculum nights were held in October and virtual Parent/Teacher conferences are scheduled for November. Finally, the first round of STAR assessment rates in literacy, reading and math were shared. In the interest of time, attendance and chronic absence reports will be reviewed at the November meeting.
- 5) **Board Committee Reports**
  - Academics – the Committee continues to meet with the team in support of the curriculum in current hybrid environment
  - Finance – covered by financial update
  - Governance – at this time the addition of new board members has been tabled but in the interim please send any recommendations to the Committee
  - Human Resources – no update
  - School Culture – the Committee will coordinate participation with the school's Event Committee and report back on events that will interest the board
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2020 to September 30, 2020 actual vs. budget year to date and the summary balance sheet as of September 30, 2020 as well as a 2020-21 full year forecast.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
OCTOBER 21, 2020 MINUTES**

2020 – 027 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - September Invoice - \$88,711
- Attuned Education Partners - \$38,250

2020 – 028 APPROVAL OF 2020-21 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2020-21 District Safety Plan and Emergency Response Procedures be approved.

2020 – 029 APPROVAL OF 2020-21 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2020-21 Professional Development Plan be approved.

2020 – 030 APPOINTMENT OF TREASURER. Resolved: That Laura Ferrino will serve as the Treasurer for the Westminster Community Charter School, effective October 21, 2020.

2020 – 031 APPOINTMENT OF FISCAL OFFICER. Resolved: That Jennifer Rzepka will serve as the Fiscal Officer for the Westminster Community Charter School, effective October 21, 2020.

2020 – 032 APPOINTMENT OF COMPLIANCE OFFICER. Resolved: That Anjali Sharma will serve as the Compliance Officer for the Westminster Community Charter School, effective October 21, 2020.

2020 – 033 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

8) Other Business – 2021 board meeting dates were shared with the board. A few dates need to be rescheduled. A new memo will be circulated, and meeting notices will be scheduled.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:14 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

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

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (800) 908-1487 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The October 21, 2020 minutes were approved
- 3) Public Comment Period
- 4) **Audit Review** – Sarah Hopkins and Jenna Torella from Lumsden & McCormack presented the Westminster 2020 audit results
- 5) **Principal Report** – Rob Ross began his Principal Report regarding the announcement made today that Erie County moved from “Yellow to Orange” Zone. The decision requires Westminster to move to fully remote for two weeks beginning November 23, 2020 for at least two weeks at which time more information will become available as to the eventual reopening of the school. Rob, along with Pam Hokanson and the Administration Team will remain vigilant and up to date regarding information from the Governor’s Office and the Department of Health for guidance. Board members will be notified as additional information is received. Overwhelming the board is in favor of a return to the hybrid model when available.

The balance of the Principal Report focused on K-8 STAR assessments to include areas of growth and/or concern, Attuned Education Partners performed their virtual ELA walk through and is scheduled in December to focus on Math. Additionally, there were updates on Cadence Learning, attendance, chronic absences and staffing.

- 6) **Board Committee Reports**
  - Academics – the Committee continues to meet with the team in support of the curriculum in current hybrid environment
  - Finance – covered by financial update
  - Governance – no update
  - Human Resources – no update
  - School Culture – no update

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

- 7) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2020 to October 31, 2020 actual vs. budget year to date year and the summary balance sheet as of October 31, 2020.

Laura Ferrino provided an update on the SBA Paycheck Protection Program. Upon motion duly made and seconded the board was in full agreement that we proceed in applying for 100% loan forgiveness.

- 8) **RENEW Campaign** – Pam Hokanson shared the first two collateral items to come out of the Westminster RENEW Campaign – a full-page ad insertion in the December issue of WNY Family Magazine and a new billboard. Testimonial interviews will begin shortly. We are tentatively scheduled to present to the Buffalo Board of Education in January or February 2021 and the New York State Board of Regents in April 2021. As the campaign moves forward the board will be kept informed.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2020 – 034 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - October Invoice - \$86,848
- Erie 1 BOCES - \$27,152
- Gov Connection - \$41,688
- Philadelphia Insurance Company - \$76,918
- NYS Teacher Retirement System – October Invoice - \$138,224
- NYS Teacher Retirement System – November Invoice - \$138,224

2020 – 035 REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER. Resolved: That pursuant to the terms of the Business Services Agreement, effective July 1, 2014, between M&T Bank (“M&T”) and Westminster Community Charter School (“WCCS”), it is hereby determined by the Board of Trustees that WCCS shall pay to M&T the amount of \$375,296 out of its aggregate accumulated cash operating surplus as reimbursement of M&T’s contributions and the value of the in-kind services provided during the 2018-19 school year; provided, that it is the Board of Trustees’ understanding that M&T intends on contributing these funds to the Westminster Foundation for future educational purposes related directly or indirectly to WCCS or as designated within the purposes outlined in the Certificate of Incorporation of the Westminster Foundation.

2020 – 036 CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to provide professional development and individual teacher coaching at Westminster Community Charter School from October 19, 2020 to December 31, 2020 be approved. The cost for these services is \$150 per hour, not to exceed a total of \$15,000.

2020 – 037 CONTRACT WITH SYNERGY IT SOLUTIONS. Resolved: That the contractor will remotely monitor our server 24/7 not to exceed \$600 for calendar year.

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

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:41 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
DECEMBER 16, 2020 MINUTES**

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (800) 584-2088 constituting a majority and a quorum.

Public members in attendance were Chris Julian from M&T Bank and Madeline Connors from Westminster Community Charter School.

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The November 18, 2020 minutes were approved with a change to resolution 2020-034 – Blue Cross & Blue Shield payment is revised to read October invoice
- 3) Public Comment Period
- 4) **Principal Report** – overview included January 11 reopening and required Covid-19 testing, social emotional learning supports, response to intervention, ELL, Special Education and systems currently in place to monitor improvement for these subgroups. There is a virtual charter visit with Buffalo scheduled on January 5, 2021. Virtual schedule includes classroom visits, teacher and student focus groups, Admin Team will complete DTSDE survey, compilation and proof of charter tenants in addition to addressing last year's findings.

Additionally, the parent letter, Winter 2020-21 Executive Summary Reopening Plan and the micro cluster grid were reviewed.

- 5) **Board Committee Reports**
  - Academics – the Committee continues to meet with the team in support of the curriculum in current remote environment
  - Finance – covered by financial update
  - Governance – no update
  - Human Resources – no update
  - School Culture – no update
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2020 to November 30, 2020 actual vs. budget year to date year and the summary balance sheet as of November 30, 2020; 2020.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
DECEMBER 16, 2020 MINUTES**

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

2020 – 038 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Attuned Education Partners - \$38,250
- Blue Cross Blue Shield - November - \$87,779
- Blue Cross Blue Shield – December - \$85,991
- NYS Local Retirement System - \$38,460
- NYS Teachers Retirement System - \$137,635

2020 – 039 CONTRACT WITH COUNTY OF ERIE. Resolved: That the contract with the County of Erie CARES Act District Distribution for Corona Virus Relief be approved. There will be a one-time payment of \$78,350. The payment is determined by the number or enrolled students (\$100 per) in addition to the number of economically disadvantaged students (\$50 per) determined by the NYSED Data Portal.

2020 – 040 AGREEMENT WITH LEGACY STUDIOS. Resolved: That the agreement with Legacy Studios to provide school photography services to students at Westminster Community Charter School for the 2021-22 school year be approved. There is no cost to the school for these services.

The board entered into a short Executive Session.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 3:54 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JANUARY 27, 2021 MINUTES**

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (800) 738-1032 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 4:08 p.m.
- 2) The December 16, 2020 minutes were approved.
- 3) Public Comment Period
- 4) **Principal Report** – overview included YTD attendance numbers, actions being taken to support attendance, January 11 reopening, numbers in hybrid and learning center, charter renewal visit, current academic focus. There was active discussion on the new online high school application process currently in place with BPS. The new process shifts the application submission from parents to the school. Currently there is no “submission acknowledgement” when an application is submitted. There are major concerns from the school team, and this will be a topic that is followed closely to ensure our 8<sup>th</sup> grade students are placed. Additionally, we will be piloting a “night school” program. Details will be shared with the Board as developments occur.
- 5) **Board Committee Reports**
  - Academics – the Committee continues to meet with the team in support of the curriculum in current remote environment. The committee has provided feedback to the Administration Team on the current vision documents created for ELA and Math.
  - Finance – covered by financial update
  - Governance – no update
  - Human Resources – no update
  - School Culture – no update
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2020 to December 31, 2020 actual vs. budget year to date year and the summary balance sheet as of December 31, 2020.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JANUARY 27, 2021 MINUTES**

2021 – 001 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - January - \$85,726

2021 – 002 CONTRACT WITH CULLEN FOUNDATION. Resolved: That the contract with the Cullen Foundation to continue utilizing the virtual ELA curriculum for grades 6-8 from Cadence Learning for the period of January-June 2021 for \$10,000 fully covered by the grant with no additional expenses to Westminster Community Charter School be approved.

2021 – 003 CONTRACT WITH GAIL SMITH. Resolved: That the contract with Gail Smith to provide professional development and individual teacher coaching at Westminster Community Charter School from January 5, 2021 to June 30, 2021 be approved. The cost for these services is \$150 per hour, not to exceed a total of \$19,500.

2021 – 004 CONTRACT WITH T MOBILE PROJECT 10 MILLION. Resolved: That the contract with T Mobile Project 10 Million effective January 7, 2021 to provide 10 wireless hot spots to identified Westminster families at \$150 per month/\$1,800 per year

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

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
FEBRUARY 24, 2021 MINUTES**

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (877) 275-3949 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:04 p.m.
- 2) The January 27, 2021 minutes were approved.
- 3) Public Comment Period

**A motion was made to enter into Executive Session to discuss school academic review.**

- 4) **Principal Report** – overview included hybrid and remote learning to include model specifics and testing protocols, reviewed January 2021 early literacy, reading and math STAR data with deep dive into fifth grade ELA and math, reviewed and identified standards-based goals and created progress monitoring system for short-term goals for Tier 1 and Tier 2 interventions and lastly shared the framework for the Buffalo Board of Education presentation on March 10, 2021.
- 5) **Board Committee Reports**
  - Academics – the Committee continues to meet with the team in support of the curriculum in current remote environment.
  - Finance – covered by financial update
  - Governance – no update
  - Human Resources – no update
  - School Culture – a suggestion was made to engage students and families there we a virtual “movie night” where prior year’s musicals be shown.
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: July 1, 2020 to January 31, 2021 actual vs. budget year to date year and the summary balance sheet as of January 31, 2021.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 005 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
FEBRUARY 24, 2021 MINUTES**

- Blue Cross Blue Shield – February \$83,747

2021 – 006 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Westminster Community Charter School with network server, desktop and hardware support from November 1, 2020 to October 31, 2021 not to exceed \$6,727 be approved.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:22 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MARCH 24, 2021 MINUTES**

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (877) 228-6587 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:05 p.m.
- 2) Public Comment Period
- 3) **Principal Report** – overview included an update on the Charter Renewal and the school’s presentation to the Buffalo Board of Education on March 10, 2021, two parents and two staff members requested to speak at the March 17, 2021 BOE Meeting in support of the school’s upcoming charter renewal. Remarks are limited to three minutes or less, and notification of a special meeting at 4pm today to discuss the expiring charter and possible renewal of Westminster Community Charter School, an update on the 2020-21 pilot of the Wit & Wisdom curriculum in grades 3 through 5 and plans to expand to additional grades, the school plans to administer the 2020-21 New York State Assessments and continuation of nationally normed interim assessments, student attendance and incentive programs to help improve chronic absenteeism.
- 4) The 02-24-21 minutes were approved.
- 5) **Board Committee Reports**
  - Academics – committee met week of March 15, 2021. Reported that school staff is providing the committee with information requested on academic matters. Math curriculum is taking good shape and there is great support from the administrative team and instructional coaches to help create and coach teachers with re-teach plans. Wit & Wisdom rollout for middle school was discussed in place of the Cadence curriculum (grades 7 & 8). Would like to roll out Wit & Wisdom to 6<sup>th</sup> grade in addition to K-2 in the 2021-22 school year.
  - Finance – Pam Hokanson covered by financial update
  - Governance – no update
  - Human Resources – no update
  - School Culture – no update
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: the summary balance sheet as of February 28, 2021 and July 1, 2020 to February 28, 2021 actual vs. budget year to date year.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MARCH 24, 2021 MINUTES**

- 7) **Annual Conflict of Interest Statement** – Pam Hokanson requested the Board review the document provided in the board materials and requested signature by each board member on page 18. Signature pages can be sent to Pam Hokanson directly via e-mail or to Buffalo Promise Neighborhood via mail.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:
- 2021 – 007 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:
- Blue Cross Blue Shield – March \$86,142.18
  - Buffalo Board of Education – 2018-19 Annual Building Maintenance \$187,656.30
- 9) Other Business – David Chamberlain asked for clarification on the March 24, 2021 Buffalo Board of Education meeting that was scheduled to discuss the expiring charter and possible renewal for Enterprise and Westminster Community Charter Schools. Pam Hokanson provided clarification that it was not on the BOE agenda as originally planned due to the March 12, 2021 Ransomware Attack on BPS. The discussion of the charter schools was moved from the March 17, 2021 agenda to a special session on March 24, 2021.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 3:54 p.m.

Respectfully submitted,

*Laura Ferrino*

Treasurer

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
SPECIAL BOARD MEETING  
APRIL 2, 2021 MINUTES**

In attendance at the Special Board meeting were:

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

The meeting was convened via web conferencing WebEx constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the emergency meeting of the WCCS Board regarding the charter renewal for the school and called the meeting to order at 10:53 a.m.

The Board, on motion duly made, seconded by David Chamberlain and unanimously carried, went into Executive Session at 10:53 a.m. to discuss the charter renewal with Board members, legal counsel and Pamela Hokanson.

Respectfully submitted,

*Pamela Hokanson*

President

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
SPECIAL BOARD MEETING  
MAY 12, 2021 MINUTES**

In attendance at the Special Board meeting were:

Terenda Brown;  
David Chamberlain;  
Diane Cozzo;  
Liz Czarnecki;  
Rita Eisenbeis;  
James Obletz;  
Rosalyn Taylor;  
Andrew Freedman, Hodgson Russ et al  
Pamela Hokanson

The meeting was convened via operator led conference call at (800) 942-7925 constituting a majority and a quorum.

Chairman Eisenbeis called the meeting to order at 12:02 p.m.

This is a special board meeting regarding the decision by the Buffalo Public School Board of Education to not renew our charter. As background information, Westminster submitted its charter renewal application to the Buffalo Board of Education on August 14, 2020. On January 5, 2021, BPS conduct a half-day virtual site visit. On March 14, 2021 the Buffalo Board of Education held a meeting to discuss our charter renewal application. On March 31, 2021 the Buffalo Board of Education voted to not renew our charter. On May 5, 2021 the President of the Buffalo Board of Education notified our school officially that our charter was not renewed. Our current charter ends on June 30, 2021.

The Board has two options to consider. First, we can allow our charter to end on June 30, 2021. Second, we can challenge the Buffalo Board of Education's decision to not renew our charter in court. If we challenge the decision to not renew our charter in court, a judge will decide whether the Buffalo Board of Education acted properly in reaching this decision. If the judge decides that this decision was not made lawfully, our school should remain open.

A question & answer period took place to address board member questions related to our school and staff if we don't challenge the decision, ways in which our students, families, staff and community could help support our cause, how reverting back to BPS would affect our school, when and how families were notified and finally if the Board votes to challenge the Buffalo Board of Education's decision to not renew our charter in court, what will that entail.

Hearing no other questions, the following motion was made:

**WHEREAS**, the Westminster Community Charter School (Westminster") submitted a charter school renewal application to its authorizer, the Buffalo City School District Board of Education, on August 14, 2020 seeking an additional charter term; and;

**WHEREAS**, the Buffalo Public School District Board of Education voted to deny Westminster a charter renewal on March 31, 2021; and;

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
SPECIAL BOARD MEETING  
MAY 12, 2021 MINUTES**

**WHEREAS**, on May 5, 2021 the Buffalo Public School District Board of Education President notified Westminster of its decision not to renew its charter; and;

**WHEREAS**, the Board of Trustees of Westminster seek to challenge the Buffalo Public School District Board of Education decision to not renew its charter.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of Westminster hereby authorize Hodgson Russ LLP to file an Article 78 proceeding against the Buffalo Public School District Board of Education in New York State Supreme Court, Erie County, to challenge its decision to not renew the school's charter, to represent the school in this litigation against the Buffalo Public School District Board of Education, to file additional documents with the court, and to take action necessary to support our case in court.

Liz Czarnecki seconded the motion and no other questions were posed. Roll call was taken and after unanimous decision the motion passed.

Board Chair, Rita Eisenbeis made an announcement to the attending public that they will have the opportunity to speak at the next WCCS Trustees meeting on May 19, 2021 during the Public Comment period.

The Board, on motion duly made, seconded by Rosalyn Taylor, and unanimously carried, went into Executive Session at 12:17 p.m.

The Board, on motion duly made, seconded by David Chamberlain, and unanimously carried, exited Executive Session at 12:38 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 12:42 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MAY 19, 2021 MINUTES**

In attendance at the Board meeting were:

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

The meeting was convened via operator led conference call at (800) 582-4086 constituting a majority and a quorum.

- 1) Chairman Eisenbeis called the meeting to order at 3:03 p.m.
- 2) Public Comment Period
- 3) **Principal Report** – overview consisted of spring STAR data for reading and Math, summer school plans) and staff professional development aligned to the strategic plan. Chairman Eisenbeis posed the question of starting date for the 2021-22 school year which at this time has been determined to be September 1.
- 4) The 03-24-21 and 04-02-21 minutes were approved.
- 5) **Financial Update** – Pam Hokanson reviewed the following financial reports: the summary balance sheet as of April 30, 2021 and July 1, 2020 to April 30, 2021 actual vs. budget year to date year.
- 6) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 008 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross & Blue Shield April invoice \$86,142.18
- Blue Cross & Blue Shield May invoice \$86,142.18
- BTF Supplemental \$32,400.00

2021 – 009 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2021 – 010 APPROVAL OF CONTRACT WITH TNTP, INC. Resolved: that TNTP Inc. conduct and ICI survey of Westminster Community Charter School staff. Any cost would be covered by The Cullen Foundation.

2021 – 011 APPROVAL OF CONTRACT WITH APPERTURE EDUCATION. Resolved: That the contract with Apperture Education to provide DESSA SEL support for the term May 15 to June 30, 2021 be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
MAY 19, 2021 MINUTES**

The Board, on motion duly made, seconded by David Chamberlain, and unanimously carried, went into Executive Session at 3:26 p.m. to discuss the charter renewal with Board members, legal counsel, and Pamela Hokanson.

At the conclusion of Executive session, there being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 3:59 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JUNE 30, 2021 MINUTES**

In attendance at the Board meeting were:

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

- 1) Chairman Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The May 12 and May 19, 2021 minutes were approved
- 3) Public Comment Period
- 4) **Principal Report** – an overview included summer school plans, 2021-22 hiring to date, 2020-21 attendance, student device collection, current registration status and proposed 2021-22 school calendar. Maddie Connors reviewed STAR reading and math assessments for year ending 2020-21.
- 5) **Board Committee Reports**
  - Academics – no update
  - Governance – no update
  - Human Resources – no update
  - School Culture – no update
  - Finance – no update
- 6) **Financial Update** – Pam Hokanson reviewed the following financial reports: the summary balance sheet as of April 30, 2021 and July 1, 2020 to May 31, 2021 actual vs. budget year to date. Laura Ferrino provided an overview of the 2021-22 financial plan, 2021-22 capital plan highlights and long-term capital investments to consider.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2021 – 012 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of David Chamberlain as Vice Chairman of the Board of Trustees of Westminster Community Charter School be accepted.

2021 – 013 ELECTION OF BOARD OF TRUSTEES. Resolved: The following Trustees shall be elected until the next annual meeting of the Trustees:

- Terenda Brown
- Diane Cozzo
- Elizabeth Czarnecki
- Rita Eisenbeis
- James Oblatz

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JUNE 30, 2021 MINUTES**

- Rosalyn Taylor

2021 – 014 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Directors:

- Chairman - Rita Eisenbeis
- Vice Chairman – Diane Cozzo

2021 – 015 APPROVAL OF 2021-22 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2021-22 be approved.

2021 – 016 APPROVAL OF CONTRACT WITH LAVINIA GROUP. Resolved: that we will contract with Lavinia Group to conduct a RISE summer program at Westminster Community Charter School during the summer of 2021. The grant request of \$17,000 covers 3 teachers at \$3,000 per, 1 supervisor/administrator at \$3,000 and a \$5,000 partnership fee. The full cost will be covered by a Cullen Foundation grant.

2021 – 017 APPROVAL OF TEACHER RETENTION BONUS. Resolved: teachers will receive a retention bonus of \$15,000, less applicable withholdings, (\$7,500 in December 2021 and \$7,500 in June 2022) if the following criteria are met 1) signed Retention Agreement is received by June 30, 2021; 2) hire date was before June 1, 2021; 3) signed Returning Teacher Offer letter is received by June 30, 2021; 4) employment continues for the full 2021-22 academic year and 5) responsibilities are performed as assigned and teacher does not enter into a Teacher Improvement Plan (TIP) or Teacher Support Plan (TSP) during the 2021-22 academic year.

2021 – 018 APPROVAL OF OMNI RENEWAL. Resolved: that the Services Agreement Reinstatement with OMNI for the 2021-22 school year be approved. The estimated cost for these services is \$300.

2021 – 019 APPROVAL OF CONTRACT WITH APPERTURE EDUCATION. Resolved: that the contract with Apperture Education to provide DESSA SEL support for the term July 1, 2021 to June 30, 2022 be approved. The estimated cost for these services is \$2,720.

2021 – 020 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross & Blue Shield – June Invoice \$88,098.64
- Attuned Education Partners \$38,250.00
- Hodgson Russ – April Legal Fees \$56,247.50
- New York State Insurance Fund \$44,056.08

The Board, on motion duly made, seconded by Terenda Brown and unanimously carried, went into Executive Session at 4:12 p.m. to discuss an employee personnel matter with Board members.

The Board, on motion duly made, seconded by Liz Czarnecki and unanimously carried, exited Executive Session at 4:24 p.m.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD MEETING  
JUNE 30, 2021 MINUTES**

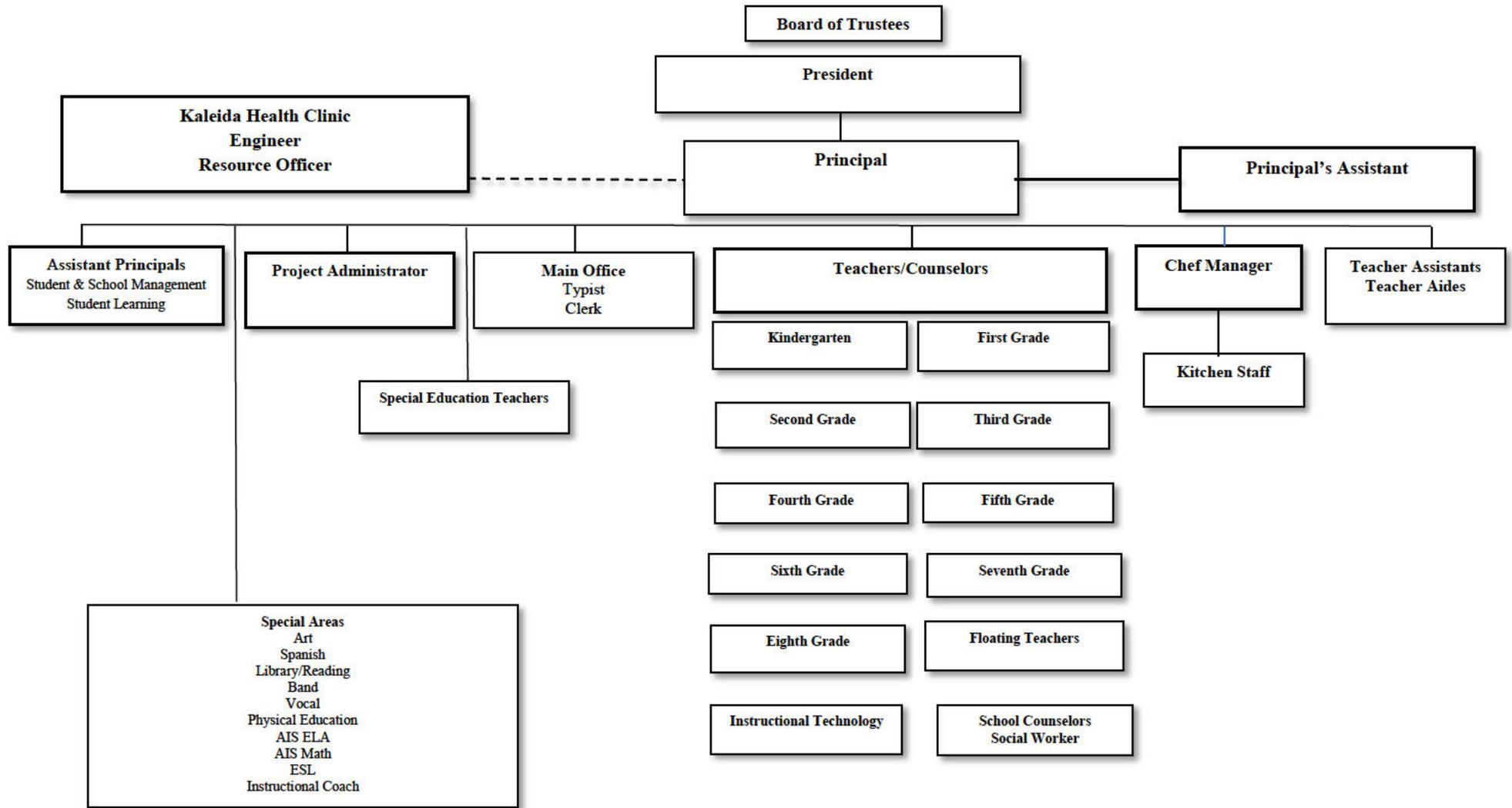
There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

*Amy J. Mesi*

Board Secretary

# 2020-2021 Westminster Community Charter School Organization Chart



### August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	8	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

### November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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					

### March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

- Sup't Conference Day / Staff Only Day
- School's Closed
- Early Dismissal Day

- 3-8 NYS Testing
- Progress Report Grades Close
- Marking Period Grades Close

Total Instructional Days		
Month	Teacher Days	Student Days
Aug.	2	0
Sep.	21	21
Oct.	20	20
Nov.	18	17
Dec.	17	17
Jan.	20	20
Feb.	15	15
Mar.	23	23
Apr.	15	14
May	19	18
Jun.	16	15
<b>Total</b>	<b>186</b>	<b>180</b>

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## General Information and Fire/Life Safety History

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**Inspection Date:**

3/15/21

**1. Primary Use:**

INSTRUCTIONAL

**2. Fire Sprinkler System?**

Yes

**2a. Sprinkler alarm?**

Yes

**3. Fire Hydrant System?**

Yes

**3a. Hydrant Ownership:**

Public owned

**4. Building Ownership:**

Owned

**5. Leased To Others?:**

No

**6. Square footage:**

75413

**8a. Fire drill manuals distributed?**

Yes

**8d. Average evacuation time:**

2 minutes 2 seconds

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

Yes

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

Yes

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

Yes

**10. Any Fires?**

No

**10a. Number of fires:**

Not Applicable

**10b. Number of injuries:**

Not Applicable

**10c. Cost of Damage:**

Not Applicable

**Inspector Notified of previous fire report?**

Yes

**FIRE & EMERGENCY DRILLS**

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	Date	Type
1	Oct 23, 2019	Evacuation
2	Oct 23, 2019	Evacuation
3	Oct 23, 2019	Evacuation
4	Nov 9, 2019	Evacuation
5	Nov 9, 2019	Evacuation
6		
7		
8		
9		
10		
11		
12		

**Insufficient Fire & Emergency Drills Reason**

- covid closure

**Initial Inspector**

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**PATRICK LEWIS**

Phone #: (Phone Number) (716) 289-5672

Certification #: (Certification Number) 0610-7035B

Email: PATLEW55@AOL.COM

### Building Administrator

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**JAMES WEIMER**

Phone #: (Phone Number) [REDACTED]

### Building Overview

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**ID:** [REDACTED]

**District Location:** BUFFALO CITY SD

**Building Type:** INSTRUCTIONAL

**Name & Address:** PUBLIC SCHOOL #68  
24 WESTMINSTER  
BUFFALO, NY 14215

### Inspection History

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**Date Created:** Mar 31, 2021

**Created By:** yvette.gordon

**Date Modified:** Apr 28, 2021

**Modified By:** kriner.cash

**Date Certified:** Apr 28, 2021

**Certified By:**

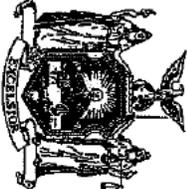
## Certificate History

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Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Apr 28, 2021	kriner.cash

## Non-conformances

Item	Date Corrected	Date Reinspected
<b>15A-2</b>	Mar 15, 2021	Mar 15, 2021

University of the  
Education  
  
State of New York  
Department

CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**  
PUBLIC SCHOOL #68  
24 WESTMINSTER  
BUFFALO, NEW YORK 14215

**DISTRICT:**  
BUFFALO CITY SD  
KRINER CASH  
712 CITY HALL  
BUFFALO, NEW YORK 14202

**Building ID:** [REDACTED]

**Issuance Date:** April 28, 2021  
**Effective Date:** May 01, 2021  
**Expiration Date:** May 01, 2022

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

  
Commissioner of Education

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED