

Application: Westminster Community Charter School

Pamela Hokanson - phokanson@mtb.com
2023-2024 Annual Report

Summary

ID: 0000000079
Status: Annual Report Submission
Last submitted: Oct 31 2024 01:58 PM (EDT)

Entry 1 – School Information and Cover Page

Completed - Jul 31 2024

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 2023-2024 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, 2024**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

WESTMINSTER COMMUNITY CHARTER SCHOOL 800000057945

b. Unofficial or Popular School Name

Westminster Community Charter School

c. CHARTER AUTHORIZER (As of June 30th, 2024)

Please select the correct authorizer as of June 30, 2024 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

Sep 1 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: At Westminster Community Charter School, we proudly provide students with a rigorous and holistic teaching approach. We cultivate a safe and caring environment so every child can grow to meet their full potential - to find their passions in life and the pursue those passions with joy, skill, and success.

Key Design Elements:

1. Reading Instruction: With a deep-rooted commitment to teach students to love reading, teachers use an evidence-based approach to teach reading that is grounded in research from cognitive science, linguistics, and psychology. Reading is supported in all curricular areas with vocabulary explicitly taught in all context areas.
2. Mathematics Instruction: Through inquiry-based mathematics instruction, students are encouraged to actively explore and engage with mathematics concepts, problems, and ideas. Fostering critical thinking, problem solving skills, and a deeper understanding of concepts, this methodology allows student to inquire, investigate, and discover mathematical principles on their own or in collaboration with their peers.
3. Extended day, weekend, and evening opportunities: Westminster is open select evenings and weekends to engage families with hands-on learning, field trips to educational and cultural institutions in Buffalo, educational evenings, and community events.
4. Healthy living: With a deep commitment to nutrition and fitness as keys to students' success and wellbeing, Westminster provides holistic wellness opportunities through scratch food service, an on-site health clinic with a nurse and social worker, partnerships with the University of Buffalo's Dental Clinic and the Lions Club vision screenings.
5. Technology: Technology is integrated into all curriculum and instruction, with every student receiving a Chromebook to supplement in-person instruction with online learning. Additional partnerships with M&T Tech Academy and the University of Buffalo's Science, Technology, Engineering, and Math program, students have extracurricular opportunities to expand their skills and interest in technology advancements.
6. Special classes: As part of Westminster's commitment to a holistic education, special classes in art, Spanish, health, music, band, physical education, technology, and library are offered to provide students with the opportunity to build new knowledge, develop interests, explore their cultures and hone critical thinking skills.
7. Academic and instructional support: Differentiated instruction is provided by our Westminster's Response to Intervention teachers who work with teachers on differentiated skills in reading and math in addition to providing small group instruction to Tier 2 and Tier 3 students. Through regular assessment data collection and progress monitoring, students are supported to promote growth towards targeted goals. Outside of the scheduled school day, after-school tutoring programs are available to students.
8. Staff development: To support curriculum, culture, and instruction, development opportunities are provided to

staff throughout the school year as well as during the summer months.

9. Community partnerships: Westminster's longstanding partnership with M&T Bank allows for additional enrichment opportunities for students, staff, and families. As the cornerstone of the Buffalo Promise Neighborhood, additional opportunities for families to be connected to community services, such as financial, parenting, and career coaching, an early childhood education center for young children, and programming supported by additional community partners, our families are supported from cradle-to-career.

h. School Website Address

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

i. Total Approved Charter Enrollment for 2023-2024 School Year

550

j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment

406

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

Kindergarten
1
2
3
4
5

6

7

8

I. Charter Management Organization/Educational Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school 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	716-816-3450	Buffalo	K-8	K-8	

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	716-848-6625	██████████	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 space or in private space?

Private Space

m1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Not Co-Located

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

m1e. 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, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy 2.1.24 - 1.31.25.pdf](#)

Filename: Certificate of Occupancy 2.1.24 - 1.31.25.pdf **Size:** 98.2 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[PS 68 Fire Safety Report 2024.pdf](#)

Filename: PS 68 Fire Safety Report 2024.pdf **Size:** 135.1 kB

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

N/A

o1. Total Number of School Calendar Days

180

o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

January 2024	94
February 2024	88
March 2024	104
April 2024	88
May 2024	121
June 2024	66
July 2023	0
August 2023	0
September 2023	106
October 2023	115
November 2023	99
December 2023	88

CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school’s board of trustees’ bylaws, enrollment policy, discipline policy, or complaint policy.

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

Does the school have any material or non-material revisions approved or pending?

Yes

p2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in mission, vision or philosophy	Mission revised to better align with our purpose and commitment.	11/23/2023	05/29/2024
2				
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 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 7 (Employee Fingerprint Requirements Attestation):

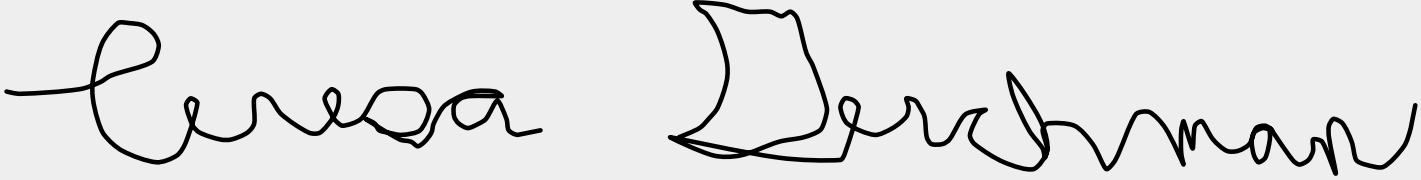
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

Responses Selected:

Yes

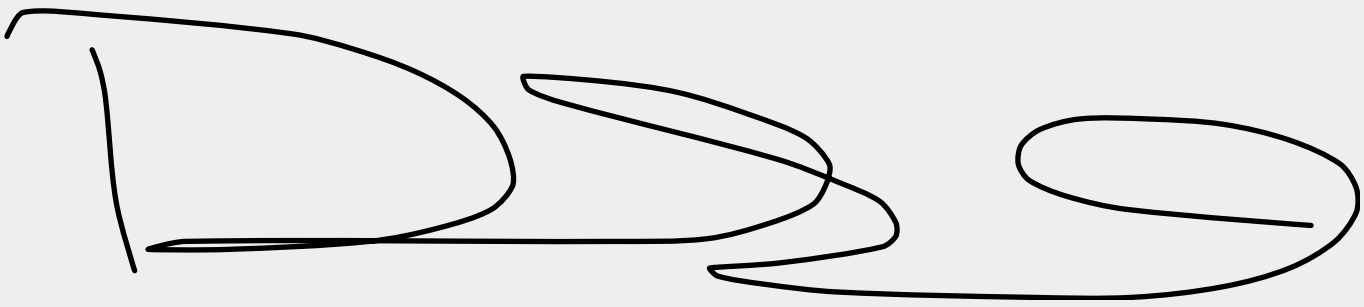
Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

Handwritten signature of Teresa Derchman in black ink on a light gray background.

Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

Handwritten signature in black ink on a light gray background.

Date

Jul 25 2024



Thank you.

Entry 2 – Links to Critical Documents on School Website

Completed - Jul 31 2024

Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);^[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;^[2] (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
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 July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
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.)

^[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: **Westminster Community Charter School**

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	https://www.westminsterccs.org/annual-reports/
2. Board meeting notices, agendas and documents	https://www.westminsterccs.org/about/leadership/minutes/
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	https://www.westminsterccs.org/why/academics/
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.westminsterccs.org/dasa/
4b. Authorizer-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 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2024

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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. 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 2023-2024 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_9M6ApxB.pdf Size: 789.7 kB

Entry 4 – Board of Trustees Membership Table

Completed - Jul 31 2024

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 4 – Board of Trustees Membership 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. 2023-2024 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
1	Terenda Brown	[REDACTED]	Parent Rep	School Culture	Yes	19	06/28/2023	06/26/2024	10
2	Diane Cozzo	[REDACTED]	Trustee/Member	Academic & School Culture	Yes	9	06/28/2023	06/26/2024	5 or less
3	Liz Czarnicki	[REDACTED]	Vice Chair	Academic & Finance	Yes	6	06/28/2023	06/26/2024	8
4	Rita Eisenbeis	[REDACTED]	Chair	Academic, Finance & Governance	Yes	18	06/28/2023	06/26/2024	9
5	Thomas Kim	[REDACTED]	Trustee/Member	Academic & Finance	Yes	3	06/28/2023	01/31/2024	5 or less
6	James Oblatz	[REDACTED]	Trustee/Member	Finance & Governance	Yes	6	06/28/2023	06/26/2024	5 or less
7	Raquel Schmidt	[REDACTED]	Trustee/Member	Academic & School Culture	Yes	1	06/28/2023	06/26/2024	8
8	Rosalyn Taylor	[REDACTED]	Trustee/Member	Governance &	Yes	9	06/28/2023	06/26/2024	9

				School Culture					
9	Melissa Leopard	██████████ ██████████ ████	Trustee/ Member	School Culture	Yes	2	06/28/2023	06/26/2024	5 or less

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

Yes

1b. Board Member Information

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
10	Amy Mesi	██████████ ██████████	Secretary		No	6	06/28/2023	06/26/2024	10
11									
12									
13									
14									
15									

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

No

2. Number of board meetings conducted in 2023-2024

10

3. Number of board meetings scheduled for the 2024-2025 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2024	8
b. Total number of Voting Members added during the 2023-2024 school year	0
c. Total number of Voting Members who left the board during 2023-2024 school year	1
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	15

5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	1
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minutes set by the board in bylaws, resolution, or minutes	NA
e. Board members attending 8 or fewer meetings during 2023-2024	4

Thank you.

Entry 5 – Board Meeting Minutes

Completed - Jul 31 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

[WCCS Board Meeting Minutes July 2023 to June 2024](#)

Filename: WCCS_Board_Meeting_Minutes_July_20_PVMXROE.pdf Size: 285.4 kB

Entry 6 – Enrollment & Retention

Completed - Jul 31 2024

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

***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 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>A full-year calendar of events was developed in summer 2023. Ten (10) events were held at the School between August 2023 and June 2024. These events included 3 Open Houses which focused efforts on engaging new families, 4 Super Saturdays which were themed based on the time of the year and open to the community, and 3 Good for the Neighborhood events which were collaborations with local community partners to increase access to resources and was open to the public. Events were all free to participate and were offered during the evening or weekend to allow participation for working families. All events allowed participants access to the school, a tour of the school, the ability to meet staff, participate in enrichment activities and at least one meal was provided at each. Stronger efforts were made to engage community partners in the recruitment of our students. Community outreach initiatives included: Visits to 16 childcare centers, 3 community centers, 2 health centers, 2 pediatric dental practices, and 12 local businesses. Additionally, representatives of the school attended the University District Coalition Block Club and Quarterly Breakfast Meetings. Westminster continued their relationship with Feedmore Buffalo to bring fresh fruits and vegetables to the community through their weekly mobile food market.</p>	<p>A full-calendar of events will be developed and will include similar recruitment events as years past. A certified special education teacher will be available at all on-site recruitment events. Brochures will be provided and visits made to the WNY Parent Resource Network, Summit, Bornhava, and the Cantalician Center for Learning indicating the available supports we have in place for SWD's. Additionally, visits to these sites will be conducted by a certified special education teacher/administrator. All grade levels will have a certified special education teacher to ensure proper programming and evaluations for students with disabilities. Social media platforms will be utilized to advertise supports available to students, including our low teacher:student ratio, RTI services, and tutoring opportunities. Similar to years past, a weighted lottery will be used to increase the chance of a student with a disability being offered admission.</p>

A robust social media plan was developed through an outside consultant. Diverse content was created to connect social media platforms to print media while focusing on the School's character development theme each month. Engagement on Facebook increased by 400% and on Instagram by 1775%. Consistent language, style, and timing of posts allowed followers to learn about the history of Westminster, alumni, students, faculty, staff, clubs, and why families should choose Westminster. Social media postings allowed the showcasing of special services for our students with disabilities, including the number of full-time staff members available to assist our SWD (one in each grade). Following a new branding campaign in 2023, new print materials were created and distributed at all recruitment events. Additionally, 14,363 postcards were distributed to all residents of the 14215 zip-code. T-shirts were distributed to all faculty, staff, and students to help increase awareness of Westminster when worn in the community. The WCCS website provided easy instructions and navigation to a new application platform that was developed to improve the yield from applicant to enrolled student. 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.

English Language Learners

A full-year calendar of events was developed in summer 2023. Ten

A full-calendar of events will be developed and will include similar

(10) events were held at the School between August 2023 and June 2024. These events included 3 Open Houses which focused efforts on engaging new families, 4 Super Saturdays which were themed based on the time of the year and open to the community, and 3 Good for the Neighborhood events which were collaborations with local community partners to increase access to resources and was open to the public. Events were all free to participate and were offered during the evening or weekend to allow participation for working families. All events allowed participants access to the school, a tour of the school, the ability to meet staff, participate in enrichment activities and at least one meal was provided at each. Stronger efforts were made to engage community partners in the recruitment of our students. Community outreach initiatives included: Visits to 16 childcare centers, 3 community centers, 2 health centers, 2 pediatric dental practices, and 12 local businesses. Additionally, representatives of the school attended the University District Coalition Block Club and Quarterly Breakfast Meetings. Westminster continued their relationship with Feedmore Buffalo to bring fresh fruits and vegetables to the community through their weekly mobile food market. A robust social media plan was developed through an outside consultant. Diverse content was created to connect social media platforms to print media while focusing on the School's character development theme each month. Engagement on Facebook

recruitment events as years past. An ELL teacher, representative, or former ELL student will be available at all on-site recruitment events and will serve as tour guides for families. Brochures will be provided in Spanish and Bengali and distributed to small businesses in the local community. Written literature contains information on the available supports we have in place for ELL students. Two full-time ELL teachers support all grades, K-8. Additionally, WCCS has five support staff members whose home language is Bengali. We will continue utilizing Language Line to provide translation services. Social media platforms will be utilized to advertise supports available to students, including our events around Muslim holidays, Halal food offerings, and ELL teachers. Similar to years past, a weighted lottery will be used to increase the chance of an English Language Learner being offered admission.

increased by 400% and on Instagram by 1775%. Consistent language, style, and timing of posts allowed followers to learn about the history of Westminster, alumni, students, faculty, staff, clubs, and why families should choose Westminster. Social media postings allowed the showcasing of special services for our English language learners including the number of full-time staff members available to assist our ELL populations (2 full-time ENL teachers). Following a new branding campaign in 2023, new print materials were created and distributed at all recruitment events. Additionally, 14,363 postcards were distributed to all residents of the 14215 zip-code. Brochures were created in English, Bengali, and Spanish. T-shirts were distributed to all faculty, staff, and students to help increase awareness of Westminster when worn in the community.

The WCCS website provided easy instructions and navigation to a new application platform that was developed to improve the yield from applicant to enrolled student. 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. Westminster continued utilizing Language Line, a translation service, to bridge communication gaps between non-English speaking families.

Economically Disadvantaged

A full-year calendar of events was developed in summer 2023. Ten (10) events were held at the School

A full-calendar of events will be developed and will include similar recruitment events as years past.

between August 2023 and June 2024. These events included 3 Open Houses which focused efforts on engaging new families, 4 Super Saturdays which were themed based on the time of the year and open to the community, and 3 Good for the Neighborhood events which were collaborations with local community partners to increase access to resources and was open to the public. Events were all free to participate and were offered during the evening or weekend to allow participation for working families. All events allowed participants access to the school, a tour of the school, the ability to meet staff, participate in enrichment activities and at least one meal was provided at each. Three large, color ads were placed in "The Challenger" newspaper. Stronger efforts were made to engage community partners in the recruitment of our students. Community outreach initiatives included: Visits to 16 childcare centers, 3 community centers, 2 health centers, 2 pediatric dental practices, and 12 local businesses. Children from the BPN Children's Academy were invited to WCCS to tour the school, see the kindergarten rooms and meet the teachers. Additionally, representatives of the school attended the University District Coalition Block Club and Quarterly Breakfast Meetings. Westminster continued their relationship with Feedmore Buffalo to bring fresh fruits and vegetables to the community through their weekly mobile food market. A robust social media plan was developed through an outside

Brochures will be distributed to small businesses in the local community. Social media platforms will be utilized to advertise events and supports available to students and families. Additional recruitment efforts will be determined based on the feedback received during the "How did you hear about us?" document completed during the registration process.

consultant. Diverse content was created to connect social media platforms to print media while focusing on the School's character development theme each month. Engagement on Facebook increased by 400% and on Instagram by 1775%. Consistent language, style, and timing of posts allowed followers to learn about the history of Westminster, alumni, students, faculty, staff, clubs, and why families should choose Westminster. Social media postings allowed the showcasing of special services for our economically disadvantaged students including information on summer food assistance programs. Following a new branding campaign in 2023, new print materials were created and distributed at all recruitment events. Additionally, 14,363 postcards were distributed to all residents of the 14215 zip-code. T-shirts were distributed to all faculty, staff, and students to help increase awareness of Westminster when worn in the community. The WCCS website provided easy instructions and navigation to a new application platform that was developed to improve the yield from applicant to enrolled student. Registration material included a request for how families heard about WCCS. 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 Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<p>A full-year calendar of events was developed in summer 2023. Ten (10) events were held at the School between August 2023 and June 2024. These events included 4 Super Saturdays which were themed based on the time of the year and open to the community, and 3 Good for the Neighborhood events which were collaborations with local community partners to increase access to resources and was open to the public. Events were all free to participate and were offered during the evening or weekend to allow participation for working families. All events allowed participation in enrichment activities and at least one meal was provided at each.</p> <p>Westminster continued their relationship with Feedmore Buffalo to bring fresh fruits and vegetables to the community through their weekly mobile food market. "Part of the Pride" t-shirts of were provided to all students who re-committed to WCCS for 2024-25. Additional efforts to support our SWD include: more direct collaboration with Buffalo Public schools to more efficiently ensure proper programming is in place for our SWD students as well as our Director of Special Education participation on a State-wide Working Group composed of professionals working directly with Special Education.</p>	<p>In addition to all recruitment events to which current families are invited, increased professional development opportunities will be provided by the Director of Special Education to ensure all students with learning differences have resources available to them. Continued collaboration with BPS and the State-wide Working Group will allow for increased visibility of WCCS among professionals working with SWD. Print calendars will be provided to all families. Parent/guardians will be invited to participate in focus groups and the Parent Advisory Council. Additionally, an incentive campaign will be developed to encourage current families to help recruit new families.</p>
English Language Learners	<p>A full-year calendar of events was developed in summer 2023. Ten</p>	<p>In addition to all recruitment events to which current families are invited,</p>

(10) events were held at the School between August 2023 and June 2024. These events included 4 Super Saturdays which were themed based on the time of the year and open to the community, and 3 Good for the Neighborhood events which were collaborations with local community partners to increase access to resources and was open to the public. Events were all free to participate and were offered during the evening or weekend to allow participation for working families. All events allowed participation in enrichment activities and at least one meal was provided at each.

Westminster continued their relationship with Feedmore Buffalo to bring fresh fruits and vegetables to the community through their weekly mobile food market. "Part of the Pride" t-shirts were provided to all students who re-committed to WCCS for 2024-25. Additional efforts to support our ELL population include: additional kitchen staff to support scratch-food and Halal offerings daily, school-wide event to celebrate Eid, and alternate location for students practicing Ramadan to enjoy their lunch period. The Parent-Student Handbook was translated into Bengali and posted on the website for ease of access and readability. WCCS participated in the Title III consortium which allowed for collaboration among other charter schools. Print materials were translated in students' home languages through funds from the Consortium.

continued collaboration with the Title III Consortium will increase professional development opportunities for the ELL teachers who can provide resources to their colleagues.

Additionally, this collaboration allows for increased visibility of WCCS professional working with ELL population. Print calendars will be provided to all families.

Parent/guardians will be invited to participate in focus groups and the Parent Advisory Council. Additionally, an incentive campaign will be developed to encourage current families to help recruit new families.

<p>Economically Disadvantaged</p>	<p>A full-year calendar of events was developed in summer 2023. Ten (10) events were held at the School between August 2023 and June 2024. These events included 4 Super Saturdays which were themed based on the time of the year and open to the community, and 3 Good for the Neighborhood events which were collaborations with local community partners to increase access to resources and was open to the public. Events were all free to participate and were offered during the evening or weekend to allow participation for working families. All events allowed participation in enrichment activities and at least one meal was provided at each.</p> <p>Westminster continued their relationship with Feedmore Buffalo to bring fresh fruits and vegetables to the community through their weekly mobile food market. "Part of the Pride" t-shirts of were provided to all students who re-committed to WCCS for 2024-25. Additional effort to support our ED population include: participation in the Fresh Fruits and Vegetables grant program to introduce and provide new foods to our students. ED families receive breakfast, lunch, and a snack, reduced field trip cost and uniform cost waivers.</p>	<p>In addition to all recruitment events to which current families are invited, community resources will continue to be available and distributed to families of need. This includes backpack give-away event during Good for the Neighborhood in August 2024 and the weekly Feedmore mobile food market. WCCS families will have access to services sponsored by the Buffalo Promise Neighborhood's Two-Generation program. These resources include financial coaching, career coaching, and assistance with housing resources. Print calendars will be provided to all families. Parent/guardians will be invited to participate in focus groups and the Parent Advisory Council. Additionally, an incentive campaign will be developed to encourage current families to help recruit new families.</p>
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Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Jul 31 2024

Entry 7 – 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] 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

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

Attestation

Responses Selected:

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

Entry 8 – Organization Chart

Completed - Jul 31 2024

Instructions

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

Upload the 2023-2024 **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 2023-2024

Filename: Organizational_Chart_2023-2024.pdf Size: 255.9 kB

Entry 9 – School Calendar

Completed - Jul 31 2024

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 it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

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.

Sample Calendar:

12 Month Calendar 2021-2022
184 Instructional Days

July					January (20)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
			1	2	3	4	5	6	7
5	6	7	8	9	10	11	12	13	14
12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	26	27	28
26	27	28	29	30	31				

August					February (15)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6		1	2	3	4
9	10	11	12	13	7	8	9	10	11
16	17	18	19	20	14	15	16	17	18
23	24	25	26	27	21	22	23	24	25
30	31				28				

September (18)					March (23)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3		1	2	3	4
6	7	8	9	10	7	8	9	10	11
13	14	15	16	17	14	15	16	17	18
20	21	22	23	24	21	22	23	24	25
27	28	29	30		28	29	30	31	

October (20)					April (15)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
				1					1
4	5	6	7	8	4	5	6	7	8
11	12	13	14	15	11	12	13	14	15
18	19	20	21	22	18	19	20	21	22
25	26	27	28	29	25	26	27	28	29

November (18)					May (21)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5	2	3	4	5	6
8	9	10	11	12	9	10	11	12	13
15	16	17	18	19	16	17	18	19	20
22	23	24	25	26	23	24	25	26	27
29	30				30	31			

December (17)					June (17)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3			1	2	3
6	7	8	9	10	6	7	8	9	10
13	14	15	16	17	13	14	15	16	17
20	21	22	23	24	20	21	22	23	24
27	28	29	30	31	27	28	29	30	

Staff Report - August 23rd
 Early Dismissal Days
 Holiday/Recess (No Students or Staff)

Superintendent's Conference Day (No School for Students)
 Regents and School-level Exams

September 8, 2021 All Grade Levels Report
 June 24, 2022 - Last Day of School

[2024-25 WCCS Calendar](#)

Filename: 2024-25_WCCS_Calendar.pdf Size: 86.9 kB

Entry 10 – Faculty/Staff Roster Template

Completed - Jul 31 2024

[INSTRUCTIONS](#)

Required of Regents, NYCDOE, and Buffalo BOE-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 2023-2024 school year).

Use of the 2023-2024 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

[WCCS Faculty Staff Roster 2024](#)

Filename: WCCS_Faculty_Staff_Roster_2024.xlsx Size: 27.5 kB

Entry 11 – Progress Toward Goals

Completed - Oct 31 2024

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

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 11:59 PM on November 1, 2024.**

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

Entry 11 – 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, 2024.

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, 2024.**

2023-2024 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	<p>The Buffalo District results have not been released but Westminster Community Charter School's proficiency for 23-24 was 34% for the state test. Comparing to the 22-23 test, the school improved from 26%. The school continued to partner with SchoolWorks and enhanced the walkthrough tool implemented in 22-23 to ensure frequent monitoring of teacher effectiveness in the classrooms. The new tool aligns to the school's corrective action strategy of "elevating student proficiency in NYS ELA learning standards" and provides immediate feedback to the teacher.</p>
Academic Goal 2	Aggregate Math proficiency for	NYSED	Unable to Assess	The Buffalo District results have not

	grades 3-8 will perform at or above the Buffalo District			been released but the school's proficiency was 36% for the 2023-24 test, the school improved from 28%. The school continued to partner with SchoolWorks and enhanced the walkthrough tool implemented in 2022-23 to ensure frequent monitoring of teacher effectiveness in the classrooms. The new tool aligns to the school's correction action strategy of "increasing student proficiency of NYS mathematics learning standards" and provides immediate feedback to the teacher.
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	Westminster Community Charter School's proficiency for students enrolled in at least their second year in grades 3-8 was 35% (up from 25%). The Buffalo District results have not been released

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	Westminster Community Charter School's proficiency for students enrolled in at least their second year in grades 3-8 was 37% (up from 27%). The Buffalo District results have not been released.
Academic Goal 5	Aggregate subgroup students in ELA that are Economically Disadvantaged will perform at or above the Buffalo District	NYSED	Unable to Assess	2023-24 proficiency was 34%, increase from 26% from prior year. Buffalo District is unknown.
Academic Goal 6	Aggregate subgroup students in Math that are Economically Disadvantaged will perform at or above Buffalo District	NYSED	Unable to Assess	2023-24 proficiency was 37%, increase from 28% from prior year. Buffalo District is unknown.
Academic Goal 7	ELA grade level proficiency will perform at or above the Buffalo District	NYSED	Unable to Assess	Westminster by grade: Grade 3: 31% (up from 27%) Grade 4: 34% (up from 24%)

				<p>Grade 5: 36% (up from 18%) Grade 6: 28% (down from 37%) Grade 7: 39% (up from 14%) Grade 8: 34% (down from 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: 53% (up from 37%) Grade 4: 33% (down from 37%) Grade 5: 34% (up from 20%) Grade 6: 17% (down from 36%) Grade 7: 41% (up from 14%) Grade 8: 41% (up from 23%)</p> <p>Buffalo District is unknown.</p>
Academic Goal 9	For the 2023-24 school year, the charter school's median percent progress to Annual	iReady Diagnostic for ELA Growth	Met	WCCS growth: 174%

	Typical Growth of all 3rd through 8th grade students in Reading will be 150%			
Academic Goal 10	For the 2023-24 school year, the charter school's median percent to progress to Annual Typical Growth for K-2 students in Reading will be equal to or greater than 150%.	iReady Diagnostic for ELA Growth	Not Met	<p>WCCS growth: 133%</p> <p>The school continued to partner with SchoolWorks and enhanced the walkthrough tool implemented in 22-23 to ensure frequent monitoring of teacher effectiveness in the classrooms. The new tool aligns to the school's corrective action strategy of "elevating student proficiency in NYS ELA learning standards" and provides immediate feedback to the teacher.</p>

2. Do have more academic goals to add?

Yes

2023-2024 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 2023-24 school year, 30% of all charter schools K-8 grade students will meet their annual Stretch Growth goal for Reading	iReady Diagnostic for ELA Growth	Met	31% of K-8 grade students met their Stretch Growth goal.
Academic Goal 12	For the 2023-24 school year, the charter school's median percent progress to Annual Typical Growth of all 3rd through 8th grade students in Math will be 150%	iReady Diagnostic for Math Growth	Not Met	WCCS growth: 144% The school continued to partner with SchoolWorks and enhanced the walkthrough tool implemented in 22-23 to ensure frequent monitoring of teacher effectiveness in the classrooms. The new tool aligns to the school's corrective action strategy of "elevating student proficiency in NYS Math learning standards" and provides immediate feedback to the teacher.
Academic Goal 13	For the 2023-24 school year, the charter school's median percent to	iReady Diagnostic for Math Growth	Not Met	WCCS growth: 137% The school continued to partner

	progress to Annual Typical Growth for K-2 students in Math will be equal to or greater than 150%.			with SchoolWorks and enhanced the walkthrough tool implemented in 22-23 to ensure frequent monitoring of teacher effectiveness in the classrooms. The new tool aligns to the school's corrective action strategy of "elevating student proficiency in NYS Math learning standards" and provides immediate feedback to the teacher.
Academic Goal 14	For the 2023-24 school year, 30% of all charter schools K-8 grade students will meet their annual Stretch Growth goal for Math	iReady Diagnostic for Math Growth	Met	35% of K-8 grade students met Stretch Growth goal.
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
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 CHAMPS 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, and Character Strong.	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 12 – Audited Financial Statements

Completed - Oct 31 2024

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 11:59 PM on November 1, 2024**. **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 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.

[2024 Financial Statements - WCCS FINAL](#)

Filename: 2024_Financial_Statements_-_WCCS_FINAL.pdf Size: 734.7 kB

Entry 12c – Additional Financial Documents

Completed - Oct 31 2024

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. 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.

[WCCS 23-24- 12 C Additional Financial Documents](#)

Filename: WCCS_23-24-_12_C_Additional_Finan_zuKd4ob.docx Size: 1.4 MB

[2024 Management Letter -WCCS FINAL](#)

Filename: 2024_Management_Letter_-_WCCS_FINAL.pdf Size: 205.5 kB

Entry 12d – Financial Contact Information

Completed - Oct 30 2024

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal no later than 11:59 PM on November 1, 2024.

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	L.Mancuso@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, CPA	shopkins@lumsdencpa.com	716-856-3300	20

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 13 – Fiscal Year 2024-2025 Budget

Completed - Oct 30 2024

SUNY-authorized charter schools should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 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 no later than 11:59 PM on November 1, 2024.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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.

[2024-2025-annual-report-budget-FINAL](#)

Filename: 2024-2025-annual-report-budget-FINAL.xlsx Size: 47.1 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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 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

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:

716 816 3450

Business Address:

24 Westminster Ave, Buffalo, NY 14215

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Terenda L. Brown

6-26-24

Signature

Date

Acceptable signature formats include:

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

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

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:

E-mail Address:

Home Telephone:

Home Address:

Diane Cozzo

6/26/2024

Signature

Date

Acceptable signature formats include:

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

Liz Czarnecki

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

Trustee Name:

Liz Czarnecki

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.).

Vice 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

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

Business Telephone:

Business Address:

E-mail Address:


[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]


Signature _____ Date 6/26/2024

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

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

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Business Telephone:

Business Address:

E-mail Address:


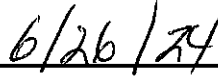


Home Telephone:



Home Address:



Signature **Date**

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

Thomas Kim

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

Trustee Name:

Thomas Kim

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

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Business Telephone:

Business Address:

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:



1/8/2024

Signature

Date

Acceptable signature formats include:

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

Melissa Leopard

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

Trustee Name:

Melissa 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.).

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

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



6/26/2024

Signature

Date

Acceptable signature formats include:

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

Jamie Obletz

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

Trustee Name:

James Oblatz

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

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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

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:

716 858-5482

Business Address:

250 Delaware Ave., Buffalo, NY 14202

E-mail Address:

jobletz@delawarenorth.com

Home Telephone:

[Redacted]

Home Address:

[Redacted]

James Obletz

6/26/2024

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Raquel Schmidt

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

Trustee Name:

Raquel Schmidt

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.

Business Telephone:

(716) 878-4214


Business Address:

1300 Elmwood Ave, BA 306 Buffalo, NY 14222

E-mail Address:

Schmidrj@buffalostate.edu

Home Telephone:



Home Address:





Signature

6/26/24

Date

Acceptable signature formats include:

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

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.).

None

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

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

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Thomas Kim
Melissa Leopard
Jamie Oblatz
Raquel Schmidt
Rosalyn Taylor

- 1) Chairman Eisenbeis called the meeting to order at 6:00 p.m.
- 2) The June 28, 2023 minutes were reviewed approved.
- 3) **Public Comment Period** – the following Westminster Community Charter School staff attended the meeting: Brian Macey, Maria Makowski, Kristyn Wind, Zara Sparacino, Kelsey Barrett, Rebecca Morrish, Danielle Gorsky, Jillian Robertson, Lesle Berkman, and Natalie Maida. They expressed appreciation to the board for their support and look forward to the upcoming school year and attending more board meetings.
- 4) **Principal Report** – updates include 2022-23 ESSA accountability status and focus areas for 2023-24, measurable goals for upcoming school year, student application status, and enrollment numbers by grade level, current 2023-24 org chart with changes due to current enrollment, current plan to stay on top of enrollment numbers and ways to encourage and support applicants, high-level update on the charter renewal, 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 – no meeting held this month.
- 6) **Board Retreat** - Chairman Eisenbeis discussed the upcoming retreat on August 10, 2023. The meeting, facilitated by SchoolWorks will focus on board practices, committees etc. Additionally, we will be holding a focus group meeting on August 31, 2023 from 1:00pm-3:00pm to talk about the school’s current mission statement. The meeting is open to school staff, parents, board members and stakeholders.
- 7) **2023-24 School Calendar** – Chairman Eisenbeis brought up for discussion the full solar eclipse expected to take place on April 8, 2024. She addressed concerns for student and staff safety. It was proposed the school schedule their annual safety drill to coincide and have

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

early release at 12:30pm. After the meeting, and upon further review, this option is not available. Principal Gerchman is looking at other options and will bring in front of the board when available.

8) **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of June 30, 2023 and July 1, 2022 to June 30, 2023 actual vs. budget year to date.

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

2023 - 027 APPROVAL OF EXPENDITURES OVER \$25,000.

- Highmark Blue Cross Blue Shield (Dec 2022-May 2023) \$438,530.37

2023 – 028 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER.

Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services (\$71.10 per hour rate) to students at Westminster Community Charter School for the 2023-2024 school year be approved.

2023 – 029 CONTRACT WITH RAPTOR TECHNOLOGIES. Resolved: That the contract with Raptor Technologies to provide access support to a visitor/staff management system from July 1 2023 to June 30, 2024 be approved. The annual cost for this service is \$500.

2023 – 030 CONTRACT WITH SCHOOL PASS. Resolved: That the contract with School Pass to provide Westminster Community Charter School with a school dismissal system for a three-year term be approved. First year cost, \$4,450; second year cost \$4,562 and, third year cost \$4672.

2023 – 031 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES. Resolved: That the contract with Optimal Therapy Associates Services (OTAS) to provide therapy services to students at Westminster Community Charter School (WCCS) for the 2023-2024 school year be approved.

2023 – 032 WCCS UNIFORM DRESS CODE POLICY. Resolved: That the revised Uniform Dress Code Policy beginning school year 2023-24 be approved.

2023 – 033 CONTRACT FOR STUDENT WORKER SERVICES. Resolved: That two student workers performing various summer work duties from July 24 to August 24, 2023 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 7:01 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
AUGUST 30, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Raquel Schmidt
Rosalyn Taylor

- Chairman Eisenbeis called the meeting to order at 3:31 p.m.
- The July 26, 2023 minutes were reviewed approved.
- **Principal Report** – updates included a breakdown of the academic measures required for charter renewal; we have met all 10 of the required measures and met or exceeded Buffalo Public Schools, high level review of Summer 2023 Professional Development Plan; full plan supplied for those that wish to review in detail, Attendance Plan Tier 1-3 was reviewed to include identification procedures/next steps, required actions as well as roles and data needed for individual SST meetings; full plan supplied for those that wish to review in greater detail. Updated org chart and the 2023-24 Master Schedule was also reviewed. Student enrollment as of August 25 is 472.
- **Advisory Board Committee Updates**
Academics – committee lead provided an overview of their meeting provided in the board packet. Minor correction will be made (administrative team to leadership team).
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.
- **2023-24 Board Meeting Schedule & Advisory Committees** – Amy Mesi reviewed the revised 2023-24 board meeting schedule which will follow the school academic calendar (July-June). Chairman Eisenbeis noted that more than half of the board meetings will now be held at Westminster Community Charter School and the start times of all board meetings will begin at 3:30pm to allow staff to attend. Board members present were asked if they planned to continue to serve on their respective advisory board committees. Those board members that do not currently serve on a committee were asked to reach out to Chairman Eisenbeis to select a committee. Additionally, one Westminster staff member per Advisory Board Committee will be selected to join one of the four committees.
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of July 31, 2023 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
AUGUST 30, 2023 MINUTES**

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

2023 – 034 SCHEDULE OF 2023-24 BOARD MEETINGS. Resolved: That the schedule of the 2023-24 meetings for the Westminster Community Charter School Board of Trustees be approved.

2023 – 035 APPROVAL OF PARENT/STUDENT HANDBOOK. Resolved: That the Westminster Community Charter School Parent/Student Handbook be approved.

2023 – 036 APPROVAL OF SERVICE AGREEMENT WITH SUSTAINABLE FOOD INSTITUTE OF AMERICA. Resolved: That the service agreement with Sustainable Food Institute of America (Beyond Green Partners, Inc.) be approved. The agreement is to provide an assessment of the food service program at Westminster Community Charter School and develop a three-year strategic plan not to exceed \$11,500 plus travel expenses.

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

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 27, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Rita Eisenbeis
Thomas Kim
Raquel Schmidt
Rosaly Taylor

- Chairperson Eisenbeis called the meeting to order at 3:30 p.m.
- The August 30, 2023 minutes were reviewed approved.
- **Principal Report** – updates included an overview on staff preparedness schedule for the first week of school for teachers, the first day of school for students, estimated enrollment, attendance, and absenteeism for the first week of school, various grade level changes and an updated organizational chart. The balance of the Principal Report focused on a parent incident that took place on September 7, 2023. The Safety Team meet on September 8 to assess the situation allowing them to review the events as they transpired, develop internal changes to the process, address concerns and make requests that were shared with the board. Staff expressed their appreciation of our Community Mentors that worked quickly with the parent to help deescalate the situation.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet.
Finance – committee lead reviewed key items from their meeting provided in the board packet.
HR & Governance – no meeting held this month.
School Culture – no meeting held this month.
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of August 31, 2023 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.
- After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 - 037 APPROVAL OF EXPENDITURES OVER \$25,000.

- Highmark BC/BS (Jun-Jul payments) \$146,242.56
- NYSTRS \$182,648.59
- Equipment \$34,644.00

2023 – 038 APPROVAL OF 2023-24 DISTRICT SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2023-24 District Safety Plan and Emergency Response Procedures be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 27, 2023 MINUTES**

2023 – 039 APPROVAL OF STAFF HANDBOOK. Resolved: That the Westminster Community Charter School Staff Handbook be approved.

2023 – 040 APPROVAL OF 2023-24 STAFFING RESIGNATIONS. Resolved: That the Board approve the resignations of the following staff employed in the following positions that have communicated to Westminster Community Charter School that they have resigned from their employment effective the dates listed below:

<u>Name</u>	<u>Title</u>	<u>Hire Date/Resignation Date</u>
Paul Benedetto	Teacher Assistant	02/06/2023 to 08/04/2023
LaSylvia Benning	Teacher Aide	12/11/2017 to 08/28/2023
Kaitlyn Gaik	4 th Grade Teacher	08/06/2021 to 08/01/2023
Jessica Hageman	Interventionist	09/28/2021 to 08/03/2023
Ann Marie Hoak	5 th Grade Teacher	08/10/2015 to 06/29/2023
Julia Kohler	Special Education	10/09/2019 to 08/01/2023
Colette McDonald	1 st Grade Teacher	08/19/2021 to 07/21/2023
Laurie Nunez	Special Education	08/21/2018 to 08/28/2023

2023 – 041 CONTRACT WITH ERIE COUNTY RESTORATIVE JUSTICE COALITION. Resolved: That the contract with Erie County Restorative Justice Coalition, Inc. for the 2023-24 school year for Westminster Community Charter School be approved. The cost is \$17,000.

2023 – 042 CONTRACT WITH JOHN W. DANFORTH COMPANY. Resolved: That the contract with John W. Danforth Company to replace the air conditioner unit at Westminster Community Charter School be approved. The cost is \$7,700.

2023 – 043 CONTRACT WITH STERLING GLASS. Resolved: That the contract with Sterling Glass to replace an atrium skylight at Westminster Community Charter School be approved. The cost is \$4,100.

2023 – 044 CONTRACT WITH VECTOR SOLUTIONS. Resolved: That the contract with Vector Solutions to manage annual compliance training at Westminster Community Charter School be approved. The cost is \$2,136.

2023 – 045 CONTRACT WITH SYNERGY. Resolved: That the contract with Synergy to provide Cloud and other network storage for Westminster Community Charter School covering the period of October 1, 2023 to September 30, 2024 be approved. The monthly costs for these services are \$178 and \$338, respectively.

2023 – 046 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK. Resolved: That the engagement letter with Lumsden & McCormick to provide audit and tax preparation services for 2022-23 be approved. The fee for audit and tax services is \$19,000.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
SEPTEMBER 27, 2023 MINUTES**

- **Other Business**

Chairperson Eisenbeis took the board through the new outline of the monthly Principal Report. In addition, every month the Assistant Principals will report out and staff will be provided with an opportunity to present to the board (voluntary).

Additionally, beginning in October 2023, the meetings will be extended by 30 minutes to accommodate agenda items.

Finally, Chairperson Eisenbeis will be reaching out to the Advisory Committee leads tasking them with updating roles and responsibilities as well as additional topics that should be added to their individual monthly meetings.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

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

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Jamie Oblatz
Raquel Schmidt

- Chairperson Eisenbeis called the meeting to order at 3:35 p.m.
 - The September 27, 2023 minutes were reviewed approved.
 - **Principal Report** – updates included an overview of NYS ELA, Math, and Science assessment results to include action plans developed for each, professional development opportunities since beginning of the school year, classroom visits to include highlights and items in need of improvement and the following quick stats: enrollment as of BEDS Day, attendance, disciplinary action, and staffing.
 - **Assistant Principal Report** – Maria Makowski and Corey Wilson shared the PLC/SEL meetings held to date to include specific topics for each and a sample agenda. They also shared a short visual demo of the Frayer Interactive Vocabulary Model.
 - **Library Projects** – Danielle Gorsky, Westminster Librarian shared her plan for the 2023-24 school year to include current book selection criteria, book diversity audit, updating the collection to ensure it includes diverse and inclusive books, current digital resources available to students, staff and parents, STEM Makerspace project and push to actively engage students, staff, and families on the benefits of the school library.
 - **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – committee lead reviewed key items from their meeting provided in the board packet
Governance – no meeting held this month. Meetings will be scheduled beginning in November.
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- Advisory board committee leads were asked to review the current Roles & Responsibilities of their respective committee and provide Amy Mesi with their updates no later than November 21, 2023. The changes will be shared at the next meeting.
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of September 30, 2023 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.

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

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

2023 - 047 APPROVAL OF EXPENDITURES OVER \$25,000.

- NYSTRS \$182,648.59
- Philadelphia Insurance \$27,486.50

2023 – 048 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2023 – 049 APPROVAL OF 2023-24 STAFFING RESIGNATIONS. Resolved: That the Board approve the resignations of the following staff employed in the following positions that have communicated to Westminster Community Charter School that they have resigned from their employment effective the dates listed below:

<u>Name</u>	<u>Title</u>	<u>Hire Date/Resignation Date</u>
Christine Battaglia	Teacher	07/11/2022 to 11/09/2023

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:57 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 20, 2023 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Rita Eisenbeis
Jamie Oblatz
Raquel Schmidt

- Chairperson Eisenbeis called the meeting to order at 12:05 p.m.
- The October 25, 2023 minutes were reviewed and approved.
- **Principal Report** – updates included i-Ready growth monitoring results for reading and math, action planning to support continued growth in ELA and math, classroom visit stats to include highlights and improvements needed, major student incidents and quick stats on enrollment, disciplinary actions, attendance, and staffing.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – committee lead reviewed key items from their meeting provided in the board packet
Governance – committee lead reviewed key items from their meeting provided in the board packet
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update & Teacher Turnover** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of November 30, 2023 and July 1, 2023 to June 30, 2024 actual vs. budget year to date. Additionally, a summary of employee turnover statistics for the past 4 years was shared.
- **Advisory Committee Roles & Responsibilities** – advisory committees updated their individual roles and responsibilities for 2023-24.
- After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2023 - 050 APPROVAL OF EXPENDITURES OVER \$25,000.

- Blue Cross & Blue Shield (August-September) \$136,483.43
- Philadelphia Insurance \$77,975.50
- NYSTRS \$182,615.00
- NYSLRS \$43,993.00
- Curriculum Associates \$29,115.50

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 20, 2023 MINUTES**

2023 – 051 APPROVAL OF CHARTER RENEWAL APPLICATION. Resolved: on November 10, 2023, the Board unanimously approved the 2024 charter renewal submission.

2023 – 052 WESTMINSTER COMMUNITY CHARTER SCHOOL INVESTMENT POLICY. Resolved: That the revised Investment Policy for Westminster Community Charter School be approved.

2023 – 053 WCCS DATA PRIVACY AND SECURITY POLICY. Education Law §2-d requires each educational agency to develop and adopt a Data Privacy and Security Policy. This policy must be posted on the agency’s website along with its Bill of Rights for Data Privacy and Security (“Bill of Rights”) and Supplemental Information about each contract for services between the agency and a third-party contractor where the contractor receives personally identifiable information protected by Education Law §2-d (“Supplemental Information”).

2023 – 054 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, 2023 to October 31, 2024 be approved. The cost for this contract is \$3,304.25.

2023 – 055 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, 2023. After the initial 90-day period, this agreement is cancelable by either party upon thirty (30) days written notice.

2023 – 056 APPROVAL OF SERVICE AGREEMENT WITH SUSTAINABLE FOOD INSTITUTE OF AMERICA. Resolved: That the service agreement with Sustainable Food Institute of America (Beyond Green Partners, Inc.) be approved. The agreement for Year 1, Phase 1&2: strategy and implementation of a sustainable food service program at Westminster Community Charter School not to exceed \$90,000 plus travel expenses.

2023 – 057 CONTRACT WITH PEARL STREET GRILL & BREWERY. Resolved: That the contract with Pearl Street Grill & Brewery for the 2023 Westminster Community Charter School holiday party be approved. The cost is not to exceed \$4,000.

2023 – 058 CONTRACT WITH DAVIS ULMER. Resolved: That the contract with Davis Ulmer to inspect and test the fire and sprinkler system at Westminster Community Charter School be approved. The cost is \$2,600.

2023 – 059 CONTRACT WITH DANIELLE GREEN. Resolved: That the contract with Danielle Green to provide vocal coach services for the 2023-24 school musical at Westminster Community Charter School be approved. The cost is \$2,000.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
DECEMBER 20, 2023 MINUTES**

2023 – 060 CONTRACT WITH JAMIEN EUTSEY. Resolved: That the contract with Jamien Eutsey to provide coaching services for the 2023-24 boys’ basketball team at Westminster Community Charter School be approved. The cost is \$1,000.

2023 – 061 CHANGE TO 2023-24 CALENDAR. Resolved: That the following change to the Westminster Community Charter School 2023-24 calendar be approved; professional development day currently scheduled on April 10, 2024 be moved to April 8, 2024. This change is being made to accommodate for the full solar eclipse.

2023 - 062 PARTICIPATION IN MULTI-DISTRICT SOCIAL MEDIA LITIGATION. Resolved: That the resolution for Westminster Community Charter School file and join claims in the Multi-District Litigation pending in the Northern District of California to recoup damages against students and districts inflicted by social media companies facilitated by Hodgson Russ be approved.

Other Business – Pam Hokanson presented the opportunity for Westminster to join a Multi-District Social Media Litigation with the possibility of recouping damages inflicted to students by social media companies. The board unanimously agreed to pursue litigation and a resolution was brought forward for approval.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JANUARY 31, 2024 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Raquel Schmidt
Rosalyn Taylor

- Vice Chair Czarnecki called the meeting to order at 3:30 p.m.
- The December 20, 2023 minutes could not be approved (no quorum)
- **WCCS 2022-23 Audit Review** - Ms. Hopkins and Ms. Diallo from Lumsden & McCormick presented the 2022-23 audit report.
- **Principal Report** – updates included i-Ready winter diagnostic results for reading (math delayed due to weather closure), classroom visit stats to include highlights and improvements needed, charter renewal update and Dr. Moss visit, major student incidents and quick stats on enrollment, disciplinary actions, attendance, and staffing. Robust discussion around chronic absenteeism and the current steps being taken to address the issue. Deeper dive will be presented at the February board meeting.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – no meeting held this month
Governance – no meeting held this month
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of December 31, 2023 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 4:46 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
FEBRUARY 28, 2024 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Liz Czarnecki
Rita Eisenbeis
Melissa Leopard
Rosalyn Taylor

- Chairperson Eisenbeis called the meeting to order at 3:32 p.m.
- The December 20, 2023 and January 31, 2024 minutes were reviewed and approved.
- **Principal Report** – updates included i-Ready winter diagnostic results for math and reading, twelve academic stat measures for charter renewal, re-enrollment activities, new student recruitment initiatives and quick stats on enrollment, disciplinary actions, attendance, and staffing. Deeper dive into chronic absenteeism will be addressed at the March meeting so the appropriate school staff are able to be present.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – committee lead reviewed key items from their meeting provided in the board packet
Governance – committee lead reviewed key items from their meeting provided in the board packet
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update** – Pam Fekete reviewed the following financial reports: summary balance sheet as of January 31, 2024 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.
- After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2024 - 001 APPROVAL OF EXPENDITURES OVER \$25,000.

- Highmark/BCBS (Oct-Nov) \$133,316.91
- Sustainable Food Institute \$37,643.55

2024 – 002 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of Thomas Kim as a board member of the Board of Trustees of Westminster Community Charter School be accepted.

2024 – 003 CONTRACT WITH YOUNG WOMEN’S EMPOWERMENT ACADEMY (YWEA). Resolved: That the contract with Young Women’s Empowerment Academy (YWEA) to provide mentoring for 20 students from February 5-June 18, 2024 at Westminster Community

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
FEBRUARY 28, 2024 MINUTES**

Charter School be approved. The cost for 33 sessions at \$200 per session at a total cost of \$6,600.

2024 – 004 CONTRACT WITH LIFE TOUCH. Resolved: That the Lifetouch contract for 2023-24 school yearbook be approved. There is no cost to WCCS for these services.

2024 – 005 CONTRACT WITH CHIAVETTA’S CATERING. Resolved: That the contract with Chiavetta’s Catering to cater a chicken dinner fundraiser on April 19, 2024 at Westminster Community Charter School to help raise funds for 8th grade graduation be approved.

2024 - 006 PARTICIPATION IN MULTI-DISTRICT SOCIAL MEDIA LITIGATION. Resolved: That the resolution for Westminster Community Charter School file and join claims in the Multi-District Litigation pending in the Northern District of California to recoup damages against students and districts inflicted by social media companies be approved. The Frantz Group will provide legal services in connection with pursuing claims for damages arising from Westminster students’ use of social media.

- **Other Business** – it was agreed by the board members in attendance that the March board meeting be moved to Westminster.

The Board, on motion duly made, seconded by Liz Czarnecki and unanimously carried, went into Executive Session at 4:45 p.m. to discuss a personnel matter.

There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MARCH 27, 2024 MINUTES**

Location: Westminster Community Charter School

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Rita Eisenbeis
Raquel Schmidt
Rosalyn Taylor

- Chairperson Eisenbeis called the meeting to order at 3:35 p.m.
- The February 28, 2024 minutes were reviewed and approved.
- **Chronic Absenteeism** – the Attendance Committee members shared the current number of students chronically absent broken down Tier 1-3, per grade level, differences between February-March, the current support pyramid, and supports available at each tier.
- **Principal Report** – updates included i-Ready math and reading, math and reading growth charts, placement and growth in math and reading, overview of NYS Assessments grades 3-8, current enrollment numbers , new student recruitment, and quick stats on enrollment, disciplinary actions, attendance, and staffing.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – no meeting held this month
Governance – no meeting held this month
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of February 29, 2024 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.
- **Annual Conflict of Interest** – the Board reviewed the Conflict of Interest policy document provided in the board materials and each board member will complete the Conflict of Interest statement which was mailed to their homes.
- After thorough discussion and upon motion duly made and seconded, the Board of Trustees unanimously adopted the following resolutions:

2024 - 007 APPROVAL OF EXPENDITURES OVER \$25,000.

- SchoolWorks \$27,000

2024 – 008 CONTRACT WITH SHANNON COMMUNICATIONS. Resolved: That the contract with the Shannon Communications to provide social media, internal/external

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
MARCH 27, 2024 MINUTES**

communications support, develop a communications plan and a public relations strategy for Westminster Community Charter School be approved. The term begins February 27, 2024 for a term of 90 days. The cost for these services is \$90 per hour not to exceed \$3,600 per month.

2024 – 009 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 \$5,130 per year.

2024 – 010 CONTRACT WITH TNTP, INC. Resolved: That the contract with TNTP, Inc. to provide Westminster Community Charter School services with respect to recruitment, selection, training, support, and certification of new teachers (the “Teaching Fellows”) beginning March 20, 2024 to June 30, 2025.

2024 – 011 CONFLICT OF INTEREST POLICY. Resolved: That the Conflict of Interest Policy for the Westminster Community Charter School be approved.

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

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
APRIL 24, 2024 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Rita Eisenbeis
Rosalyn Taylor

- Chair Eisenbeis called the meeting to order at 3:30p.m.
- The March 27 minutes could not be approved (no quorum)
- **Public Comment Period** – Corey Wilson shared that 7th grade student Justin Jones who is a member of Breaking Barriers and Erie County Restorative Justice Coalition recently attended a Buffalo BBOE listening session. He spoke eloquently to all three questions posed and was commended by BOE members. He was asked what Buffalo Public School he attended, and he said, “I don’t attend BPS, I go to Westminster Community Charter School!”
- **Instructional Leadership Team Update** – updates included an overview of what the team is/is not, the three committees that comprise ILT (calendar, schedule, interview), action planning techniques and how the team uses them to provide feedback received from staff to administration.
- **Principal Report** – updates included grade level NYS assessment prep and testing, NYSED assessment prep across all grade levels, year-to-date discipline numbers and incident types, suspension data, current enrollment numbers by grade level, current and future recruitment efforts, status update on home visits to chronically absent students, summer professional development plan and finally quick stats on enrollment, disciplinary actions, attendance, and staffing.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – committee lead reviewed key items from their meeting provided in the board packet
Governance – no meeting held this month
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update** – Laura Ferrino presented on the status of the ARPA grant and reviewed the following financial reports: summary balance sheet as of March 31, 2024 and July 1, 2023 to June 30, 2024 actual vs. budget year to date.

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

Respectfully submitted,

Amy J. Mesi

Board Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 26, 2024 MINUTES**

In attendance at the Board meeting were:

Terenda Brown
Diane Cozzo
Liz Czarnecki
Rita Eisenbeis
Raquel Schmidt
Rosalyn Taylor

- Chair Eisenbeis called the meeting to order at 3:33p.m.
- The March 27 and April 24, 2024 minutes were reviewed and approved.
- **Principal Report** – updates included Math and ELA comparison school rankings, four year renewal recommendation rationale, ESSA LSI status to include areas of improvement, corrective action planning, iReady Fall to Spring rankings for reading and Math, September 2023-June 2024 discipline data and referral averages, current enrollment numbers K-8, summer professional development plan and finally quick stats on enrollment, disciplinary actions, attendance, and staffing.
- **WCCS Recruitment Efforts** – Stephanie Ansari, Alisha Baggiano-Gramza and Amy Mesi provided updates to include total recruitment spend for 2022-23 and 2023-24, targeted outreach opportunities, social media analytics (Facebook and Instagram) to include comparison from April-May 2023 and April-May 2024 and recruitment channels utilized. Board members would like to see an update on the total spend for 2023-24/2024-25 at the September meeting.
- **Advisory Board Committee Updates**
Academics – committee lead reviewed key items from their meeting provided in the board packet
Finance – committee lead reviewed key items from their meeting provided in the board packet
Governance – no meeting held this month
School Culture – committee lead reviewed key items from their meeting provided in the board packet
- **Financial Update** – Laura Ferrino reviewed the following financial reports: summary balance sheet as of May 31, 2024 and July 1, 2023 to June 30, 2024 actual vs. budget year to date. She also provided an in depth overview of the 2024-25 financial plan.

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

2024 – 014 ELECTION OF BOARD OF TRUSTEES. Resolved: The following Trustees shall be elected until the next annual meeting of the Trustees:

- Terenda Brown
- Diane Cozzo
- Elizabeth Czarnecki
- Melissa Leopard
- James Obletz
- Raquel Schmidt

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 26, 2024 MINUTES**

- Rosalyn Taylor

2024 – 015 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Trustees:

- Chair – Raquel Schmidt
- Vice Chair – Elizabeth Czarnecki

2024 – 016 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of Rita Eisenbeis as Chairman of the Board of Trustees of Westminster Community Charter School be accepted.

2024 - 017 APPROVAL OF EXPENDITURES OVER \$25,000.

- Buffalo Board of Education Benefits Dept. \$335,838.86
 - Highmark BC/BS (Dec 2023-Apr 2024)
- Buffalo Board of Education Benefits Dept. \$68,711.80
 - Highmark BC/BS (May 2024)
- Sustainable Foods \$34,474.80

2024 – 018 APPROVAL OF VENDOR LIST. Resolved: That the Westminster Community Charter School New Vendor list be approved.

2024 – 019 CONTRACT WITH THE READING LEAGUE. Resolved: That the contract with The Reading League to provide professional development for Westminster Community Charter School be approved. First session will be held June 26, 2024 and the remaining three sessions will be held during the 2024-25 school year. The cost for these services are \$30,000.

2024 – 020 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES. Resolved: That the contract with Optimal Therapy Associates Services (OTAS) to provide therapy services to students at Westminster Community Charter School (WCCS) for the 2024-2025 school year be approved.

2024 - 021 APPROVAL OF WCCS 2024-25 CALENDAR. Resolved: That the Westminster Community Charter School 2024-25 calendar be approved.

WCCS Total Calendar Days					
	T	S		T	S
Aug	3	0	Feb	15	15
Sept	20	20	Mar	21	20
Oct	22	22	Apr	17	17
Nov	18	18	May	21	21
Dec	15	15	Jun	14	13
Jan	20	20	Total	186	181
BPS Total Calendar Days					
	T	S		T	S
Aug	0	0	Feb	15	15
Sept	20	18	Mar	21	21
Oct	22	22	Apr	16	16
Nov	16	16	May	21	19
Dec	15	15	Jun	19	18
Jan	20	20	Total	185	180

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD MEETING
JUNE 26, 2024 MINUTES**

2024 – 022 APPROVAL OF 2024-25 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2024-25 Professional Development Plan be approved.

2024 – 023 APPROVAL OF 2024-25 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2024-25 be approved.

2024 – 024 SCHEDULE OF 2024-25 BOARD MEETINGS. Resolved: That the schedule of the 2024-25 meetings for the Westminster Community Charter School Board of Trustees be approved.

2024 – 025 APPROVAL OF GOGUARDIAN RENEWAL. Resolved: that the Services Agreement with GoGuardian for the 2024-25 school year be approved. The cost for these services is \$6,520.

2024 – 026 CONTRACT WITH R&B ROCK GYM. Resolved: that the contract with R&B Rock Gym dba Niagara Climb Center to provide a portable rock climbing structure for Super Saturday event be approved. The cost for this service is \$590.

2024 – 027 APPROVAL OF CONTRACT WITH APPERTURE EDUCATION. Resolved: That the contract with Apperture Education to provide DESSA SEL support for the term July 1, 2024 to June 30, 2025 be approved. The cost for these services is \$3,187.50.

2024 – 028 CONTRACTS WITH LATASHA LEEPER AND KEION PARIS. Resolved: That the contracts with Latasha Leeper and Keion Paris to serve as Success Mentors and render services as scheduled during school days from 10:00am-4:00pm at \$20 per hour not to exceed 6 hours per day unless authorized and approved by an Administrator at Westminster Community Charter School be approved.

2024 – 029 CONTRACT WITH DAVIS ULMER. Resolved: That the contract with Davis Ulmer to inspect and test the fire and sprinkler system at Westminster Community Charter School be approved. The cost is \$1,325.

2024 - 030 APPROVAL OF WCCS TUITION REIMBURSEMENT PROGRAM. Resolved: That the tuition assistance reimbursement request for Teresa Gerchman to attend the University of Buffalo in the Summer 2024 (9 credit hours) in order to obtain her EdD degree be approved.

2024 – 031 APPROVAL OF CONTRACT WITH SCHOOLWORKS. Resolved: That the contract with School Works, LLC to provide project management, two strategic sessions, in-person, and virtual coaching and SQR prioritization for Westminster Community Charter School be approved. The cost for these services is \$77,700.

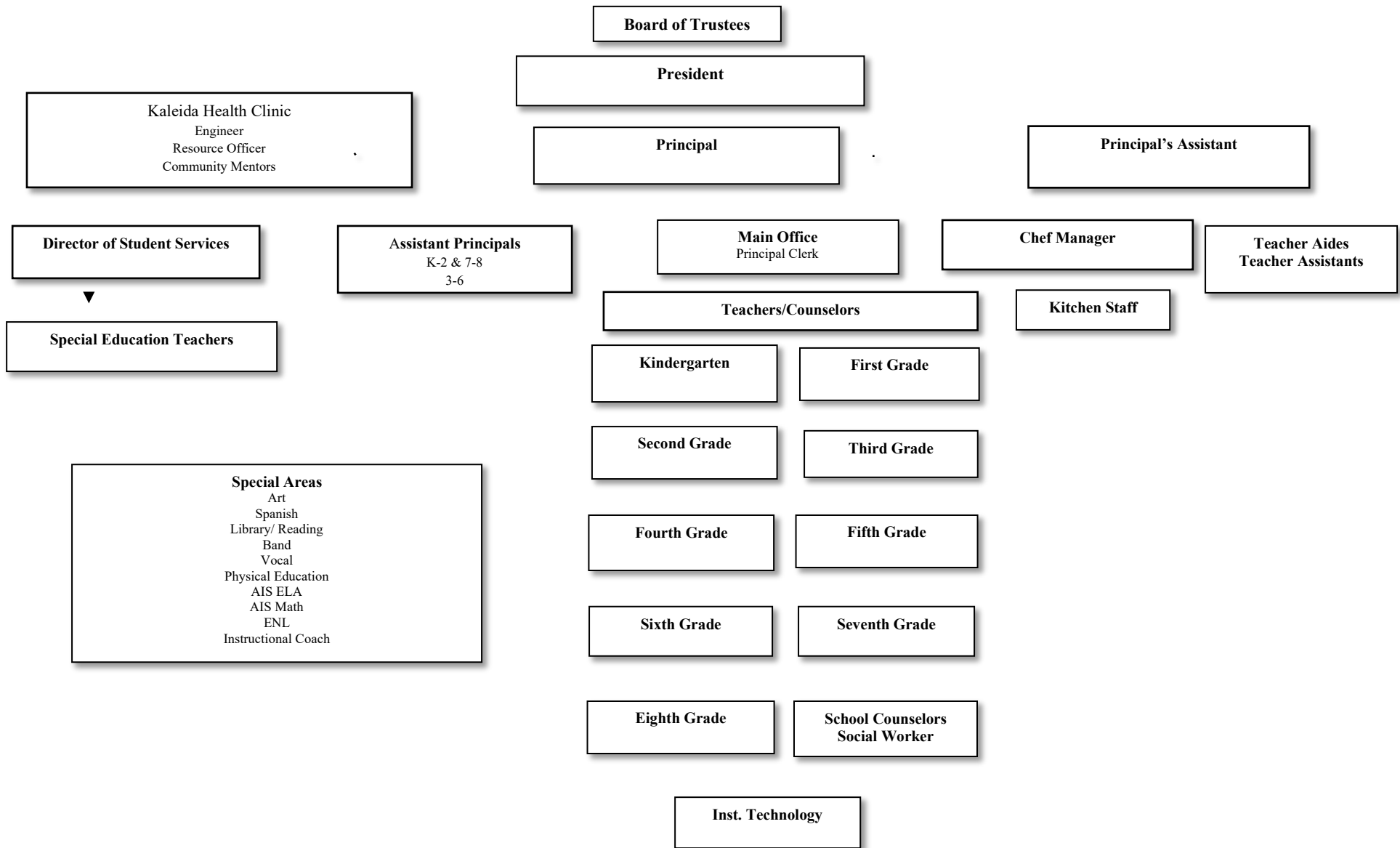
There being no further business to come before the Trustees, on motion duly made, seconded, and unanimously carried, the meeting was adjourned at 5:06 p.m.

Respectfully submitted,

Amy J. Mesi

Board Secretary

2023-2024 Westminster Community Charter School Organization Chart



2024-2025 WCCS School Calendar

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

July	
4	Independence day

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January	
1	New Year's Day
20	Martin Luther King Jr. Day
29	Lunar New Year

20 Teacher Days
20 Student Days

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

August	
27-28	Superintendent Conference Days
29	Teacher Classroom Day

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February	
17-21	February Recess

15 Teacher Days
15 Student Days

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

September	
2	Labor Day
3	First Day for Students
27	Half Day PD

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March	
10	Half Day PD
31	Superintendent Conference Day

21 Teacher Days
20 Student Days

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

October	
11	Half Day PD
14	Indigenous Peoples' Day

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April	
14-18	Spring Recess

17 Teacher Days
17 Student Days

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

November	
5	1/2 day Parent Teacher Conferences
11	Veterans Day
28-29	Thanksgiving Break

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May	
26	Memorial Day

21 Teacher Days
21 Student Days

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

December	
23-31	Winter Recess

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June	
18	Last Day for Students/Field Day
19	Juneteenth
20	Teacher Rating Day

14 Teacher Days
13 Student Days

- No School for Students (Staff Only)
- No School
- Superintendent Conference Days (Staff Only)
- Half Day for Students, dismissal 11:30
- First/Last Days of Instruction

WCCS Total Calendar Days					
	T	S	T	S	
Aug	3	0	Feb	15	15
Sept	20	20	Mar	21	20
Oct	22	22	Apr	17	17
Nov	18	18	May	21	21
Dec	15	15	Jun	14	13
Jan	20	20	Total	186	181

186 Total Teacher Days
181 Total Students Days*
*184 w/ Supt. Conf. Days

WESTMINSTER COMMUNITY CHARTER SCHOOL

SINGLE AUDIT REPORTING PACKAGE

JUNE 30, 2024

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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, 2024 and 2023, 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, 2024 and 2023, 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 28, 2024 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 28, 2024

WESTMINSTER COMMUNITY CHARTER SCHOOL

Balance Sheets

June 30,	2024	2023
Assets		
Current assets:		
Cash	\$ 6,142,548	\$ 8,943,144
Short-term investments	3,108,973	-
Receivables (Note 2)	1,199,884	952,125
Prepaid expenses	24,898	17,812
	<u>10,476,303</u>	<u>9,913,081</u>
Property and equipment, net (Note 3)	<u>3,343,437</u>	<u>3,644,382</u>
	<u>\$ 13,819,740</u>	<u>\$ 13,557,463</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 509,673	\$ 506,009
Accrued expenses	2,127,876	1,693,900
Refundable advances	-	5,077
	<u>2,637,549</u>	<u>2,204,986</u>
Postemployment health care benefit obligation (Note 4)	<u>4,104,659</u>	<u>3,785,429</u>
	<u>6,742,208</u>	<u>5,990,415</u>
Net assets:		
Without donor restrictions	<u>7,077,532</u>	<u>7,567,048</u>
	<u>\$ 13,819,740</u>	<u>\$ 13,557,463</u>

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Activities

For the years ended June 30,	2024	2023
Changes in net assets without donor restrictions:		
Support and revenue:		
Enrollment fees:		
Revenue - resident student enrollment	\$ 5,707,685	\$ 5,897,087
Revenue - students with disabilities	463,676	259,518
Contributions:		
Federal awards	2,022,428	1,661,392
State and local awards	8,686	9,038
In-kind	64,041	53,243
Interest income	437,261	8,069
Other income	28,312	41,004
Net assets released from restrictions	-	10,000
Total support and revenue	8,732,089	7,939,351
Expenses:		
Program expenses:		
Regular education	6,317,943	7,177,967
Special education	1,020,335	1,121,583
Other programs	624,965	717,569
Total program expenses	7,963,243	9,017,119
Supporting services:		
Management and general	1,251,644	1,139,233
Total expenses	9,214,887	10,156,352
Changes in net assets without donor restrictions	(482,798)	(2,217,001)
Changes in net assets with donor restrictions:		
Net assets released from restrictions	-	(10,000)
Postemployment health care benefit adjustment (Note 4)	(6,718)	211,843
Change in net assets	(489,516)	(2,015,158)
Net assets - beginning	7,567,048	9,582,206
Net assets - ending	\$ 7,077,532	\$ 7,567,048

See accompanying notes.

Statement of Functional Expenses

For the year ended June 30, 2024

	Number of Positions	Regular Education	Special Education	Other Programs	Management and General	Total
Administrative personnel	6.0	\$ 505,270	\$ 59,743	\$ 22,880	\$ 47,667	\$ 635,560
Instructional personnel	66.0	3,377,718	504,490	59,120	-	3,941,328
Non-instructional personnel	7.0	63,614	8,012	86,528	2,083	160,237
Total salaries	79.0	3,946,602	572,245	168,528	49,750	4,737,125
Salaries		3,946,602	572,245	168,528	49,750	4,737,125
Payroll taxes and employee benefits		1,279,187	182,741	45,685	15,228	1,522,841
Retirement benefits		375,161	53,594	13,399	4,466	446,620
Professional and staff development		52,865	9,146	38,493	-	100,504
Professional fees		-	-	-	148,327	148,327
Contracted services		-	139,234	-	788,991	928,225
Student and staff recruitment		-	-	-	17,509	17,509
Curriculum and classroom expenses		31,964	3,917	3,290	-	39,171
Supplies and materials		80,753	6,909	12,091	8,205	107,958
Food service		-	-	237,403	-	237,403
Student transportation services		-	-	12,773	-	12,773
Travel and conferences		3,744	277	6,907	978	11,906
Postage, printing, and copying		5,359	678	151	665	6,853
Insurance		-	-	-	112,494	112,494
Information technology		70,702	7,070	1,768	8,838	88,378
Repairs and maintenance		128,905	10,312	18,906	13,750	171,873
Occupancy		-	-	-	51,327	51,327
Telephone and utilities		51,445	10,582	18,722	651	81,400
Other		21,498	2,049	7,285	1,691	32,523
		6,048,185	998,754	585,401	1,222,870	8,855,210
Depreciation		269,758	21,581	39,564	28,774	359,677
Total		\$ 6,317,943	\$ 1,020,335	\$ 624,965	\$ 1,251,644	\$ 9,214,887

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	3,794,775	566,781	66,420	-	4,427,976
Non-instructional personnel	23.0	57,732	7,271	78,527	1,891	145,421
Total salaries	87.0	4,493,982	649,899	173,995	62,408	5,380,284
Salaries		4,493,982	649,899	173,995	62,408	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
		6,873,773	1,097,248	672,954	1,106,786	9,750,761
Depreciation		304,194	24,335	44,615	32,447	405,591
Total		\$ 7,177,967	\$ 1,121,583	\$ 717,569	\$ 1,139,233	\$ 10,156,352

See accompanying notes.

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Cash Flows

For the years ended June 30,	2024	2023
Operating activities:		
Cash received from enrollment fees	\$ 6,051,285	\$ 6,006,140
Cash received from federal, state and local grants	1,903,875	1,564,174
Interest received	437,261	8,069
Cash received from other sources	22,791	39,129
Payments to employees for services and benefits	(6,460,069)	(7,067,530)
Payments to vendors and suppliers	(1,588,034)	(1,396,358)
	<hr/>	<hr/>
Net operating activities	367,109	(846,376)
Investing activities:		
Purchase of short-term investments	(3,108,973)	-
Property and equipment expenditures	(58,732)	(120,349)
	<hr/>	<hr/>
Net investing activities	(3,167,705)	(120,349)
	<hr/>	<hr/>
Net change in cash	(2,800,596)	(966,725)
Cash - beginning	8,943,144	9,909,869
	<hr/>	<hr/>
Cash - ending	\$ 6,142,548	\$ 8,943,144

See accompanying notes.

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 is chartered through June 2028 and continued operations are contingent upon approval of its charter renewal.

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

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 28, 2024, 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, 2024 and 2023, the total cost of facilities-related services due to the District was approximately \$214,000 and \$300,000. 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, 2024 and 2023, the School recognized expenses of \$501,159 and \$430,301 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.

Short-Term Investments:

Short-term investments are comprised of bank certificates of deposit (CDs) with original maturities of 18 months that are stated at fair value, which approximates cost. All outstanding CDs at June 30, 2024 mature in March 2025.

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.

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:

	2024	2023
Contributions	\$ 850,875	\$ 729,389
Enrollment fees and other	349,009	222,736
	<u>\$ 1,199,884</u>	<u>\$ 952,125</u>

3. Property and Equipment:

	2024	2023
Building and improvements	\$ 1,741,973	\$ 1,707,329
Furniture and equipment	7,462,076	7,437,988
	<u>9,204,049</u>	9,145,317
Less accumulated depreciation	5,860,612	5,500,935
	<u>\$ 3,343,437</u>	<u>\$ 3,644,382</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, 2024 and 2023 (the measurement dates) is as follows:

	2024	2023
Accumulated postemployment benefit obligation (APBO)	\$ 4,104,659	\$ 3,785,429
Accrued postemployment health benefits	\$ 4,104,659	\$ 3,785,429
Accumulated adjustment to unrestricted net assets	\$ 5,453,438	\$ 5,460,156
Benefit cost	\$ 312,512	\$ 362,205
	<u>2024</u>	<u>2023</u>
Weighted average assumptions used to determine benefit obligation:		
Annual health care premium increases	5.0-6.25%	5.0-6.0%
Discount rate	5.50%	5.25%
Weighted-average assumptions used to determine periodic benefit cost:		
Discount rate	5.25%	4.75%
Expected future benefit payments:		
2025	\$ 60,198	
2026	71,135	
2027	81,820	
2028	88,261	
2029	98,492	
2030-2033	608,235	
	<u>\$ 1,008,141</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 9.76% of the annual covered payroll for the year ended June 30, 2024, and 10.29% for the year ended June 30, 2023. The required contributions for TRS were \$400,157 and \$459,576 for the years ended June 30, 2024 and 2023.

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by the School to the pension accumulation fund. The rates ranged from 9.5% to 14.9% for 2024 and 8.2% to 13% for 2023, dependent on the participant’s tier. Required contributions for ERS were \$46,463 and \$34,001 for the years ended June 30, 2024 and 2023.

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>2024</u>	<u>2023</u>
Cash	\$ 6,142,548	\$ 8,943,144
Short-term investments	3,108,973	-
Receivables	1,199,884	952,125
	<u>\$ 10,451,405</u>	<u>\$ 9,895,269</u>

WESTMINSTER COMMUNITY CHARTER SCHOOL

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Grantor Number	Expenditures
<u>U.S. Department of Agriculture:</u>			
Passed through New York State Education Department:			
Child Nutrition Cluster:			
School Breakfast Program	10.553	N/A	\$ 119,044 ¹
National School Lunch Program	10.555	N/A	271,094 ¹
Fresh Food and Vegetable Program	10.582	N/A	<u>33,797 ¹</u>
			423,935
Passed through New York State Office of General Services:			
Child Nutrition Cluster:			
National School Lunch Program	10.555	N/A	<u>18,818 ¹</u>
Total U.S. Department of Agriculture			<u>442,753</u>
<u>U.S. Department of Education:</u>			
Passed through New York State Education Department:			
Title I Grants to Local Educational Agencies	84.010	0021-24-4272	279,933
Title I Grants to Local Educational Agencies	84.010	0021-23-4272	14,734
Supporting Effective Instruction State Grants	84.367	0147-24-4272	16,156
Supporting Effective Instruction State Grants	84.367	0147-23-4272	5,978
Student Support and Academic Enrichment Program	84.424	0204-24-4272	16,241
Student Support and Academic Enrichment Program	84.424	0204-23-4272	8,469
Education Stabilization Fund:			
Elementary and Secondary School Emergency Relief Fund	84.425D	5891-21-4272	5,322 ²
American Rescue Plan Elementary and Secondary School Emergency Relief Fund	84.425U	5880-21-4272	<u>1,251,660 ²</u>
Total U.S. Department of Education			<u>1,598,493</u>
Total Expenditures of Federal Awards			<u>\$ 2,041,246</u>

¹ Total Child Nutrition Cluster - \$442,753

² Total Education Stabilization Fund - \$1,256,982

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, 2024, the School used \$18,818 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, 2024, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 28, 2024.

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.

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

October 28, 2024

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, 2024. 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, 2024.

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.

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

October 28, 2024

Schedule of Findings and Questioned Costs

For the year ended June 30, 2024

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>\$ 1,256,982</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 28, 2024

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, 2024, 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.



General Information and Fire/Life Safety History

Inspection Date:

12/22/23

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 15 seconds

8e. Arson/Fire Prevention?

Yes

8f. Prevention/Evacuation Training?

Yes

9. Fire Dept. notified via alarm?

Yes

10. Any Fires?

No

10a. Number of fires:

Not Applicable

10b. Number of injuries:

Not Applicable

10c. Cost of Damage:

Not Applicable

Inspector Notified of previous fire report?

Yes

FIRE & EMERGENCY DRILLS

	Date	Type
1	Sep 13, 2022	Evacuation
2	Sep 14, 2022	Evacuation
3	Sep 23, 2022	Evacuation
4	Oct 12, 2022	Evacuation
5	Oct 24, 2022	Evacuation
6	Jun 14, 2023	Lockdown
7	Dec 8, 2022	Lockdown
8	Dec 12, 2022	Lockdown
9	Apr 14, 2023	Evacuation
10	Jun 6, 2023	Evacuation
11	Jun 9, 2023	Lockdown
12	Oct 25, 2022	Evacuation

Insufficient Fire & Emergency Drills Reason

-

Initial Inspector

PATRICK LEWIS

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

Certification #: (Certification Number) 0610-7035B

Email: PATLEW55@AOL.COM

Building Administrator

MEL ALSTON

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: Jan 1, 2024
Created By: yvette.gordon
Date Modified: Jan 30, 2024
Modified By: tonja.williams2
Date Certified: Jan 30, 2024
Certified By: tonja.williams2

Certificate History

Certificate Type

Date Certified

Certified By

Certificate of Occupancy

Jan 30, 2024

tonja.williams2

Non-conformances

Item	Date Corrected	Date Reinspected
17A-3	Dec 22, 2023	Dec 22, 2023
15A-2	Dec 22, 2023	Dec 22, 2023

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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

Building ID: 140600010068


DISTRICT:

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

Issuance Date: January 30, 2024

Effective Date: February 01, 2024

Expiration Date: February 01, 2025


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED