

Application: Westminster Community Charter School

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2022-2023 Annual Report

Summary

ID: 0000000113
Status: Annual Report Submission
Last submitted: Oct 31 2023 04:58 PM (EDT)

Entry 1 School Info and Cover Page

Completed - Jul 28 2023

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

WESTMINSTER COMMUNITY CHARTER SCHOOL 800000057945

a1. Popular School Name

Westminster Community Charter School

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

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

BUFFALO BOARD OF EDUCATION

c. School Unionized

Is your charter school unionized?

Yes

c1. Name of Union

Select the name of the Union representing your school?

United Federation of Teachers

c2. Date Unionized

Aug 23 2004

d. DISTRICT / CSD OF LOCATION

BUFFALO CITY SD

e. Date of Approved Initial Charter

Aug 23 2004

f. Date School First Opened for Instruction

Sep 1 2004

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission: 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.

Key Design Elements:

Structured Literacy: In primary grades, the instructional program includes phonics instruction, decodables, Reading and Writing, read aloud, guided reading, shared reading, interactive writing, shared writing, and word study. Students in Grades K-3 are taught the standards with the support of Into Reading Curricular Program. Students in grades 3-8 are taught the standards using a variety of resources that focus on reading comprehension. Wit & Wisdom is a program that allows students access to read content-rich and complex texts that build their knowledge of important topics as they master literacy skills. Core texts are wide ranging, varied, and provide a careful balance of literary, informational, and fine art texts. All students 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, and culturally responsive texts. Classroom texts are chosen for their emphasis on content knowledge such as NYS social studies and science topics, high level of rigor, multicultural texts, supports for diverse learners including ELL. Reading and writing are heavily emphasized in Amplify Science and the History Alive Social Studies curriculum.

Mathematics Instruction and Balanced Numeracy: The school uses the NYS Next Generation Math standards aligned program i-Ready Classroom Math K-8. This program focuses on student-centered learning starting in the earliest grades in which the connections essential for inquiry and growth are created and nurtured. Every student is allowed the time and space to build a strong foundation that will make learning easier as they advance. The program has Explore, Develop, and Refine sessions each week at the core, providing teachers with a solid, research-based structure. This unmatched teaching strategy gives students the time they need to develop conceptual understanding, build procedural fluency, and apply mathematics to novel situations. The elegantly efficient Try-Discuss-Connect instructional framework embedded in the lessons guides students to build upon their existing knowledge, discuss their work with peers, and make connections across multiple strategies and representations. The program includes protocols for engagement and cultural connections as well as on-the-spot differentiation and inspiring STEM-focused graphic stories, teachers have many options for engaging students and driving individual growth. WCCS worked closely with Curriculum Associates to effectively use the i-Ready Classroom Math program this year, including ongoing professional development.

Extended Day, Weekend, and Evening Opportunities: Westminster Community Charter School extends its learning by adding robust offerings after the regular school day. We partnered with the YWCA for 21st Learning program for our students in grades K-5. Students in grades 3-8 could enroll in an additional elective course, including Chorus, Band, Spanish Proficiency, Studio in Art and Fitness. After school clubs and activities included a wide range of activities from sports to academics. This year the following is an example of after school options: basketball, flag football, track, Girls on the Run, drama, drill, tutoring, coding club, cooking, fitness club, and etiquette club. These clubs were developed based on an interest survey. Additionally, the school is open select evenings and weekends to engage families with hands-on learning, partnering with 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.

Health and Wellness: Westminster Community Charter School is deeply committed to nutrition and fitness as keys to our students' success and wellbeing. The school has a made-from-scratch food service program that features fresh produce from the local farms. The school features a full gym with a rock-climbing wall and a large outdoor park on school grounds. Throughout the year, the Independent Health Foundation hosts Good for the Neighborhood programs at the school, attended by over 500 in 2022-2023. Kaleida Health has an on-site clinic with a full-time nurse practitioner, a full nurse's aide, and a part-full-time social worker. Additionally, the school has a full-time nurse, a full-time social worker to provide additional support to students as well as three school counselors. The school uses the Devereux Student Strengths Assessment (DESSA) as a universal screener for social-emotional needs. This assessment is completed for all students three times per year. The school's Reflection Room was staffed with an employee who was able to help students reflect on their behaviors using restorative practices. Restorative practices are embedded in the school-wide community with restorative circles being used in the classroom and other parent, staff, and student meetings. WCCS partners with University of Buffalo School of Dental Medicine to offer free dental services to students. Through a cooking club, students learn to prepare healthy dishes from around the world. The school has partnered with Feed More Buffalo to offer a mobile farmer's market providing fresh produce weekly to school families and the community.

Technology: Westminster Community Charter School integrates technology into its curriculum and instruction. Every student in grades K-8 has a Chromebook. Students use Google Classroom as well as online learning tools. The Amplify Science curriculum uses technology exclusively. The school also has a collection of technology for STEM instruction including Little Bits. 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.

Student Development: The focus was getting teachers to fully understand the Next Generation Learning standards

for ELA and math. This understanding would deepen the instructional capacity of the building. Teachers then used this to unpack all standards and plan.

h. School Website Address

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

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

550

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

457

k. Grades Served

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

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

Responses Selected:

k
1
2
3
4
5

6

7

8

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

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

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Teresa Gerchman	Principal	716-816-3454	██████████	tgerchman@westminsterccs.org
Operational Leader	Laura Ferrino	Chief Operating Officer	716-848-7531	██████████	lmancuso@mtb.com
Compliance Contact	Margaret Letzelter	Director of Business Operations	716-954-6633	██████████	mletzelter@mtb.com
Complaint Contact	Teresa Gerchman	Principal	716-816-3454	██████████	tgerchman@westminsterccs.org
DASA Coordinator	Teresa Gerchman	Principal	716-816-3454	██████████	tgerchman@westminsterccs.org
Phone Contact for After Hours Emergencies	Teresa Gerchman	Principal	716-816-3454	██████████	tgerchman@westminsterccs.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[WCCS_Cert of Occ - 03.01.2023-03.31.2024.pdf](#)

Filename: WCCS_Cert of Occ - 03.01.2023-03.31.2024.pdf **Size:** 80.3 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[PS 68 Fire Safety report 2023.pdf](#)

Filename: PS 68 Fire Safety report 2023.pdf **Size:** 190.3 kB

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

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

ATTESTATIONS

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

Name	Pamela Hokanson
Position	President
Phone/Extension	716-848-5634
Email	phokanson@mtb.com

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

Responses Selected:

Yes

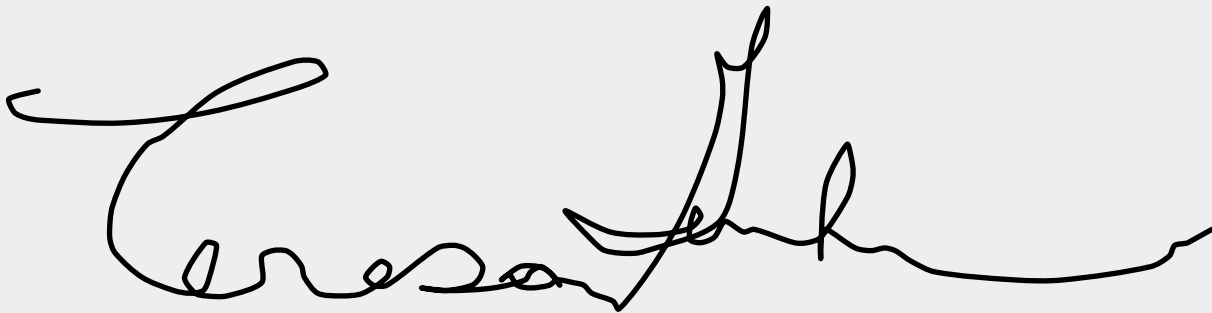
As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Crescent".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and reads "Dita M. Eisenberg".

Date

Jul 26 2023

Thank you.



Entry 2 Links to Critical Documents on School Website

Completed - Jul 28 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Westminster Community Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.nysed.gov/sites/default/files/programs/charter-schools/westminster-ar2122.pdf
2. Board meeting notices, agendas and documents	https://www.westminsterccs.org/about/leadership/minutes/
3. New York State School Report Card	https://www.westminsterccs.org/why/academics/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.westminsterccs.org/families/handbook/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.westminsterccs.org/families/safety/
6. Authorizer-approved FOIL Policy	https://www.westminsterccs.org/foil/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.westminsterccs.org/foil/

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 31 2023

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Aggregate ELA proficiency for grades 3-8 will perform at or above the Buffalo District	NYSED	Unable to Assess	Westminster Community Charter School's proficiency was 26% for the 2022-2023 state test. While results are not comparable to the 2021-2022 test, the school improved from 25%. The school continued to partner with SchoolWorks and implemented a walkthrough tool to ensure frequent monitoring of teacher effectiveness in the classrooms. K-2 moved to Into Reading as a curricular resource to ensure SOR strategies were in place. Teachers conducted deep dive into ELA standards and created pacing guides to ensure lessons were focused on standard acquisition over program

				<p>implementation. Teachers in grades 3-8 used Wit & Wisdom strategies of teaching theme units that build background knowledge using a variety of styles of text. Supplemental materials to scaffold reading comprehension were used from Curriculum Associates to increase assessment awareness. Schoolwide writing strategies to prepare students for the written section of the Assessment were added. Weekly grade-level PLCs were conducted to review ELA data and develop classroom level action plans to support student learning. Students also utilized the iReady personal pathways to work on their individualized ELA needs. Interim assessments guided action planning to monitor student progress.</p> <p>The Buffalo District results have not been released.</p>
Academic Goal 2	Aggregate Math proficiency for	NYSED	Unable to Assess	Westminster Community Charter

grades 3-8 will perform at or above the Buffalo District

School's proficiency was 28% for the 2022-2023 state test. While results are not comparable to the 2021-2022 test, the school improved from 10%. The school continued to partner with SchoolWorks and implemented a walkthrough tool to ensure frequent monitoring of teacher effectiveness in the classrooms. K-8 adopted the Curriculum Associates i-Ready Classroom Mathematics program. This student-centered core math classroom curriculum, aligned to the Next Generation Math Standards, develops students' math skills using an inquiry-based approach to make connections that will support mastery in mathematics. Students also utilized the iReady personal pathways to work on their individualized mathematic needs. Interim assessments guided action planning to monitor

				<p>student progress.</p> <p>The Buffalo District results have not been released.</p>
Academic Goal 3	Aggregate ELA proficiency for students enrolled in at least their second year in grades 3-8 will perform at or above Buffalo grades 3-8 district proficiency	NYSED	Unable to Assess	<p>Westminster Community Charter School's proficiency for students enrolled in at least their second year in grades 3-8 was 25%.</p> <p>The Buffalo District results have not been released.</p>
Academic Goal 4	Aggregate Math proficiency for students enrolled in at least their second year in grades 3-8 will perform at or above Buffalo grades 3-8 district proficiency	NYSED	Unable to Assess	<p>Westminster Community Charter School's proficiency for students enrolled in at least their second year in grades 3-8 was 27%.</p> <p>The Buffalo District results have not been released.</p>
Academic Goal 5	Aggregate subgroup students in ELA that are Economically Disadvantaged will perform at or above the Buffalo District	NYSED	Unable to Assess	<p>Westminster Community Charter School's proficiency was 26%.</p> <p>Buffalo District is unknown.</p>
Academic Goal 6	Aggregate subgroup students in Math that are Economically Disadvantaged will perform at or above Buffalo District	NYSED	Unable to Assess	<p>Westminster Community Charter School's proficiency was 28%.</p> <p>Buffalo District is unknown.</p>

Academic Goal 7	ELA grade level proficiency will perform at or above the Buffalo District	NYSED	Unable to Assess	<p>Westminster by grade: Grade 3: 27% Grade 4: 24% Grade 5: 18% Grade 6: 37% Grade 7: 14% Grade 8: 43%</p> <p>Buffalo District is unknown.</p>
Academic Goal 8	Math grade level proficiency will perform at or above the Buffalo District	NYSED	Unable to Assess	<p>Westminster by grade: Grade 3: 37% Grade 4: 37% Grade 5: 20% Grade 6: 36% Grade 7: 14% Grade 8: 23%</p> <p>Buffalo District is unknown.</p>
Academic Goal 9	For the 2022-2023 school year, the charter school's median percent progress to Annual Typical Growth of all 3rd through 8th-grade general education students in Reading will be greater than the median percent progress to Annual Typical Growth of all 3rd through 8th-grade general students in Reading enrolled in the BPS schools	iReady Diagnostic for ELA Growth	Met	<p>WCCS growth: 169% BPS growth: 67%</p>
Academic Goal 10	For the 2022-2023 school year, the	iReady Diagnostic for ELA Growth	Met	WCCS growth: 165%

charter school's median percent progress to Annual Typical Growth for all 3rd to 8th-grade students in Reading will be equal to or greater than 110%.			
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2. Do have more academic goals to add?

Yes

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	For the 2022-2023 school year, the charter school's median percent progress of Annual Typical Growth for all 3rd to 8th-grade students, two or more grade levels below in Reading will be equal to or greater than 100%.	iReady Diagnostic for ELA Growth	Met	WCCS growth: 151%
Academic Goal 12	For the 2022-2023 school year, 10% of all of the charter school's 3rd to 8th-grade students will meet their annual Stretch Growth goal for Reading.	iReady Diagnostic for ELA Growth	Met	34% of 3rd - 8th grade students met Stretch Growth goal.
Academic Goal 13	In the 2022-2023 school year, the charter school's median percent progress of Annual Typical Growth for all K through 2nd grade in Reading will be equal to or greater than 100%.	iReady Diagnostic for ELA Growth	Met	WCCS growth: 141%
Academic Goal 14	For the 2022-2023 school year, the charter school's	iReady Diagnostic for Math Growth	Met	WCCS growth: 143% BPS growth: 70%

	<p>median percent progress to Annual Typical Growth of all 3rd through 8th-grade general education students in math will be greater than the median percent progress to Annual Typical Growth of all 3rd through 8th-grade general students in Math (taken together) enrolled in the BPS schools</p>			
Academic Goal 15	<p>For the 2022-2023 school year, the charter school's median percent progress to Annual Typical Growth for all 3rd to 8th-grade students in Math will be equal to or greater than 110%.</p>	iReady Diagnostic for Math Growth	Met	WCCS growth: 143%
Academic Goal 16	<p>For the 2022-2023 school year, the charter school's median percent progress of Annual Typical Growth for all 3rd to 8th-grade students, two or more grade levels below in Math will be equal to or greater than 100%.</p>	iReady Diagnostic for Math Growth	Met	WCCS growth: 141%
Academic Goal 17	<p>For the 2022-2023 school year, 10% of all of the charter school's 3rd to 8th-grade students will</p>	iReady Diagnostic for Math Growth	Met	35% of 3rd - 8th grade students met Stretch Growth goal.

	meet their annual Stretch Growth goal for Math.			
Academic Goal 18	In the 2022-2023 school year, the charter school's median percent progress of Annual Typical Growth for all K through 2nd grade in Math will be equal to or greater than 100%.	iReady Diagnostic for Math Growth	Met	WCCS growth: 150%
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	<p>School Leadership: The school has an effective leadership team that obtains staff commitment to a clearly defined mission and set of goals, allowing for continued improvement in student learning. Roles and responsibilities for leaders, staff, management and board members are clearly defined. The school has clear and well established communication systems and decision making processes in place which ensure effective communication across the school. The school successfully recruits, hires, and retains key personnel and makes decisions, when warranted, to remove ineffective staff members.</p>	<p>SchoolWorks, The Board of Trustees meets monthly and regularly monitors the progress of its students, teachers, and engagement with parents and families. Board has committees that monitor academic, governance, finance, and school culture. The Board problem solves and plans for school-wide growth.</p>	Met	

Org Goal 2	<p>Professional Climate: The school is fully staffed with high quality personnel to meet all educational and operational needs. The school has established structures for frequent collaboration among teachers. The school ensures that staff has requisite skills, expertise, and professional development necessary to meet student needs. The school has systems to monitor and maintain organizational and instructional quality, including a formal process for teacher evaluation geared toward improving instructional practice. The school has mechanisms to solicit teacher feedback and gauge teacher satisfaction.</p>	<p>Teacher Surveys: Ongoing master checks (monitor lesson plans for Next Gen Standards, walkthrough tool to ensure teacher effectiveness, skills, and strategies to meet needs of all students); Quality of student work utilizing a data driven culture, PD's offered in the summer and throughout the year; daily PLC meetings to focus on improved student learning including SEL needs and behavior; Mentor teacher program.</p>	Met	
Org Goal 3	<p>Contractual Relationships: the board of trustees and school leadership establish effective working relationships with M&T Bank. Changes in the school's charter management or comprehensive</p>	<p>MOU's are in place with M&T Bank and Buffalo Public School System. Ongoing monitoring of contract compliance</p>	Met	

	<p>service provider contract comply with required charter amendment procedures. The school monitors efficacy of contracted service providers and partners</p>			
Org Goal 4	<p>Behavior Management and Safety: Westminster has a clear approach to behavior management, safety and systems in place to ensure the environment is free from harassment and discrimination. Classroom environments are conducive to learning and generally free from disruption</p>	<p>Restorative Justice practices, daily school-wide circle meetings, Reflection room, Write-ups and suspensions School written conduct of behavior, anti-bullying policy and school-wide expectations as part of the PBI system</p>	Met	
Org Goal 5	<p>Family Engagement and Communications: Westminster teachers communicate with parents to discuss student's strengths and needs. The school has a system for responding to parent or community concerns, the school shares school-based academic data with the broader school</p>	<p>Parent Surveys, Parent Advisory Committee, Classroom Dojo, weekly planners that allow parents to 'see what is being done with each student', two parent teacher conference days, teacher regular communication home. I-Ready student profiles and NYSED Assessment</p>	Met	

	community to promote transparency and accountability among parents, students, and school constituents.	data sent home to each child		
Org Goal 6	Social Emotional Supports: School leaders collect and use data to track the socio-emotional needs of students. School leaders collect and use data regarding the impact of programs designed to promote students' social and emotional health.	Weekly student support team meeting; student referrals, RTI, DESSA.	Met	
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Financial Condition	Audited Financial Statements	Met	
Financial Goal 2	Financial Management	Unmodified Audit, monthly budget, surplus management, written fiscal policies, internal financial controls	Met	
Financial Goal 3	Board Oversight and Governance	Board of Directors provides competent stewardship and oversight. Board members have experience in urban education and fiscal management. Annual board retreat where members review and discuss the school's strategic priorities.	Met	
Financial Goal 4	Legal and Compliance	Compliance record with state and federal laws. Unmodified audit for federal programs. No corrective action or approval for significant revisions required.	Met	
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

Required of ALL Charter Schools

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

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

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

[2023 Financial Statements - FINAL](#)

Filename: 2023_Financial_Statements_-_FINAL_JtWLULc.pdf Size: 758.9 kB

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

Completed - Oct 30 2023

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

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

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

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

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

[22](#)

Filename: 22.23_Audited_Financial_Report_FINAL.xlsx Size: 90.3 kB

Entry 4c – Additional Financial Documents

Completed - Oct 31 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available.

For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

[2023 Management Letter - FINAL](#)

Filename: 2023_Management_Letter_-_FINAL_eX4DD2a.pdf Size: 275.7 kB

[2023 Required Communications Letter - FINAL](#)

Filename: 2023_Required_Communications_Lette_6sxCnzp.pdf Size: 247.9 kB

[WCCS 22-23 Entry 4c- Additional Financial Documents](#)

Filename: WCCS_22-23_Entry_4c-_Additional_F_ljfosiw.docx Size: 1.4 MB

Entry 4d - Financial Contact Information

Completed - Oct 16 2023

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

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Laura Ferrino	lmancuso@mtb.com	716-848-7531

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]	19

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

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

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

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

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

[Annual Budget FINAL](#)

Filename: Annual_Budget_FINAL_.xlsx Size: 39.3 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 28 2023

Required of ALL Charter Schools

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

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

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

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

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

[Financial Disclosures](#)

Filename: Financial_Disclosures_i0LgP2M.pdf Size: 845.5 kB

Entry 7 BOT Membership Table

Completed - Jul 28 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Buffalo BOE

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Terenda Brown	[REDACTED]	Parent Rep	School Culture	Yes	18	06/28/2022	06/28/2023	12
2	Diane Cozzo	[REDACTED]	Vice Chair	Academic & School Culture	Yes	8	06/28/2022	06/28/2023	8
3	Liz Czarnicki	[REDACTED]	Trustee/Member	Academic	Yes	5	06/28/2022	06/28/2023	8
4	Rita Eisenbeis	[REDACTED]	Chair	Academic, Governance HR & Finance	Yes	17	06/28/2022	06/28/2023	12
5	Callie Johnson	[REDACTED]	Trustee/Member	School Culture	Yes	2	06/28/2022	06/28/2023	10
6	Thomas Kim	[REDACTED]	Trustee/Member	Academic & Governance HR	Yes	2	06/28/2022	06/28/2023	7
7	James Oblatz	[REDACTED]	Trustee/Member	Finance & Governance HR	Yes	5	06/28/2022	06/28/2023	5 or less
8	Rosalyn Taylor	[REDACTED]	Trustee/Member	Governance HR	Yes	8	06/28/2022	06/28/2023	11

				& School Culture					
9	Amy Mesi	██████████ ██████████	Secretary	School Culture	No	5	06/28/2022	06/28/2023	12

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Richard Gold	██████████ ██████████	Other		No	4	06/28/2022	06/28/2023	5 or less
11	Melissa Leopard	██████████ ██████████ ██████████	Trustee/Member		Yes	1	09/28/2022	06/28/2023	5 or less
12									
13									
14									
15									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	9
b. Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	0
d. Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

9

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

1

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

0

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

15

Total number of Non-Voting Members on June 30, 2023:

1

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

0

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

0

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

NA

Board members attending 8 or fewer meetings during 2022-2023

2

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 28 2023

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

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

[WCCS Board Meeting Minutes July 2022-June 2023](#)

Filename: WCCS_Board_Meeting_Minutes_July_20_9mxilfZ.pdf Size: 274.1 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

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

*SUNY-authorized charter schools

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>A full-year calendar of events was developed in summer 2022 to allow for recruitment initiatives to begin much earlier than in years past. At least one on-site event occurred every month, rotating between evening and weekend activities that were free and open to the community. These events allowed prospective families to tour the school, meet staff, and participate in enrichment activities. A free breakfast, snack, and/or lunch was provided to event participants. Representatives of the school participated in the Charter School Fair, tabled at local community fairs and events, including Juneteenth (a city-wide festival) and the University District Festival, an event where attendees were largely from the 14215 neighborhood, and partnered with Feedmore Buffalo to increase awareness at a weekly produce market. Social media platforms were utilized to publicize events, showcase special offerings and communicate application deadlines. Enrollment flyers showcased the number of educational and community supports available at WCCS. As in previous years, WCCS continued collaborating with Enroll Buffalo Charter by utilizing the SchoolMint application portal to solicit new student applications. Partnering with EBC allowed recruitment efforts to reach new audiences through news outlets and morning talk-show</p>	<p>Partnerships with the local community to WCCS will continue. Recruitment at the Buffalo Promise Neighborhood's Early Learning Children's Academies and with our community partnerships will begin in October to prepare for application submissions in December, and the lottery in April. On-site events will be schedule and publicized via social media outlets, parent newsletters, word-of-mouth, and through direct emails. WCCS launched a new website platform making information more clear and accessible to prospective families. WCCS will continue to partner with Enroll Buffalo Charter which will allow for greater collaboration with other charter schools, primarily through news outlets, morning talk-shows, and radio-shows. Additionally, WCCS will continue collaborating with the University District office to attend events and promote resources available.</p>

	<p>excerpts. Recruitment flyers were distributed to over 20 local businesses, places of worship, shopping centers, coffee shops, and at community events. Phone calls were made to nearly 50 spiritual centers and early childcare centers informing them of resources available at WCCS. Additionally, a mini billboard and 3 bus shelter advertisements was placed in the neighborhood. Eye-catching ads were placed in a local newspaper, advertising Westminster. Information gathered in the SchoolMint application was used to maintain open communication with applicants throughout the admissions process. Targeted emails, including the weekly Principal Newsletter, were sent electronically and phone calls were made to encourage acceptance of admissions offers and to complete the registration process.</p>	
<p>English Language Learners</p>	<p>A full-year calendar of events was developed in summer 2022 to allow for recruitment initiatives to begin much earlier than in years past. At least one on-site event occurred every month, rotating between evening and weekend activities that were free and open to the community. These events allowed prospective families to tour the school, meet staff, and participate in enrichment activities. A free breakfast, snack, and/or lunch was provided to event participants. Representatives of the school participated in the Charter School Fair, tabled at local community fairs, and partnered with Feedmore Buffalo to increase awareness at a weekly produce market. Social</p>	<p>Partnerships with the local community to WCCS will continue. New outreach to younger ELL families to our early learning campuses (Buffalo Promise Neighborhood's Children's Academies) as these centers are a feeder to Westminster. Recruitment at the Buffalo Promise Neighborhood's Early Learning Children's Academies and with our community partnerships will begin in October to prepare for application submissions in December, and the lottery in April. On-site events will be schedule and publicized via social media outlets, parent newsletters, word-of-mouth, and through direct emails. WCCS launched a new website platform making information</p>

media platforms were utilized to publicize events, showcase special offerings and communicate application deadlines. Enrollment flyers showcased the number of educational and community supports available at WCCS, as well as the accessibility of 2 certified full-time English Language Learner teachers and daily Halal food options in the cafeteria. Flyers were translated into Bengali and shared in both physical and electronic copy through social media. As in previous years, WCCS continued collaborating with Enroll Buffalo Charter by utilizing the SchoolMint application portal to solicit new student applications. Partnering with EBC allowed paper applications to be available in 8 different languages. Recruitment flyers were distributed to over 20 local businesses, places of worship, shopping centers, coffee shops, and at community events. Additionally, a mini billboard and 3 bus shelter advertisements was placed in the neighborhood. Locations were strategically identified as visited frequently by immigrant and refugee families. Eye-catching ads were placed in a local newspaper, advertising Westminster. Information gathered in the SchoolMint application was used to maintain open communication with applicants throughout the admissions process. Targeted emails, including the weekly Principal Newsletter, were sent electronically and phone calls were made to encourage acceptance of admissions offers and to complete the registration process. WCCS invested in translated telephone

more clear and accessible to prospective families. Additional efforts to enhance the website with language-friendly resources will be pursued. WCCS will continue to partner with Enroll Buffalo Charter which will allow for greater collaboration with other charter schools, primarily through news outlets, morning talk-shows, and radio-shows. Additionally, the school calendar was designed to ensure consideration of religious holidays were easily observed. Halal food options will continue being provided on a daily basis.

	<p>services to reduce communication barriers with prospective families.</p>	
<p>Students with Disabilities</p>	<p>A full-year calendar of events was developed in summer 2022 to allow for recruitment initiatives to begin much earlier than in years past. At least one on-site event occurred every month, rotating between evening and weekend activities that were free and open to the community. These events allowed prospective families to tour the school, meet staff, and participate in enrichment activities. A free breakfast, snack, and/or lunch was provided to event participants. Representatives of the school participated in the Charter School Fair, tabled at local community fairs, and partnered with Feedmore Buffalo to increase awareness at a weekly produce market. Social media platforms were utilized to publicize events, showcase special offerings and communicate application deadlines. Enrollment flyers showcased the number of educational supports as well as the number of certified special education teachers available at WCCS. As in previous years, WCCS continued collaborating with Enroll Buffalo Charter by utilizing the SchoolMint application portal to solicit new student applications. Partnering with EBC allowed recruitment efforts to reach new audiences through news outlets and morning talk-show excerpts. Recruitment flyers were distributed to over 20 local businesses, places of worship, shopping centers, coffee shops, and at community events. Phone calls were made to nearly 50 spiritual centers and early childcare</p>	<p>Partnerships with the local community to WCCS will continue. Recruitment at the Buffalo Promise Neighborhood's Early Learning Children's Academies and with our community partnerships will begin in October to prepare for application submissions in December, and the lottery in April. Collaboration with the Western New York Center and Parent Network of WNY to recruit and inform parents of supports available at WCCS. On-site events will be schedule and publicized via social media outlets, parent newsletters, word-of-mouth, and through direct emails. WCCS launched a new website platform making information more clear and accessible to prospective families. WCCS will continue to partner with Enroll Buffalo Charter which will allow for greater collaboration with other charter schools, primarily through news outlets, morning talk-shows, and radio-shows.</p>

centers informing them of resources available at WCCS. Additionally, a mini billboard and 3 bus shelter advertisements was placed in the neighborhood. Eye-catching ads were placed in a local newspaper, advertising Westminster. Information gathered in the SchoolMint application was used to maintain open communication with applicants throughout the admissions process. Targeted emails, including the weekly Principal Newsletter, were sent electronically and phone calls were made to encourage acceptance of admissions offers and to complete the registration process.

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>WCCS has a 94.6% retention rate for our students entering grades 1-8. Call campaigns are made to families who are not returning to identify top reasons and assess areas of improvement. The most common reason for attrition is families who move out of the district. WCCS provides numerous opportunities to support students. Students receive free breakfast, lunch, and a snack, waivers for field trip costs, programming for families that includes free breakfast and/or lunch and uniform cost waivers. Students continue to have access to academic support systems such as AIS, small student to teacher ratios, tutoring, and after school clubs.</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. A new, enhanced website will allow for more accessible and consumable information.</p>
English Language Learners	<p>Call campaigns are made to families who are not returning to identify top reasons and assess areas of improvement. The most common reason for attrition is families who move out of the district. 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 Parent/Student Handbook was translated into Bengali and posted on the website for ease of access.</p> <p>WCCS invested in Language Line, a</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 one of the two full time ENL teacher.</p> <p>WCCS will continue investing in language line and offering translated documents. A new, enhanced website will allow for more accessible and consumable information.</p> <p>Halal food options will continue being provided by the cafeteria on a daily basis. An Eid celebration was included in the school events</p>

	<p>telephone service that provides translation services. This service allows staff and parents to have more accessible and regular dialogue.</p> <p>Finally, Halal food options were provided by the cafeteria on a daily basis. An Eid celebration was organized by staff at the close of Ramadan.</p>	<p>calendar. Eid will also be an observed, non-instructional holiday for all students.</p>
<p>Students with Disabilities</p>	<p>Call campaigns are made to families who are not returning to identify top reasons and assess areas of improvement. The most common reason for attrition is families who move out of the district. A special education coordinator provides teachers with professional development, 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.</p>	<p>Professional development opportunities and resources will continue to be offered to best serve students with learning differences. All grade-levels will have a certified special education teacher.</p> <p>A new, enhanced website will allow for more accessible and consumable information.</p>

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 28 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

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

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 31 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	1.0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

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

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

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

	FTE Count
Total	1

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	53

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 - Jul 28 2023

[Instructions](#)

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

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

[Organizational Chart 2022-2023](#)

Filename: Organizational_Chart_2022-2023.pdf Size: 256.5 kB

Entry 13 School Calendar

Completed - Jul 28 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[2023-2024 WCCS Calendar](#)

Filename: 2023-2024_WCCS_Calendar.pdf Size: 68.7 kB

Entry 14 Staff Roster

Completed - Jul 12 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

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

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

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

[15 Staff Roster - NOT REQUIRED - Blank Template](#)

Filename: 15_Staff_Roster_-_NOT_REQUIRED_-_l30sfqo.xlsx Size: 18.1 kB

Optional Additional Documents to Upload (BOR)

Incomplete

WESTMINSTER COMMUNITY CHARTER SCHOOL

SINGLE AUDIT REPORTING PACKAGE

JUNE 30, 2023

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INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Westminster Community Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying balance sheets of Westminster Community Charter School (the School) as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, 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 (GAAP).

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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


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

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* (Uniform Guidance) 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 GAAS. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2023 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



October 25, 2023

WESTMINSTER COMMUNITY CHARTER SCHOOL

Balance Sheets

June 30,	2023	2022
Assets		
Current assets:		
Cash	\$ 8,943,144	\$ 9,909,869
Receivables (Note 2)	952,125	733,410
Prepaid expenses	17,812	97,298
	<u>9,913,081</u>	<u>10,740,577</u>
Property and equipment, net (Note 3)	<u>3,644,382</u>	<u>3,929,624</u>
	\$ 13,557,463	\$ 14,670,201
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 506,009	\$ 272,959
Accrued expenses	1,693,900	1,135,011
Refundable advances	5,077	44,958
	<u>2,204,986</u>	<u>1,452,928</u>
Postemployment health care benefit obligation (Note 4)	<u>3,785,429</u>	<u>3,635,067</u>
	<u>5,990,415</u>	<u>5,087,995</u>
Net assets:		
Without donor restrictions	7,567,048	9,572,206
With donor restrictions	-	10,000
	<u>7,567,048</u>	<u>9,582,206</u>
	\$ 13,557,463	\$ 14,670,201

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Activities

For the years ended June 30,	2023	2022
Changes in net assets without donor restrictions:		
Support and revenue:		
Enrollment fees:		
Revenue - resident student enrollment	\$ 5,897,087	\$ 6,048,827
Revenue - students with disabilities	259,518	227,823
Contributions:		
Federal awards	1,661,392	1,653,731
State and local awards	9,038	25,208
In-kind	53,243	76,968
Other income	49,073	46,105
Net assets released from restrictions	10,000	-
Total support and revenue	7,939,351	8,078,662
Expenses:		
Program expenses:		
Regular education	6,899,843	6,598,488
Special education	1,074,423	1,053,147
Other programs	1,034,993	732,265
Total program expenses	9,009,259	8,383,900
Supporting services:		
Management and general	1,147,093	1,094,304
Total expenses	10,156,352	9,478,204
Changes in net assets without donor restrictions	(2,217,001)	(1,399,542)
Changes in net assets with donor restrictions:		
Contributions - state and local awards	-	10,000
Net assets released from restrictions	(10,000)	-
	(10,000)	10,000
Postemployment health care benefit adjustment (Note 4)	211,843	1,821,411
Change in net assets	(2,015,158)	431,869
Net assets - beginning	9,582,206	9,150,337
Net assets - ending	\$ 7,567,048	\$ 9,582,206

See accompanying notes.

Statement of Functional Expenses

For the year ended June 30, 2023

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	7.0	\$ 641,475	\$ 75,847	\$ 29,048	\$ 60,517	\$ 806,887
Instructional personnel	57.0	3,276,618	489,390	57,350	-	3,823,358
Non-instructional personnel	23.0	297,765	37,502	405,021	9,751	750,039
Total salaries	87.0	4,215,858	602,739	491,419	70,268	5,380,284
Salaries		4,215,858	602,739	491,419	70,268	5,380,284
Payroll taxes and employee benefits		1,417,929	202,561	50,640	16,880	1,688,010
Retirement benefits		414,605	59,229	14,807	4,936	493,577
Professional and staff development		39,040	6,754	28,427	-	74,221
Professional fees		-	-	-	110,325	110,325
Contracted services		-	126,829	-	718,700	845,529
Student and staff recruitment		-	-	-	9,640	9,640
Curriculum and classroom expenses		45,783	5,611	4,713	-	56,107
Supplies and materials		93,361	7,988	13,979	9,486	124,814
Food service		-	-	287,214	-	287,214
Student transportation services		-	-	33,568	-	33,568
Travel and conferences		877	65	29	229	1,200
Postage, printing, and copying		6,543	828	184	812	8,367
Insurance		-	-	-	106,297	106,297
Information technology		36,647	3,665	916	4,581	45,809
Repairs and maintenance		245,316	19,625	35,980	26,167	327,088
Occupancy		-	-	-	34,001	34,001
Telephone and utilities		59,776	12,296	21,754	757	94,583
Other		19,914	1,898	6,748	1,567	30,127
		6,595,649	1,050,088	990,378	1,114,646	9,750,761
Depreciation		304,194	24,335	44,615	32,447	405,591
Total		\$ 6,899,843	\$ 1,074,423	\$ 1,034,993	\$ 1,147,093	\$ 10,156,352

Statement of Functional Expenses

For the year ended June 30, 2022

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	7.0	\$ 364,457	\$ 43,092	\$ 16,503	\$ 34,382	\$ 458,434
Instructional personnel	59.0	3,525,495	526,562	61,706	-	4,113,763
Non-instructional personnel	15.0	144,192	18,160	196,131	4,722	363,205
Total salaries	81.0	4,034,144	587,814	274,340	39,104	4,935,402
Salaries		4,034,144	587,814	274,340	39,104	4,935,402
Payroll taxes and employee benefits		1,617,210	231,030	57,758	19,252	1,925,250
Retirement benefits		319,481	45,640	11,411	3,803	380,335
Professional and staff development		63,405	10,969	46,168	-	120,542
Professional fees		-	-	-	189,019	189,019
Contracted services		-	118,502	-	671,513	790,015
Student and staff recruitment		-	-	-	6,644	6,644
Curriculum and classroom expenses		87,447	10,717	9,001	-	107,165
Supplies and materials		50,775	4,344	7,603	5,158	67,880
Food service		-	-	243,819	-	243,819
Student transportation services		-	-	8,377	-	8,377
Travel and conferences		-	-	-	-	-
Postage, printing, and copying		1,609	204	45	200	2,058
Insurance		-	-	-	101,504	101,504
Information technology		64,705	6,470	1,618	8,088	80,881
Repairs and maintenance		(53,204)	(4,256)	(7,803)	(5,675)	(70,938)
Occupancy		-	-	-	18,577	18,577
Telephone and utilities		65,851	13,545	23,965	834	104,195
Other		26,324	2,509	8,921	2,071	39,825
		6,277,747	1,027,488	685,223	1,060,092	9,050,550
Depreciation		320,741	25,659	47,042	34,212	427,654
Total		\$ 6,598,488	\$ 1,053,147	\$ 732,265	\$ 1,094,304	\$ 9,478,204

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Cash Flows

For the years ended June 30,

	2023	2022
Operating activities:		
Cash received from enrollment fees	\$ 6,006,140	\$ 6,357,033
Cash received from federal, state and local grants	1,564,174	1,932,260
Cash received from other sources	47,198	73,105
Payments to employees for services and benefits	(7,067,530)	(6,778,566)
Payments to vendors and suppliers	(1,396,358)	(2,901,339)
	<hr/>	<hr/>
Net operating activities	(846,376)	(1,317,507)
Investing activities:		
Property and equipment expenditures	(120,349)	(178,533)
	<hr/>	<hr/>
Net change in cash	(966,725)	(1,496,040)
Cash - beginning	9,909,869	11,405,909
	<hr/>	<hr/>
Cash - ending	\$ 8,943,144	\$ 9,909,869

Notes to Financial Statements

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 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. The School currently offers classes from kindergarten through grade 8.

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. As the authorizing organization, the District retains ongoing responsibility for oversight and evaluation of the School. In May 2021, the District voted to not renew the School's charter after the 2020-21 school year. The School filed a lawsuit against the District and was granted a temporary restraining order which permitted the School to operate as an authorized charter school for the entirety of the 2021-22 school year. In January 2022, the School and the District came to a settlement agreement, which renewed the School's charter through June 2024. The settlement agreement contains certain conditions the School must meet for it to be eligible to seek renewal of its charter after June 2024.

Due to the matter with the District, the School experienced declines in student enrollment which led to operational losses during fiscal years 2023 and 2022. At the beginning of the 2023-24 school year, enrollment had increased from the previous year and enrollment fees revenue and results from operations are expected to increase for the fiscal year.

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 25, 2023, the date the financial statements were available to be issued.

Management and Operations:

Pursuant to a memorandum of understanding (MOU) between the School, 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 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.

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 which are estimated to be approximately \$350,000 each year. For the years ended June 30, 2023 and 2022, the total cost of facilities-related services due to the District was approximately \$300,000 and \$212,000. During 2022, the School paid the District \$298,280 based on a final invoice for 2021 and 2020, which resulted in a reduction of repairs and maintenance in the accompanying 2022 statement of functional expenses. At the discretion of the School's Board, certain capital improvements and repair costs are borne by the School.

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 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, 2023 and 2022, the School recognized expenses of \$430,301 and \$452,764 for services provided under the Agreement.

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 or fair market value as of the date of the donation, 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.

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 statements 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.

In-kind contributions represent donated goods and services which would typically be purchased if not contributed. These goods and services are recognized as revenue and expense at estimated fair value when received.

Net assets with donor restrictions at June 30, 2022 were available for software training.

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:

	2023	2022
Contributions	\$ 729,389	\$ 663,214
Enrollment fees and other	222,736	70,196
	<u>\$ 952,125</u>	<u>\$ 733,410</u>

3. Property and Equipment:

	2023	2022
Building and improvements	\$ 1,707,329	\$ 1,642,980
Furniture and equipment	7,437,988	7,381,988
	<u>9,145,317</u>	<u>9,024,968</u>
Less accumulated depreciation	5,500,935	5,095,344
	<u>\$ 3,644,382</u>	<u>\$ 3,929,624</u>

4. 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, 2023 and 2022 (the measurement dates) is as follows:

	2023	2022
Accumulated postemployment benefit obligation (APBO)	\$ 3,785,429	\$ 3,635,067
Accrued postemployment health benefits	\$ 3,785,429	\$ 3,635,067
Accumulated adjustment to unrestricted net assets	\$ 5,460,156	\$ 5,248,313
Benefit cost	\$ 362,205	\$ 632,023

	2023	2022
Weighted average assumptions used to determine benefit obligation:		
Annual health care premium increases	5.0-6.0%	5.0-6.5%
Discount rate	5.25%	4.75%
Weighted-average assumptions used to determine periodic benefit cost:		
Discount rate	4.75%	3.5%

Expected future benefit payments:

2024	\$ 42,312
2025	60,198
2026	71,135
2027	81,820
2028	88,261
2029-2033	558,748
	<u>\$ 902,474</u>

5. 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.

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.

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 3.5% (TRS) or 3% (ERS) 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.

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 10.29% of the annual covered payroll for the year ended June 30, 2023, and 9.80% for the year ended June 30, 2022. The required contributions for TRS were \$459,576 and \$342,913 for the years ended June 30, 2023 and 2022.

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 8.2% to 13% for 2023 and 10.6% to 18.1% for 2022, dependent on the participant's tier. Required contributions for ERS were \$34,001 and \$37,422 for the years ended June 30, 2023 and 2022.

7. 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.

6. 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:

	<u>2023</u>	<u>2022</u>
Cash	\$ 8,943,144	\$ 9,909,869
Receivables	952,125	733,410
	<u>\$ 9,895,269</u>	<u>\$ 10,643,279</u>

WESTMINSTER COMMUNITY CHARTER SCHOOL

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Grantor Number	Expenditures
<u>U.S. Department of Education:</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-23-4272	\$ 288,051
Supporting Effective Instruction State Grants	84.367	0147-23-4272	23,610
Student Support and Academic Enrichment Program	84.424	0204-23-4272	15,185
Education Stabilization Fund:			
Elementary and Secondary School Emergency Relief Fund	84.425D	5891-21-4272	379,526 ¹
American Rescue Plan Elementary and Secondary School Emergency Relief Fund	84.425U	5880-21-4272	502,011 ¹
American Rescue Plan Elementary and Secondary School Emergency Relief Fund - Homeless Children and Youth	84.425W	5218-21-4272	5,689 ¹
Total U.S. Department of Education			1,214,072
<u>U.S. Department of Agriculture:</u>			
Passed through New York State Education Department:			
Child Nutrition Cluster:			
School Breakfast Program	10.553	N/A	129,136 ²
National School Lunch Program	10.555	N/A	307,564 ²
Summer Food Service Program for Children	10.559	N/A	9,992 ²
			446,692
Pandemic EBT Administrative Costs	10.649	N/A	628
Passed through New York State Office of General Services:			
Child Nutrition Cluster:			
National School Lunch Program	10.555	N/A	21,207 ²
Total U.S. Department of Agriculture			468,527
Total Expenditures of Federal Awards			\$ 1,682,599

¹ Total Education Stabilization Fund - \$887,226

² Total Child Nutrition Cluster - \$467,899

Notes to Schedule of Expenditures of Federal Awards

1. Summary of Significant Accounting Policies:

Basis of Presentation:

The accompanying schedule of expenditures of federal awards (SEFA) 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 SEFA.

Basis of Accounting:

The amounts reported as federal expenditures generally were obtained from the appropriate federal 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. The federal expenditures are recorded on the accrual basis.

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, 2023, the School used \$21,207 worth of commodities under the National School Lunch Program (Assistance Listing 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, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 25, 2023.

Report on Internal Control over Financial Reporting

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

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

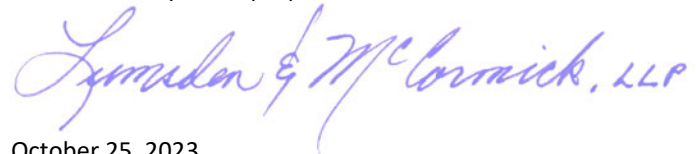
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Report on 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.

Lyndon & McCormick, LLP

October 25, 2023

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

Opinion on Each Major Federal Program

We have audited Westminster Community Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

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, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditors' Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

Symons & McCormick, LLP

October 25, 2023

Schedule of Findings and Questioned Costs

For the year ended June 30, 2023

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:

<u>Name of Federal Program or Cluster</u>	<u>Assistance Listing Number</u>	<u>Amount</u>
Education Stabilization Fund	84.425	\$ <u>887,226</u>

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 25, 2023

The Board of Trustees
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, 2023, 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 entity'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 communication 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.



COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

October 25, 2023

The Board of Trustees
Westminster Community Charter School

We have audited the financial statements of Westminster Community Charter School (the School) as of and for the year ended June 30, 2023, and have issued our report thereon. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated September 9, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (GAAP). Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible to communicate significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the School's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the School is included in Note 1 to the financial statements. There have been no initial selection or changes in significant accounting policies or the application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about the methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are:

- Collection of receivables
- Accrued expenses
- Depreciable lives and methods of property and equipment
- Valuation of postemployment health care benefit obligation

These estimates are based on management's knowledge and experience about past and current events and assumptions about future events. We evaluated the key factors and assumptions used to develop the estimates above and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We evaluated all disclosures in relation to the financial statements as a whole and determined that they are reasonable.

Other Significant Audit and Accounting Items

- Revenue recognition
- Transactions with M&T Bank
- Consideration of ASU 2016-02, *Leases*

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. We discovered no such misstatements during the audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The most significant audit adjustment was to adjust the postemployment health care benefit obligation based on the actuary report.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the School's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For the purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There were no modifications to the audit opinion.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated consistent with the financial statement audit report date.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

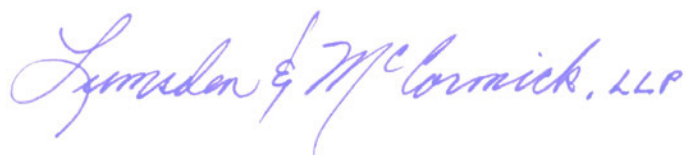
Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, business conditions affecting the School, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the School's auditors.

Additional Information

With respect to the additional information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine the information complies with GAAP, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the additional information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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



Terenda Brown

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

Trustee Name:

Terenda Brown

Name of Charter School Education Corporation:

Westminster Community Charter School

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

Parent Rep

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

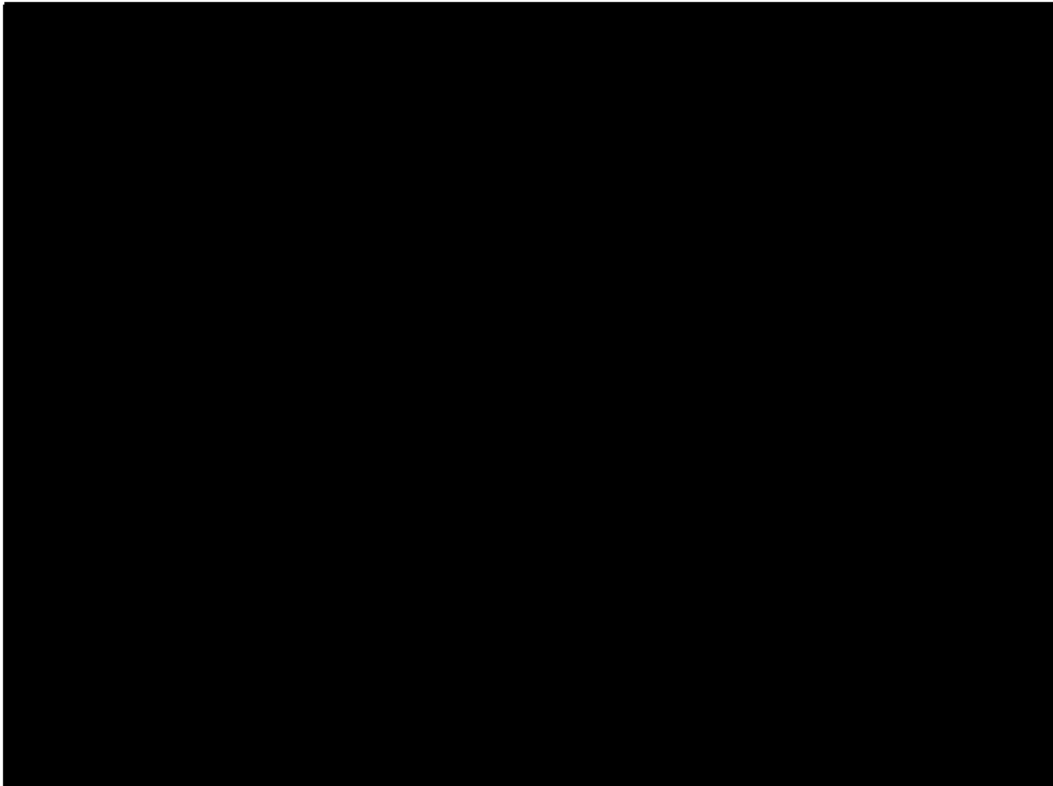
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

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



Teresa L. Sena

6-28-23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Diane Cozzo

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

Trustee Name:

Diane Cozzo

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

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

Academic Committee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

Liz Czarnecki

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

Trustee Name:

Liz Czarniecki

Name of Charter School Education Corporation:

Westminster Community Charter School

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

Board member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

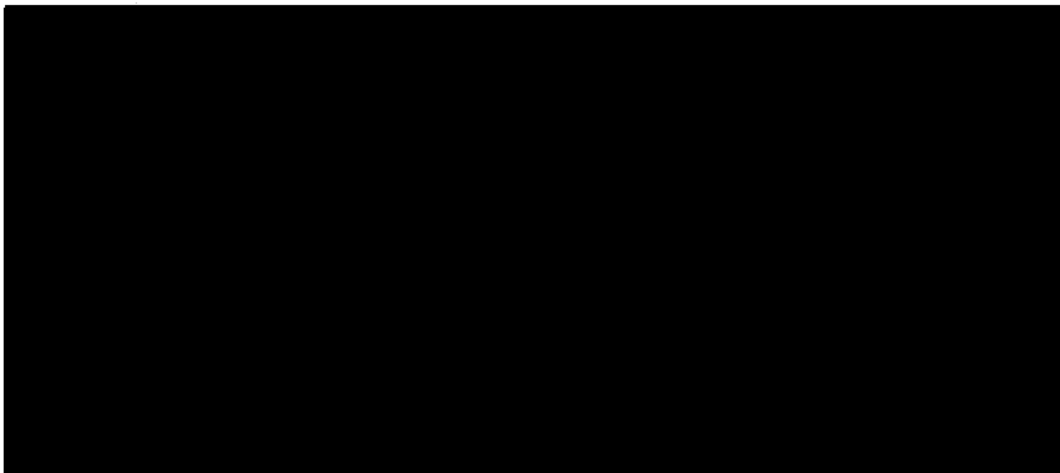
None

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

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

Business Telephone:

Business Address:



[Handwritten Signature] *6/28/23*

Signature Date

- Acceptable signature formats include:
- Digitally certified PDF signature
 - Print form, manually sign, scan to PDF

last revised 04/2022

Rita Eisenbeis

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

Trustee Name:

Rita Eisenbeis

Name of Charter School Education Corporation:

Westminster Community Charter School

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

Chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

Callie Johnson

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

Trustee Name:

Callie Johnson

Name of Charter School Education Corporation:

Westminster Community Charter School

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

member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

Thomas Kim

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

Trustee Name:

Thomas U Kim

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

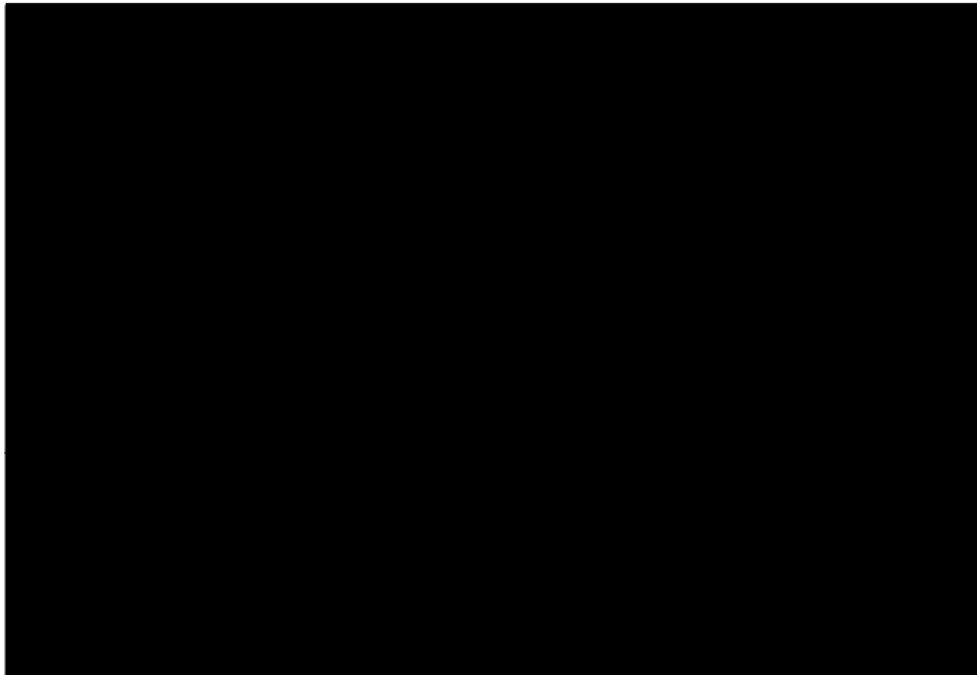
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

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



[Handwritten signature]

7/5/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Melissa Leopard

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

Trustee Name:

Melissa J. Leopard

Name of Charter School Education Corporation:

Westminster Community Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

Jamie Obletz

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

Trustee Name:

Jamie Oblatz

Name of Charter School Education Corporation:

Westminster Community Charter School Trustees Board

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

N/A

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

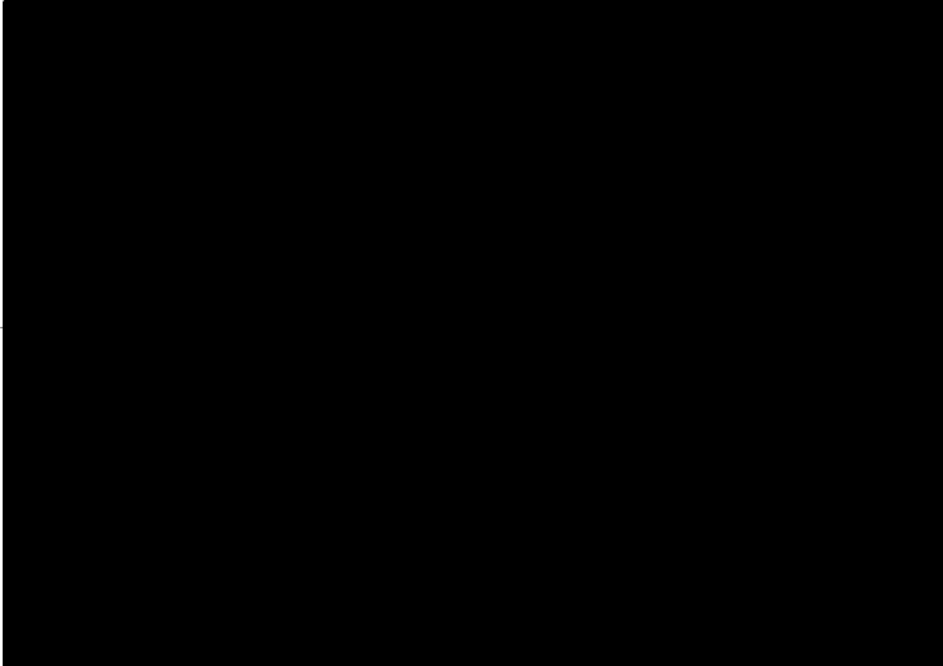
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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None

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

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James Obletz

7/5/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Rosalyn Taylor

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

Trustee Name:

Rosalyn Taylor

Name of Charter School Education Corporation:

Westminster Community Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

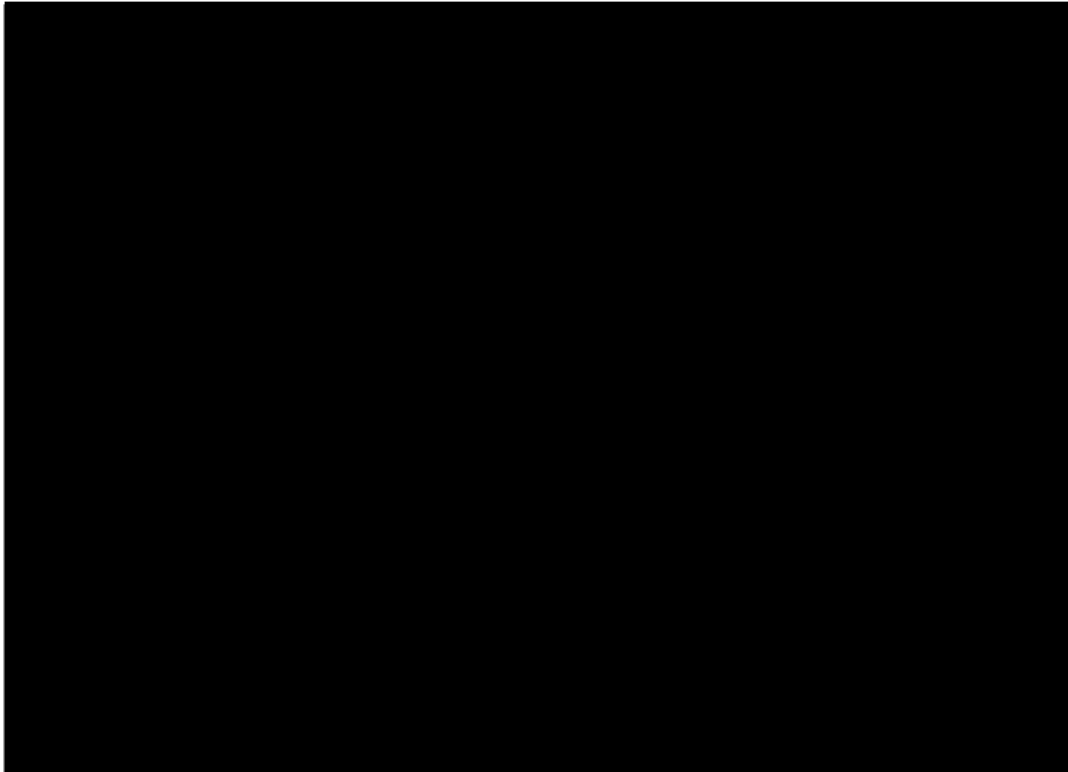
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

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

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



Rosalyn L Taylor 6/28/23
Signature Date

Acceptable signature formats include:

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

last revised 04/2022

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JULY 18, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Thomas Kim
James Oblatz
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 12:30 p.m.
- 2) The June 22, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Westminster Foundation Board Participation** – In her capacity as a Westminster Foundation Board member, Liz Czarnecki brought forward the board members request to be involved in supporting the mission of the Westminster Community Charter School. It was decided that Liz will invite Amber Dixon, Vice Chairman of the Westminster Foundation Board to attend the September 28, 2022 meeting.
- 5) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of June 30, 2022 and July 1, 2021 to June 30, 2022 actual vs. budget year to date.
- 6) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 – 031 APPROVAL OF EXPENDITURES OVER \$25,000.

- NYS Insurance Fund \$32,107.21

2022 – 032 CONTRACT WITH ERIE COUNTY RESTORATIVE JUSTICE COALITION, INC. Resolved: That the contract with Erie County Restorative Justice Coalition, Inc. for the 2022-23 school year not to exceed \$16, 950 for Westminster Community Charter School be approved.

2022 – 033 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER. Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services (\$67.75 per hour rate) to students at Westminster Community Charter School (WCCS) for the 2022-2023 school year be approved.

2022 – 034 CONTRACT FOR STUDENT WORKER SERVICES. Resolved: That three student workers perform various summer work duties from July 11 to August 10, 2022 be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JULY 18, 2022 MINUTES**

- 7) Other Business – Chairman Eisenbeis spoke briefly about “Alyssa’s Law” - at this time the school is outfitted with two panic buttons in central locations. Further discussion will be had to decide if additional locations should be added. Beginning in September 2022, 3:00pm meetings will be moved to begin at 3:30pm. Additionally, every other meeting in 2023 will be hosted at Westminster Community Charter School at 6:00pm.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 28, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Thomas Kim
James Oblatz
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:28 p.m.
- 2) The July 18, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Westminster Foundation Board Participation** –Amber Dixon, Vice Chairman of the Westminster Foundation Board provided the board with a brief history of the Westminster Foundation Board. She advised that M&T will continue to support Westminster Foundation dba Buffalo Promise Neighborhood initiative and as the board transitions and determines their role going forward, they would like to continue to support Westminster Community Charter School in whatever way they are able, and the school is agreeable to. At the right time, there will be an update from either Amber Dixon or Liz Czarnecki, who serves on both boards.
- 5) **Principal Report** – as discussed at the July board retreat the monthly Principal Report will be sent out prior to the monthly meeting giving board members time to review and pose pointed questions. Additionally, the Academic Advisory Committee will continue to meet monthly with Principal Gerchman and bring forward pressing issues in their meeting minutes. Principal Gerchman answered specific questions related to the first three weeks of school, current enrollment numbers and test scores. Rosalyn Taylor has requested that Principal Gerchman provide a more comprehensive review for those that might not have a full picture. Perhaps focus on 3-4 specific items (i.e. testing, behavior, enrollment etc.). Pam Hokanson will speak to Principal Gerchman to request she develop and present a scorecard as recommended by SchoolWorks at the July board retreat. Finally, the majority of board members would like to have the electronic packet at least 48 hours prior to the meeting giving them more of a chance to review thoroughly.
- 6) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.
Finance – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.
HR & Governance – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 28, 2022 MINUTES**

School Culture – meeting minutes were not shared ahead of time but consist of the following: met with Principal Gerchman on current climate of the school, first few weeks of back to school and upcoming school events. Discussion about establishing a Student Enrollment Committee (more to come) and encouraging board members to attend school events to show their support for the staff, students, and families.

- 7) **Principal Performance Appraisal Review** – high level overview of Principal Gerchman’s 2021-22 (six month) performance review (team rating/self-rating).
- 8) **WCCS Admin Team Compensation Review** – Laura Ferrino shared a breakdown of the current administration team’s benefits and compensation package.
- 9) **BPS Charter Board Advisor & Trustee** – board members were provided with the resumes for Constance M. Moss, Ph.D. (BPS appointed charter board advisor) and Melissa Leopard (BPS appointed charter board trustee). Melissa Leopard was voted in as a member and will begin attending monthly board meetings effective October 26, 2022.
- 10) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of August 31, 2022 and July 1, 2021 to June 30, 2022 actual vs. budget year to date for the two-month period ending August 31, 2022.
- 11) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 - 035 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross Blue Shield (July-Sept) \$219,267.17
- Buffalo Board of Ed (21-22 Maintenance) \$211,663.18
- Philadelphia Insurance \$ 98,103.00
- Houghton Mifflin Harcourt (ELA) \$ 26,287.16

2022 – 036 APPROVAL OF 2022-23 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2022-23 District Safety Plan and Emergency Response Procedures be approved.

2022 – 037 CONTRACT WITH LIFE TOUCH. Resolved: That the Lifetouch contract for 2022-23 school year class photos be approved.

2022 – 038 CONTRACT WITH SYNERGY. Resolved: That the annual Cloud storage renewal for Westminster Community Charter School be approved for an additional one-year term. The annual cost for these services is \$2,145.60.

2022 – 039 CONTRACT WITH DUNCAN KIRKWOOD. Resolved: That the contract with Duncan Kirkwood to provide student enrichment through workshops and mentoring sessions for Westminster Community Charter School be approved. The cost for these services is \$12,000.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 28, 2022 MINUTES**

2022 – 040 CONTRACT WITH WENDEL COMPANIES. Resolved: That the proposal with Wendel Companies to conduct a HVAC Feasibility Study for Westminster Community Charter School be approved. The cost for these services is \$39,900.

2022 – 041 APPROVAL OF CONTRACT WITH N. CHOOPS PAINTING. Resolved: That N. Choops Painting will paint the library corridor at Westminster Community Charter School. The cost for these services is \$4,700.

2022 – 042 APPROVAL OF CONTRACT WITH LEHIGH CONSTRUCTION GROUP. Resolved: That Lehigh Construction Group will replace three doors (boiler room, library hallway and East Amherst rear) at Westminster Community Charter School. The cost for these services is \$23,800.

2022 – 0043 ELECTION OF SELECTED TRUSTEE TO THE BOARD OF TRUSTEES. Resolved: That Melissa Leopard, be elected as a Selected Trustee of the Board of Trustees beginning September 28, 2022 through June 30, 2024. Ms. Leopard has been selected by the Buffalo Board of Education, Charter Authorizer for Westminster Community Charter School. The Selected Trustee shall have all of the powers, responsibilities, and duties of a charter school trustee, including but not limited to the duty not to disclose confidential information disclosed in Executive Session. The Selected Trustee shall be permitted to provide non-confidential information to/from the Buffalo Board of Education, if requested to do so. If attorney-client privileged matters related to the implementation of the Agreement are required to be discussed, the President of the Board of Trustees, may, at their discretion, exclude the Selected Trustee from the discussion.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:10p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
OCTOBER 26, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Rita Eisenbeis
Thomas Kim
Melissa Leopard
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:34 p.m.
- 2) The September 28, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include: Fall iReady reading and math diagnostics including overall placements, action planning and what steps are being used to support academics, as well as attendance, discipline, and suspensions. Current enrollment numbers sit at approximately 452. An enrollment committee is being assembled to help get the school numbers up. We need to tell a story about what sets Westminster apart from other charter and public schools. Principal Gerchman provided a high-level update on the SIP Plan and what is being put in place to address chronic absences. Finally, she shared ways the school is looking to engage the school community as a whole along with staff professional development and student events. The Academic Advisory Committee will continue to meet monthly with Principal Gerchman and bring forward pressing issues in their meeting minutes. Board members recommended that the Academic Committee continue to work with Principal Gerchman to tweak her monthly presentation. They recommend that she continually report out on academics and attendance and another rotating topic per month.
- 5) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.
Finance – committee lead provided an overview of their meeting in the meeting minutes provided in the board packet.
HR & Governance – committee members met briefly in October to discuss rewriting the by-laws. Pam Hokanson is working with Hodgson Russ and will send the red-lined by-laws to the full committee shortly.
School Culture – meeting minutes were not shared ahead of time but consist of the following: met with Principal Gerchman on current school climate. The committee agreed to work on developing an agenda prior to scheduling meetings to ensure they are keeping on task, and they are beneficial to the school.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: the summary balance sheet as of September 30, 2022 and July 1, 2022 to September 30, 2022 actual vs. budget year to date. Additionally, she reviewed the proposed capital & building improvements planned as of October 2022.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
OCTOBER 26, 2022 MINUTES**

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

2022 - 044 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross Blue Shield (October) \$75,784.57
- NYSTRS (payments 1 and 2 of 3) \$303,784.28

2022 – 045 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2022 – 046 CONTRACT WITH BUFFALO RIVER FEST PARK. Resolved: That the contract with Pearl Street Grill & Brewery for the 2022 Westminster Community Charter School holiday party be approved. The cost is not to exceed \$3,600.

2022 – 047 CONTRACT WITH SYNERGY. Resolved: That the remote monitoring for Westminster Community Charter School covering the period of October 1, 2022 to September 30, 2023 be approved. The monthly cost for this service is \$338.

2022 – 048 CONTRACT WITH BUFFALO CITY SCHOOL DISTRICT BOARD OF EDUCATION & DR. CONSTANCE MOSS. Resolved: That the contract with Buffalo City School District Board of Education and Dr. Constance Moss to serve as the Charter School Advisor for Westminster Community Charter School be approved. The term runs from October 1, 2022 to February 1, 2024. Dr. Moss shall be paid at a rate of \$200 per hour for services performed.

8) Other Business - 2023 board meeting dates were shared with the board. Every other meeting beginning in January 2023 will be held at Westminster Community Charter School at 6:00pm.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:37p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
NOVEMBER 16, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Thomas Kim
Melissa Leopard
Jamie Oblatz
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:30 p.m.
- 2) The October 26, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **2021-22 Audit Report** – Ms. Hopkins and Ms. Diallo from Lumsden & McCormick presented the 2021-22 audit report.
- 5) **WCCS Needs Assessment** - Alisha Baggiano-Gramza and Teresa Gerchman presented the Needs Assessment overview. Gaps in services include: Academic – need for tutoring; Social Emotional – need for individual and group student mentoring; Health & Nutrition – gaps in Kaleida Health services; and, Family & Community Engagement – overall communication needs. Actions taken and next steps for each gap were addressed.
- 6) **Principal Report** – updates include: iReady growth monitoring per grade in Reading and Math, suspensions, daily attendance (Sept-Oct), chronic absenteeism, discipline and suspensions YTD and steps being taken to address these issues, current classroom instruction rates overall currently 47% effective or higher (June target 75%), current enrollment numbers and plans in place to increase our numbers including a school-led Enrollment Committee, community engagement, professional development, and student events (Nov-Dec). Also shared a high-level update tied to the SIP Plan; along with the measures being used and the current progress.
- 7) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – No meeting held this month.
HR & Governance – committee members are working on by-laws and mission statement. Pam Hokanson is waiting to hear from a few remaining members to finalize Teresa Gerchman’s goals and objectives.
School Culture – committee lead provided an overview of their meeting provided in the board packet.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
NOVEMBER 16, 2022 MINUTES**

8) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of October 31, 2022 and income statement for October and YTD July 1, 2022 to October 31, 2022 actual vs. budget.

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

2022 - 049 APPROVAL OF EXPENDITURES OVER \$25,000.

- BTF - Supplemental \$33,000.00

10) **Other Business** – Pam Hokanson updated the board on the status of the interviews with Dr. Constance Moss which are currently on hold due to the advice of legal counsel.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:05p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 21, 2022 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Jamie Obletz
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 12:25p.m.
- 2) The November 16, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include interim assessments grades 3-8, suspensions, daily attendance (Sept-Nov), chronic absenteeism, discipline, and suspensions current classroom instruction rates overall currently 65% effective or higher (standards-based instruction); June target 75%, current enrollment numbers, community engagement, professional development, and student events. Also shared a high-level update tied to the SIP Plan; along with the measures being used and the current progress.
- 5) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – committee lead provided an overview of their meeting provided in the board packet.
HR & Governance – committee lead provided an overview of their meeting provided in the board packet.
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of November 30, 2022 and July 1, 2022 to November 30, 2022 actual vs. budget year to date.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2022 - 050 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross Blue Shield (November) \$71,723.97
- NYSTRS (Payment 3 of 3) \$162,447.08
- NYSLRS (Annual) \$30,370.00

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 21, 2022 MINUTES**

2022 – 051 AGREEMENT WITH O’DONNELL & ASSOCIATES. Resolved: That the agreement with O’Donnell & Associates to represent Westminster Community Charter School for lobbying services before the Administrative, Executive, and Legislative branches of government for New York State be approved. They will be compensated \$5,000 monthly for these lobbying services effective November 7, 2022 through November 6, 2023.

2022 – 052 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Westminster Community Charter School with network server, desktop, printer, and hardware support from November 1, 2022 to October 31, 2023 not to exceed \$3,400 be approved.

2022 – 053 CONTRACT WITH LANGUAGE LINE SOLUTIONS. Resolved: That the contract with Language Line Solutions to provide language interpretation services to Westminster Community Charter School effective December 7, 2022 until terminated (120-day notice required) be approved. The cost is \$.99 per minute based on call duration.

2022 – 054 CONTRACT WITH LIFE TOUCH. Resolved: That the Lifetouch contract for 2022-23 school yearbook be approved. There is no cost to WCCS for these services.

8) **Other Business** – Chairman Eisenbeis has asked the board to consider a mobile metal detector similar to what BPS will be installing at all of their schools by the close of 2022. At this time, we will wait to see how the implementation goes with BPS before proceeding. Additionally, Principal Gerchman was asked to socialize the idea with her Parent Committee.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 1:06p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JANUARY 25, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Rita Eisenbeis
Callie Johnson
Thomas Kim
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 6:05p.m. Due to inclement weather, the meeting originally scheduled to take place at Westminster Community Charter School was held via Zoom.
- 2) The December 21, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include iReady growth monitoring (reading and math), daily attendance (Sept-Dec), chronic absenteeism, discipline, and suspensions, classroom instruction rates overall currently 54% effective or higher (instructional strategies); June target 75%, current 2023-24 enrollment numbers, community engagement, professional development, and student events. Also shared a high-level update tied to the School Improvement Plan.
- 5) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – committee lead provided an overview of their meeting provided in the board packet.
HR & Governance – no meeting held this month. Pam Hokanson is working on the by-laws and will share a draft with the committee when complete. The Mission Statement will be revised in the Spring once it has been vetted with various sources (i.e., PAC Committee, families, teachers etc.)
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of December 31, 2022 and July 1, 2022 to December 31, 2022 actual vs. budget year to date. Additionally reviewed the July 1, 2022 to June 30, 2023 forecast.
- 7) **Charter Board Advisor Discussion** – Constance Moss work plan was shared with the board. To date nine of sixteen one-one interviews have been completed and one school visit has taken place.
- 8) 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 25, 2023 MINUTES**

2023 – 001 APPOINTMENT OF FISCAL OFFICER. Resolved: That Pamela Fekete will serve as the Fiscal Officer for the Westminster Community Charter School, effective January 25, 2023.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
FEBRUARY 15, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Rita Eisenbeis
Melissa Leopard
Roselyn Taylor

- 1) Vice Chairman Cozzo called the meeting to order at 3:31p.m.
- 2) The January 25, 2022 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include iReady growth monitoring and academic measures (reading and math), daily attendance (Sept-Jan), chronic absenteeism, discipline, and suspensions, classroom instruction rates overall currently 57% effective or higher (instructional strategies); June target 75%, current 2023-24 enrollment numbers, community engagement, professional development, and student events. Also shared a high-level update tied to the School Improvement Plan.
- 5) **Wendel WCCS HVAC Presentation** – James Winde and Kirk Burzynski reviewed the existing conditions and proposed options to replace the ventilation system at Westminster. After a feasibility study was completed, there are 3 options for replacement ranging from \$3.3 million to \$1.9 million. Depending on the option chosen equipment lead times range from 16 weeks to 35 weeks. Most of the work would occur in the basement. Work could be started during the summer and finished when equipment arrives on-site in the fall. The remainder of the work would be able to be accomplished without impacting the functionality of school operations.
- 6) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – no meeting held this month.
HR & Governance – no meeting held this month.
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- 7) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of January 31, 2023 and July 1, 2022 to January 31, 2023 actual vs. budget year to date.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 - 002 APPROVAL OF EXPENDITURES OVER \$25,000.

- Government Connection \$63,097.50

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
FEBRUARY 15, 2023 MINUTES**

2023 – 003 AGREEMENT WITH INDEPENDENT HEALTH FOUNDATION. Resolved: that the site agreement with Independent Health Foundation Good for the Neighborhood events held at Westminster Community Charter School (WCCS) for 2022-23 be approved. There is no direct cost to WCCS for this program.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:37 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MARCH 29, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Jamie Oblatz

- 1) Chairman Eisenbeis called the meeting to order at 6:03 p.m. Due to inclement weather, the meeting originally scheduled to take place at Westminster Community Charter School was held via Zoom.
- 2) The February 15, 2023 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include high-level iReady proficiency levels, daily attendance (Sept-Feb), tardies, discipline to include proactive strategies and suspensions, classroom instruction rates overall currently 81% effective or higher (instructional strategies); June target 75%, current enrollment, 2023-24 enrollment numbers, community engagement, professional development, and student events. Also shared a high-level update tied to the School Improvement Plan. Principal Gerchman will provide an update on expulsions as well as an accounting of students that have left Westminster and gone back to Buffalo Public Schools at the April board meeting.
- 5) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – committee lead provided an overview of their meeting provided in the board packet.
HR & Governance – no meeting held this month. Pam Hokanson is working on the by-laws and will share a draft with the committee when complete. The Mission Statement will be revised in the Spring once it has been vetted with various sources (i.e., PAC Committee, families, teachers etc.)
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of February 28, 2023 and July 1, 2022 to June 30, 2023 actual vs. budget year to date.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 – 004 MEMORANDUM OF UNDERSTANDING WITH FEEDMORE WNY. Resolved: that the agreement with Feedmore WNY to park a Farm Market truck and sell food to the general

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MARCH 29, 2023 MINUTES**

public at Westminster Community Charter School (WCCS) be approved. There is no direct cost to WCCS for this program.

2023 – 005 AGREEMENT WITH PANORAMA EDUCATION. Resolved: That the contract with Panorama Education to provide Westminster Community Charter School access to climate surveys and SEL including student, teacher/staff, family and community. The cost for this service which includes a license and technical support will not exceed \$6,500 per year.

8.) New Business – Principal Gerchman would like to offer staff the day off on May 26, 2023 in lieu of April 10, 2023 which is currently being offered by Buffalo Public Schools. There was discussion amongst the board members and a resolution will be put forth at the April board meeting.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
APRIL 26, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:33 p.m.
- 2) The March 29, 2023 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include computer-based state assessments, test preparation, ELA assessment participation, at risk programs (academic and social emotional), suspensions, chronic absenteeism, discipline incidents, daily attendance (Sept-Mar), tardies, enrollment/reenrollment, parent survey results (family engagement, school climate and school fit). Also shared a high-level update tied to the School Improvement Plan (SIP). The board requested that the SIP grid update include results. Going forward, the monthly Principal Report will follow focused themes.
- 5) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – committee lead provided an overview of their meeting provided in the board packet.
HR & Governance – no meeting held this month.
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of March 31, 2023 and July 1, 2022 to June 30, 2023 actual vs. budget year to date and July 1, 2022 to June 30, 2023 forecast.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 – 006 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2023 – 007 CHANGES TO CALENDAR. Resolved: That the following change to the Westminster Community Charter School 2022-23 calendar be approved; May 26, 2023 be added to the currently scheduled days off.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
APRIL 26, 2023 MINUTES**

2023 – 008 CONTRACT WITH CHIAVETTA’S CATERING. Resolved: That the contract with Chiavetta’s Catering to cater a chicken dinner fundraiser on May 5, 2023 at Westminster Community Charter School to help raise funds for 8th grade graduation 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 4:58 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MAY 24, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Rita Eisenbeis
Callie Johnson
Thomas Kim
Melissa Leopard
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 6:00 p.m.
- 2) The April 26, 2023 minutes were reviewed approved
- 3) Public Comment Period
- 4) **Principal Report** – updates include staffing observations (59 complete/6 outstanding), 2023-24 staffing, 2023-24 draft calendar, Action Plan updates, summer school plan for students K-8, enrollment/reenrollment, daily attendance, tardies (data issue resolved), discipline incidents and suspensions to include detail. Also shared a high-level update tied to the School Improvement Plan (SIP).
- 5) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – committee lead provided an overview of their meeting provided in the board packet.
HR & Governance – no meeting held this month.
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of April 30, 2023 and July 1, 2022 to June 30, 2023 actual vs. budget year to date. A high-level overview of the 2023-24 financial plan and the July 1, 2023 to June 30, 2024 proposed budget was reviewed.
- 7) 2024 Board Meeting Schedule and Summer Board Retreat – the proposed 2024 board meeting was reviewed. After discussion it was decided that two meetings a year will be held at the school; a Fall and Spring date were discussed. A Summer board retreat will be held in August facilitated by SchoolWorks. Proposed dates will be communicated to the board to determine availability.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 – 009 APPROVAL OF 2023-24 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2023-24 be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MAY 24, 2023 MINUTES**

2023 – 010 CONTRACT WITH M&T BANK PLAZA EVENT SERIES. Resolved: That the contract with M&T Bank for Westminster students to perform at the annual M&T Plaza Event series be approved.

2023 – 011 CONTRACT WITH RIVERWORKS. Resolved: That the contract with Riverworks hosting a staff appreciation lunch on May 11, 2023 be approved. The cost is not to exceed \$3,000.

2023 – 012 CONTRACT WITH RONCO SPECIALIZED SYSTEMS. Resolved: That the contract with Ronco Specialized Systems to upgrade the current PA system be approved. The cost will not exceed \$14,000 for material and labor.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 28, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Rita Eisenbeis
Callie Johnson
Roselyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 3:29 p.m.
- 2) The May 24, 2023 minutes were reviewed approved
- 3) Public Comment Period – the following Westminster Community Charter School staff attended the meeting and voiced concerns that will be addressed at the August Board Retreat: Maria Makowski, Victoria Meister, Marcy Mickelson and Corey Wilson.
- 4) **Principal Report** – updates include enrollment numbers by grade, enrollment/reenrollment numbers, student recruitment summary, summer professional development plan, K-8 iReady reading and math results, academic measures (goal, percentage and percentage complete) teacher compliance, daily attendance, tardies, discipline incidents and suspensions to include detail. Also shared a high-level update tied to the School Improvement Plan (SIP).
- 5) **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet.
Finance – committee lead provided an overview of their meeting provided in the board packet.
HR & Governance – no meeting held this month.
School Culture – committee lead provided an overview of their meeting provided in the board packet.
- 6) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of May 31, 2023 and July 1, 2022 to June 30, 2023 actual vs. budget year to date. Additionally a high-level pandemic relief funding update was provided to the board.
- 7) 2024 Board Meeting Start Times – After comments raised in the Public Comment period, the times and locations for the 2024 board meetings will be a topic of discussion at the August board retreat.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 – 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

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 28, 2023 MINUTES**

- Elizabeth Czarnecki
- Rita Eisenbeis
- Thomas Kim
- Melissa Leopard
- James Oblatz
- Rosalyn Taylor

2023 – 014 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Directors:

- Chair - Rita Eisenbeis
- Vice Chair – Elizabeth Czarnecki

2023 – 015 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of Callie Johnson as a board member of the Board of Trustees of Westminster Community Charter School be accepted.

2023 – 016 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: That Dr. Raquel Rezàra Schmidt, be elected as a member of the Board of Trustees until the next annual meeting, subject to approval by the Charter Authorizer, the Buffalo Board of Education.

2023 - 017 APPROVAL OF WCCS 2023-24 CALENDAR. Resolved: That the Westminster Community Charter School 2023-24 calendar be approved.

WCCS Total Calendar Days					
	T	S		T	S
Aug	3	0	Feb	16	16
Sept	20	19	Mar	20	20
Oct	21	21	Apr	17	16
Nov	18	18	May	22	21
Dec	16	16	Jun	14	13
Jan	21	21	Total	188	181
BPS Total Calendar Days					
	T	S		T	S
Aug	0	0	Feb	16	16
Sept	19	16	Mar	20	20
Oct	21	21	Apr	17	16
Nov	18	18	May	22	21
Dec	16	16	Jun	18	17
Jan	21	21	Total	188	182

2023 – 018 APPROVAL OF 2023-24 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2023-24 Professional Development Plan be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 28, 2023 MINUTES**

2023 - 019 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM. Resolved: That the teacher tuition assistance for [REDACTED] in the Spring/Summer 2023 in order to obtain her MS in Library Media be approved.

2023 – 020 APPROVAL OF CONTRACT WITH SAFE & CIVIL SCHOOLS. Resolved: That the contract with Safe & Civil Schools to provide teacher professional development program - Coach CHAMPS: Building a System of Support for all Teachers August 29-30, 2023 be approved. The cost is \$6,000 per day plus travel expenses.

2023 – 021 APPROVAL OF CONTRACT WITH APPERTURE EDUCATION. Resolved: That the contract with Apperture Education to provide DESSA SEL support for the term July 1, 2023 to June 30, 2024 be approved. The cost for these services is \$4,140.

2023 – 022 APPROVAL OF OMNI RENEWAL. Resolved: that the Services Agreement with OMNI for the 2023-24 school year be approved. The estimated cost for these services is \$300.

2023 – 023 APPROVAL OF CONTRACT WITH SCHOOL MINT. Resolved: that the Services Agreement with School Mint for the 2023-24 school year be approved. The estimated cost for these services is \$5,156.

2023 – 024 APPROVAL OF CONTRACT WITH SCHOOLWORKS. Resolved: That the contract with School Works, LLC to provide project management, board training, school mission and culture refinement, collective team virtual coaching check-ins, and mid-year school quality review for Westminster Community Charter School be approved. The cost for these services is \$48,650.

2023-025 APPROVAL OF CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Westminster Community Charter School with required network upgrades be approved. The cost for these services is \$5,700.

2023-026 APPROVAL OF CONTRACT WITH MIP CLOUD BY COMMUNITY BRANDS. Resolved: That the contract with MIP Cloud by Community Brands to convert remote Abila platform to cloud based system; and fifteen months of cloud-based hosting be approved. The cost for these services is \$9,075.02.

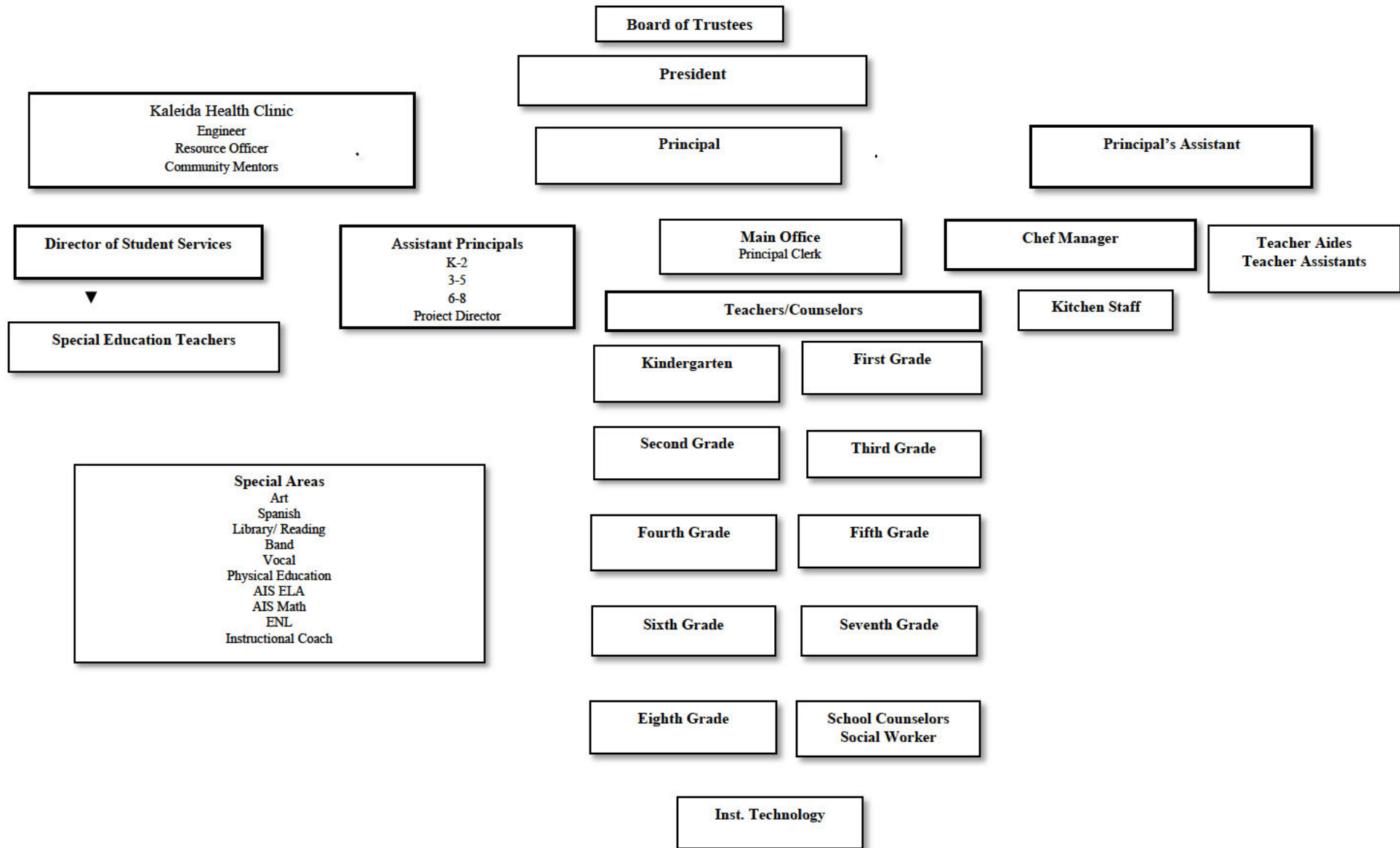
There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

2022-2023 Westminster Community Charter School Organization Chart



WCCS 2023-2024 CALENDAR

August
 29 Teacher Work Day
 30, 31 Superintendent Day - Teacher PD
 3 Teacher Days
 0 Student Days

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February
 19-23 February Break
 16 Teacher Days
 16 Student Days

September
 1 Teacher PD Day
 4 Labor Day
 5 First Day for Students
 21 - Open House Ends at 6 pm
 20 Teacher Days
 19 Student Days

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8*	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March
 8 End of 25 Weeks
 28 ½ Day Parent Conferences
 29 Good Friday
 20 Teacher Days
 20 Student Days

October
 6 End 5 weeks
 9 Indigenous People's Day
 21 Teacher Days
 21 Student Days

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30				

April
 1-5 Spring Break
 10 Superintendent Day
 19 End of Third Quarter
 17 Teacher Days
 16 Student Days

November
 9 End first quarter
 10 Veterans Day
 20 - ½ Day Conferences
 22-24 Thanksgiving Holiday
 18 Teacher Days
 18 Student Days

NOVEMBER 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17*	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May
 10 Superintendent Day
 17 End of 35 Weeks
 27 Memorial Day
 22 Teacher Days
 21 Student Days

December
 15 End of 15 Weeks
 25-29 Winter Break
 16 Teacher Days
 16 Student Days

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June
 19 Juneteenth
 20 Last Day of School
 21 - Last Day for Teachers
 14 Teacher Days
 13 Student Days

January
 1 New Year's Day
 15 Martin Luther King Day
 16 ½ Day Staff PD
 26 End of Second Quarter
 21 Teacher Days
 21 Student Days

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26*	27
28	29	30	31			

Key	
	No School Teachers Report
	No School Holiday
	First Day for Students
	½ Day Parent Conference
	Open House
	Last Day for Students
	* 5 weeks, Quarters

WCCS Total Calendar Days					
	T	S		T	S
Aug.	3	0	Feb,	16	16
Sept	20	19	March	20	20
Oct,	21	21	April	17	16
Nov.	18	18	May	22	21
Dec.	16	16	June	14	13
Jan.	21	21	Total	188	181

Certification #: (Certification Number) 0610-7035B

Email: PATLEW55@AOL.COM

Building Administrator

JUAN PEREZ

Phone #: (Phone Number) (716) 816-3564

Building Overview

ID:	140600010068
District Location:	BUFFALO CITY SD
Building Type:	INSTRUCTIONAL
Name & Address:	PUBLIC SCHOOL #68 24 WESTMINSTER BUFFALO, NY 14215

Inspection History

Date Created:	Feb 3, 2023
Created By:	yvette.gordon
Date Modified:	Feb 27, 2023
Modified By:	tonja.williams2
Date Certified:	Feb 27, 2023
Certified By:	tonja.williams2

10c. Cost of Damage:

Not Applicable

Inspector Notified of previous fire report?

Yes

FIRE & EMERGENCY DRILLS

	Date	Type
1	Oct 8, 2021	Evacuation
2	Oct 12, 2021	Evacuation
3	Oct 15, 2021	Evacuation
4	Oct 15, 2021	Evacuation
5	Oct 29, 2021	Evacuation
6	Jun 1, 2022	Lockdown
7	Dec 21, 2021	Lockdown
8	Dec 23, 2021	Lockdown
9	Jun 3, 2022	Evacuation
10	Jun 8, 2022	Evacuation
11	May 31, 2022	Lockdown
12	Nov 29, 2021	Evacuation

Insufficient Fire & Emergency Drills Reason

-

Initial Inspector

PATRICK LEWIS

Phone #: (Phone Number) [REDACTED]

General Information and Fire/Life Safety History

Inspection Date:

2/1/23

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:

3 minutes 30 seconds

8e. Arson/Fire Prevention?

Yes

8f. Prevention/Evacuation Training?

Yes

9. Fire Dept. notified via alarm?

N/A

10. Any Fires?

No

10a. Number of fires:

Not Applicable

10b. Number of injuries:

Not Applicable

Certificate History

Certificate Type

Certificate of Occupancy

Date Certified

Feb 27, 2023

Certified By

tonja.williams2

Non-conformances

Item	Date Corrected	Date Reinspected
15A-2	Feb 1, 2023	Feb 1, 2023
12J-1	Feb 1, 2023	Feb 1, 2023

[NYSED Home](#)

[Facilities Planning Home](#)

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**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:

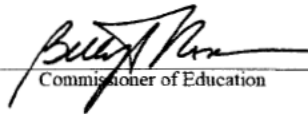
BUFFALO CITY SD
TONJA WILLIAMS
712 CITY HALL
BUFFALO, NEW YORK 14202

Building ID: XXXXXXXXXX

Issuance Date: February 27, 2023

Effective Date: March 01, 2023

Expiration Date: March 01, 2024


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED

University of the
Education  State of New York
Department

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

PUBLIC SCHOOL #68
24 WESTMINSTER
BUFFALO, NEW YORK 14215

Building ID: [REDACTED]


DISTRICT:

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