



# Entry 1 School Information

Created: 07/25/2016

Last updated: 07/29/2016

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer or you may not be assigned the correct tasks.

## Page 1

### a. SCHOOL NAME AND BEDS#

(Select name from the drop down menu)

ELMWOOD VILLAGE CS (REGENTS) 140600860896

### b. CHARTER AUTHORIZER

(For technical reasons, please re-select authorizer name from the drop down menu).

Regents-Authorized Charter School

### c. DISTRICT / CSD OF LOCATION

Buffalo

### d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	40 Days Park Buffalo, NY 14201	716-886-4581	716-348-3707	

### d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Danielle Bruno
Title	Director

Emergency Phone Number (###-###-####)

703-200-9419

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

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

**f. DATE OF INITIAL CHARTER**

01/2006

**g. DATE FIRST OPENED FOR INSTRUCTION**

09/2006

**h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

The Elmwood Village Charter School will provide a stimulating and engaging learning environment that recognizes student capability, fosters their connectedness to their immediate and broader communities, and offers them ways to contribute to school life. EVCS believes that all students can and will learn at high levels when provided with the right learning conditions.

**h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief description)

Variable 1	Small, K-8 community: EVCS will expand from 200 students in K-6 to 350 students in K-8 by the end of its second charter term (and 450 K-8 students at its full capacity).
Variable 2	Smaller Class Size: EVCS has an average of 25 students per class compared to 28 students per class (grades 3-6) in the Buffalo Public Schools.
Variable 3	Student to Teacher Ratio: each classroom has a small student to teacher ratio (with one certified teacher and a teacher's aide or teaching assistant in Kindergarten; a certified teacher and a shared

	teacher's aide or teaching assistant in other grades), which allows for more individualized attention and better quality education.
Variable 4	Community alliances: students interact with community leaders, institutions, and artists; EVCS makes full use of community resources.
Variable 5	Longer daily schedule and school year: The school day runs for seven hours each day, with optional before-care and after-care. This provides students with approximately one extra day of instruction per week compared to the district of location. The school year starts at the beginning of September, and goes through the end of June. This provides at least one extra week of instruction per year.
Variable 6	More time on task: extended periods are provided for the core subjects (English Language Arts and Math) along with tutoring and enrichment opportunities.
Variable 7	Interdisciplinary curriculum: EVCS emphasizes cross-curricular educational development where the connection between different fields of knowledge is shown through theme-based and project-focused instruction.
Variable 8	Arts integration: arts are used as a catalyst for teaching across the curriculum to broaden and deepen the assimilation of the material presented in core subjects. This program of integration has been shown to improve students' test scores.
Variable 9	Parental involvement: Students do better in school when parents communicate with teachers and become involved in the school. EVCS has added opportunities for parent-teacher communication and for parental participation in school activities and events.
Variable 10	Technology integration: EVCS is committed to using educational technologies in support of student success. The curriculum develops computer and software proficiency. Media and information literacy are developed through the classroom and librarian, as well as through partnerships with community organizations.

## **i. TOTAL ENROLLMENT ON JUNE 30, 2016**

376

## j. GRADES SERVED IN SCHOOL YEAR 2015-16

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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## k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No
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## Page 2

### I1. FACILITIES

Does the school maintain or operate multiple sites?

No, just one site.
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### I2. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	40 Days Park Buffalo, NY 14201	716-886-4581	BUFFALO CITY SD	K-8	No	Own
Site 2						
Site 3						

### I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Danielle Bruno			

Operational Leader	Danielle Bruno		
Compliance Contact	Danielle Bruno		
Complaint Contact	Danielle Bruno		

**m1. Is the school or are the school sites co-located?**

No

Page 3

**n1. Were there any revisions to the school's charter during the 2015-16 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Name and Position of Individual(s) Who Completed the 2015-16 Annual Report.**

Anne Landrigan - Student Services/Testing Coordinator, Liz Evans - Operations Manager & Lisa Kirisits - Accountant

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

Danielle Bruno

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

Ministero - Copyrola

**Date**

2016/07/29

**Thank you.**



# Entry 2 Link

Last updated: 07/25/2016

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## Page 1

### **1. NEW YORK STATE REPORT CARD**

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

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

<https://data.nysed.gov/lists.php?start=69&type=school>



# Entry 3 Progress

Last updated: 07/28/2016

## Page 1

### PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2016. If the goals are based on student performance data that the school will not have access to before August 1, 2016 (e.g., the NYS Assessment results), explain this in the "2015-2016 Progress Toward Attainment of Goal" column. The information can be updated when available. Please complete and submit no later than November 1, 2016.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2015-16 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	1. The students in grade 3 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	New York State Assessments		
Academic Goal 2	2. The students in grade 4 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	New York State Assessments		



Academic Goal 3	3. The students in grade 5 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	New York State Assessments		
Academic Goal 4	4. The students in grade 6 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	New York State Assessments		
Academic Goal 5	5. The students in grade 7 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	New York State Assessments		
Academic Goal 6	6. The students in grade 8 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	New York State Assessments		
Academic Goal 7	7. The students in grade 3 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	New York State Assessments		

Academic Goal 8	8. The students in grade 4 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	New York State Assessments		
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## 2. Do have more academic goals to add?

Yes

## 2015-16 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	9. The students in grade 5 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	New York State Assessments		
Academic Goal 10	10. The students in grade 6 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	New York State Assessments		
Academic Goal 11	11. The students in grade 7 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by	New York State Assessments		

	20% on NYS Math assessments for their grade level.			
Academic Goal 12	12. The students in grade 8 who have been continuously enrolled at EVCS will outperform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	New York State Assessments		
Academic Goal 13	13. The students in grades 3 – 8 who have been continuously enrolled at EVCS for at least a full year will meet or exceed the state average in proficiency on NYS ELA Assessments.	New York State Assessments		
Academic Goal 14	14. The students in grades 3 – 8 who have been continuously enrolled at EVCS for at least a full year will meet or exceed the state average in proficiency on NYS Math Assessments.	New York State Assessments		
Academic Goal 15	15. 80% or more of the cohort of students who were enrolled continuously from Kindergarten through grade 3 at Elmwood Village Charter School will achieve proficiency or mastery on the Grade 3 ELA NYS Assessment.	New York State Assessments		
	16. 80% or more of the cohort of students who were			

Academic Goal 16	enrolled continuously from grade 3 through grade 4 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 4 ELA NYS Assessment.	New York State Assessments		
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### 3. Do have more academic goals to add?

Yes

### 2015-16 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 17	17. 80% or more of the cohort of students who were enrolled continuously from grade 4 through grade 5 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 5 ELA NYS Assessment.	New York State Assessments		
Academic Goal 18	18. 80% or more of the cohort of students who were enrolled continuously from grade 5 through grade 6 at Elmwood Village Charter School will	New York State Assessments		

	achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 6 ELA NYS Assessment.			
Academic Goal 19	19. 80% or more of the cohort of students who were enrolled continuously from grade 6 through grade 7 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 7 ELA NYS Assessment.	New York State Assessments		
Academic Goal 20	20. 80% or more of the cohort of students who were enrolled continuously from grade 7 through grade 8 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 8 ELA NYS Assessment.	New York State Assessments		
Academic Goal 21	21. 80% or more of the cohort of students who were enrolled continuously from Kindergarten through grade 3 at Elmwood Village Charter School will achieve proficiency or mastery on the Grade 3 Math NYS Assessment.	New York State Assessments		

Academic Goal 22	22. 80% or more of the cohort of students who were enrolled continuously from grade 3 through grade 4 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 4 Math NYS Assessment.	New York State Assessments		
Academic Goal 23	23. 80% or more of the cohort of students who were enrolled continuously from grade 4 through grade 5 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 5 Math NYS Assessment.	New York State Assessments		
Academic Goal 24	24. 80% or more of the cohort of students who were enrolled continuously from grade 5 through grade 6 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 6 Math NYS Assessment.	New York State Assessments		
	25. 80% or more of the cohort of students who were enrolled			

Academic Goal 25	continuously from grade 6 through grade 7 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 7 Math NYS Assessment.	New York State Assessments		
Academic Goal 26	26. 80% or more of the cohort of students who were enrolled continuously from grade 7 through grade 8 at Elmwood Village Charter School will achieve proficiency or mastery, or demonstrate 5% growth from the previous year on the Grade 8 Math NYS Assessment.	New York State Assessments		
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				

## Page 2

### 4. ORGANIZATIONAL GOALS

#### 2015-16 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
	1. Once enrolled in EVCS, 85% of			

Org Goal 1	students will re-enroll for the following year, as measured by yearly enrollment data.	Yearly Enrollment Data		
Org Goal 2	2. 85% of responding parents will report they are satisfied with EVCS, as measured by an annual survey.	Parent Survey		
Org Goal 3				
Org Goal 4				
Org Goal 5				

## 5. Do you have more organizational goals to add?

(No response)

## 2015-16 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

## 6. FINANCIAL GOALS



## 2015-16 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Last updated: 07/29/2016

## Page 1

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

#### 1. Total Expenditures Per Child

To calculate **'Total Expenditures per Child'** take total expenditures (from the unaudited 2015-16 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	4847028
Line 2: Year End FTE student enrollment	376
Line 3: Divide Line 1 by Line 2	12891

#### 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2015-16 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**

***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***

***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	398543
Line 2: Management and General Cost (Column)	470372
Line 3: Sum of Line 1 and Line 2	868915
Line 5: Divide Line 3 by the Year End FTE student enrollment	2311

***Thank you.***



**Financial A**

**School Name:**

**Date:**

**Latest Audit Period (through June 30):**



## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**Elmwood Village Charter School**

July 27, 2016

2016

# FILL IN GRAY CELLS

## Elmwood Village Charter School

### STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	2016	2015
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$3,317,549	\$2,940,203
Grants and contracts receivable	86,137	48,252
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	15,983	83,552
Contributions and other receivables	-	-
Other	322,699	-
<b>TOTAL CURRENT ASSETS</b>	\$3,742,368	\$3,072,007
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	5,638,061	5,777,405
Restricted Cash	-	-
<b>OTHER ASSETS</b>	\$5,638,061	\$5,777,405
<b>TOTAL ASSETS</b>	\$9,380,429	\$8,849,412
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$94,904	\$57,801
Accrued payroll and benefits	495,678	594,897
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	221,753	212,588
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	\$812,335	\$865,286
<b>LONG-TERM DEBT, net current maturities</b>	\$3,235,805	\$3,462,428
<b>TOTAL LIABILITIES</b>	\$4,048,140	\$4,327,714
<b>NET ASSETS</b>		
Unrestricted	\$5,332,289	\$4,521,698
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	\$5,332,289	\$4,521,698
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$9,380,429	\$8,849,412
<i>Check</i>	-	-

# FILL IN GRAY CELLS

## Elmwood Village Charter School

### STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED JUNE 30,

	2016			2015
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$5,181,930	\$-	\$5,181,930	\$4,689,718
Federal - Title and IDEA	-	160,819	160,819	84,515
Federal - Other	-	-	-	-
State and City Grants	-	-	-	188,750
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$5,181,930	\$160,819	\$5,342,749	\$4,962,983
<b>EXPENSES</b>				
Program Services				
Regular Education	\$2,790,080	\$-	\$2,790,080	\$2,494,205
Special Education	843,118	-	843,118	810,334
Other Programs	181,813	-	181,813	175,900
Total Program Services	\$3,815,011	\$-	\$3,815,011	\$3,480,439
Supporting Services				
Management and general	\$1,012,639	\$-	\$1,012,639	\$1,016,040
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	\$4,827,650	\$-	\$4,827,650	\$4,496,479
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$354,280	\$160,819	\$515,099	\$466,504
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	29,130	-	29,130	38,550
Corporations	-	-	-	-
Fundraising	18,544	-	18,544	18,611
Interest income	3,921	-	3,921	-
Miscellaneous income	243,897	-	243,897	-
Net assets released from restriction	160,819	(160,819)	-	247,527
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$456,311	\$(160,819)	\$295,492	\$304,688
<b>CHANGE IN NET ASSETS</b>	\$810,591	\$-	\$810,591	\$771,192
NET ASSETS BEGINNING OF YEAR	\$4,521,698	\$-	\$4,521,698	\$3,750,506
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$5,332,289	\$-	\$5,332,289	\$4,521,698

# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2015-16 Budget & Cash Flow Template

#### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please 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.



**Elmwood Village Charter School**

**PROJECTED BUDGET FOR 2016-2017**

**July 1, 2016 to June 30, 2017**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
<div> <div> <div>REGULAR EDUCATION</div> <div>SPECIAL EDUCATION</div> <div>OTHER</div> <div>FUNDRAISING</div> <div>MANAGEMENT &amp; GENERAL</div> <div>TOTAL</div> </div> <div> <div>Total Revenue</div> <div>Total Expenses</div> <div>Net Income</div> <div>Actual Student Enrollment</div> <div>Total Paid Student Enrollment</div> </div> </div>							
	5,431,984	425,100	-	40,000	-	5,897,084	
	3,670,581	867,825	256,440	25,000	976,713	5,796,559	
	1,761,403	(442,725)	(256,440)	15,000	(976,713)	100,525	
	374	26				-	
	-	-				-	
PROGRAM SERVICES							
REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
Buffalo Public Schools	\$12,785.00	5,114,000	-	-	-	5,114,000	
School District 2 (Enter Name)		-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		5,114,000	-	-	-	5,114,000	
Special Education Revenue		-	425,100	-	-	425,100	
Grants		-	-	-	-	-	
Stimulus		-	-	-	-	-	
Other		-	-	-	-	-	
Other State Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>		5,114,000	425,100	-	-	5,539,100	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		-	-	-	-	-	
Title I		70,000	-	-	-	70,000	
Title Funding - Other		8,600	-	-	-	8,600	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants		-	-	-	-	-	
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		78,600	-	-	-	78,600	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising		-	-	40,000	-	40,000	
Erate Reimbursement		-	-	-	-	-	
Interest Income, Earnings on Investments,		2,200	-	-	-	2,200	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
Other Local Revenue		237,184	-	-	-	237,184	
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		239,384	-	40,000	-	279,384	
<b>TOTAL REVENUE</b>		5,431,984	425,100	-	40,000	5,897,084	
<b>EXPENSES</b>							List exact titles and staff FTE's ( Full time equivalent)
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>							
	No. of Positions						
Executive Management	1.00	-	-	-	104,365	104,365	
Instructional Management	-	-	-	-	-	-	
Deans, Directors & Coordinators	3.00	108,000	-	-	-	108,000	
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	1.00	-	-	-	60,000	60,000	
Administrative Staff	1.00	-	-	-	45,025	45,025	
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>6</b>	<b>108,000</b>	<b>-</b>	<b>-</b>	<b>209,390</b>	<b>317,390</b>	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	37.00	1,133,299	-	-	-	1,133,299	
Teachers - SPED	10.00	-	451,117	-	-	451,117	
Substitute Teachers	2.00	70,640	-	-	-	70,640	
Teaching Assistants	16.00	411,400	-	-	-	411,400	
Specialty Teachers	4.00	170,265	-	-	-	170,265	

**Elmwood Village Charter School**

**PROJECTED BUDGET FOR 2016-2017**

**July 1, 2016 to June 30, 2017**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,431,984	5,431,984	425,100	-	40,000	-	5,897,084
Total Expenses	3,670,581	3,670,581	867,825	256,440	25,000	976,713	5,796,559
Net Income	1,761,403	1,761,403	(442,725)	(256,440)	15,000	(976,713)	100,525
Actual Student Enrollment	374	374	26				-
Total Paid Student Enrollment	-	-	-				-
PROGRAM SERVICES							SUPPORT SERVICES
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Aides	-	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>69</b>	<b>1,785,604</b>	<b>451,117</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,236,721</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	1.50	-	-	72,460	-	-	72,460
Librarian	1.00	-	-	43,725	-	-	43,725
Custodian	4.00	-	-	-	133,580	-	133,580
Security	-	-	-	-	-	-	-
Other	1.00	-	-	31,200	-	-	31,200
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>147,385</b>	<b>-</b>	<b>133,580</b>	<b>280,965</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>83</b>	<b>1,893,604</b>	<b>451,117</b>	<b>147,385</b>	<b>-</b>	<b>342,970</b>	<b>2,835,076</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		198,840	47,370	15,476	-	36,014	297,700
Fringe / Employee Benefits		414,538	98,756	32,265	-	75,081	620,640
Retirement / Pension		201,311	47,959	15,669	-	36,461	301,400
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>814,689</b>	<b>194,085</b>	<b>63,410</b>	<b>-</b>	<b>147,556</b>	<b>1,219,740</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,708,293</b>	<b>645,202</b>	<b>210,795</b>	<b>-</b>	<b>490,526</b>	<b>4,054,816</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-	-	-	-	-
Legal		-	-	-	-	-	-
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		-	-	-	-	-	-
Special Ed Services		-	-	-	-	-	-
Titement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		145,180	148,720	-	-	82,900	376,800
<b>TOTAL CONTRACTED SERVICES</b>		<b>145,180</b>	<b>148,720</b>	<b>-</b>	<b>-</b>	<b>82,900</b>	<b>376,800</b>
<b>SCHOOL OPERATIONS</b>							
Board Expenses		-	-	-	-	-	-
Classroom / Teaching Supplies & Materials		30,000	-	-	-	-	30,000
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		45,000	-	-	-	-	45,000
Supplies & Materials other		-	-	-	-	-	-
Equipment / Furniture		-	-	-	-	-	-
Telephone		5,343	1,273	416	-	968	8,000
Technology		67,500	-	-	-	-	67,500
Student Testing & Assessment		40,000	-	-	-	-	40,000
Field Trips		28,000	-	-	-	-	28,000
Transportation (student)		15,000	-	-	-	-	15,000
Student Services - other		-	-	5,000	-	-	5,000
Office Expense		-	-	-	-	28,000	28,000
Staff Development		26,890	-	-	-	-	26,890
Staff Recruitment		-	-	-	-	-	-
Student Recruitment / Marketing		7,000	-	-	-	-	7,000
School Meals / Lunch		-	-	-	-	-	-
Travel (Staff)		-	-	-	-	-	-
Fundraising		-	-	-	25,000	-	25,000
Other		5,210	1,241	405	-	175,493	182,349
<b>TOTAL SCHOOL OPERATIONS</b>		<b>269,943</b>	<b>2,514</b>	<b>5,821</b>	<b>25,000</b>	<b>204,461</b>	<b>507,739</b>

**Elmwood Village Charter School**

**PROJECTED BUDGET FOR 2016-2017**

**July 1, 2016 to June 30, 2017**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

**Assumptions**

**DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,431,984	425,100	-	40,000	-	5,897,084
Total Expenses	3,670,581	867,825	256,440	25,000	976,713	5,796,559
Net Income	1,761,403	(442,725)	(256,440)	15,000	(976,713)	100,525
Actual Student Enrollment	374	26				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**FACILITY OPERATION & MAINTENANCE**

Insurance	-	-	-	-	78,550	78,550
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	186,953	44,538	14,551	-	33,862	279,904
Repairs & Maintenance	66,425	15,824	5,170	-	12,031	99,450
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	46,287	11,027	3,603	-	8,383	69,300

<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>299,665</b>	<b>71,389</b>	<b>23,324</b>	<b>-</b>	<b>132,826</b>	<b>527,204</b>
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**DEPRECIATION & AMORTIZATION**

	247,500	-	16,500	-	66,000	330,000
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**DISSOLUTION ESCROW & RESERVES / CONTINGENCY**

	-	-	-	-	-	-
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<b>TOTAL EXPENSES</b>	<b>3,670,581</b>	<b>867,825</b>	<b>256,440</b>	<b>25,000</b>	<b>976,713</b>	<b>5,796,559</b>
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<b>NET INCOME</b>	<b>1,761,403</b>	<b>(442,725)</b>	<b>(256,440)</b>	<b>15,000</b>	<b>(976,713)</b>	<b>100,525</b>
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**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Buffalo Public Schools	374	26	400
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>374</b>	<b>26</b>	<b>400</b>

<b>REVENUE PER PUPIL</b>	14,524	16,350	-
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<b>EXPENSES PER PUPIL</b>	9,814	33,378	641
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**ELMWOOD VILLAGE CHARTER SCHOOL**

**FINANCIAL STATEMENTS  
WITH ADDITIONAL INFORMATION**

**JUNE 30, 2016**

**Table of Contents**

June 30, 2016

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**Financial Statements**

Independent Auditors' Report

Financial Statements

Notes to Financial Statements

**Additional Information**

Schedule of Expenses

**Reporting Required by Government Auditing Standards**

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*

## INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Elmwood Village Charter School

We have audited the accompanying balance sheets of Elmwood Village Charter School (the School) as of June 30, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

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

### Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2016 and 2015, 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.

## **Additional Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The additional schedule of expenses 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. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2016 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

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

October 25, 2016

ELMWOOD VILLAGE CHARTER SCHOOL

**Balance Sheets**

June 30,	2016	2015
<b>Assets</b>		
Current assets:		
Cash	\$ 3,317,470	\$ 2,940,203
Grants and other receivables (Note 2)	167,255	48,252
Prepaid expenses and other	31,579	83,552
	<u>3,516,304</u>	<u>3,072,007</u>
Property and equipment, net (Note 3)	<u>5,961,358</u>	<u>5,777,405</u>
	<u>\$ 9,477,662</u>	<u>\$ 8,849,412</u>
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Current portion of long-term debt (Note 5)	\$ 221,753	\$ 212,588
Accounts payable	98,382	57,801
Accrued expenses	559,681	594,897
	<u>879,816</u>	<u>865,286</u>
Long-term debt (Note 5)	3,235,805	3,462,428
<b>Net assets:</b>		
Unrestricted	<u>5,362,041</u>	<u>4,521,698</u>
	<u>\$ 9,477,662</u>	<u>\$ 8,849,412</u>

See accompanying notes.



ELMWOOD VILLAGE CHARTER SCHOOL

**Statements of Activities**

For the years ended June 30,	2016	2015
<b>Changes in unrestricted net assets:</b>		
Support and revenue:		
Public school districts:		
Revenue - resident student enrollment	\$ 4,595,903	\$ 4,270,652
Revenue - students with disabilities	586,027	419,066
Revenue - additional state aid	80,887	-
Federal grants	110,819	84,515
State grants	-	188,750
Contributions	79,130	38,550
Special event revenues, net of expenses of \$21,592 and \$22,811	14,598	18,611
Rental income	214,579	221,102
Other income	34,892	26,425
Total support and revenue	<u>5,716,835</u>	<u>5,267,671</u>
Expenses:		
Program expenses:		
Regular education	2,788,646	2,494,205
Special education	857,393	810,334
Other program	205,138	175,900
Supporting services:		
Management and general	1,025,315	1,016,040
Total expenses	<u>4,876,492</u>	<u>4,496,479</u>
<b>Change in net assets</b>	<b>840,343</b>	<b>771,192</b>
Net assets - beginning	<u>4,521,698</u>	<u>3,750,506</u>
Net assets - ending	<u>\$ 5,362,041</u>	<u>\$ 4,521,698</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOL

**Statements of Cash Flows**

For the years ended June 30,	2016	2015
<b>Operating activities:</b>		
Cash received from public school districts	\$ 5,142,737	\$ 4,706,236
Cash received from federal and state grants	111,133	289,471
Cash received from contributions	79,130	38,550
Cash received from special events	36,190	41,422
Cash received from rents	214,579	221,102
Cash received from other sources	35,655	25,443
Payments to employees for services and benefits	(3,293,057)	(2,989,007)
Payments to vendors and suppliers	(1,231,955)	(1,189,620)
<b>Net operating activities</b>	<b>1,094,412</b>	<b>1,143,597</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(499,687)	(2,408,211)
<b>Financing activities:</b>		
Proceeds from issuance of long-term debt	-	1,378,622
Principal payments on long-term debt	(217,458)	(186,248)
<b>Net financing activities</b>	<b>(217,458)</b>	<b>1,192,374</b>
<b>Net change in cash</b>	<b>377,267</b>	<b>(72,240)</b>
Cash - beginning	2,940,203	3,012,443
<b>Cash - ending</b>	<b>\$ 3,317,470</b>	<b>\$ 2,940,203</b>
<b>Reconciliation of change in net assets to net cash flows from operating activities:</b>		
Change in net assets	\$ 840,343	\$ 771,192
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	315,734	250,907
Amortization	6,428	5,481
Changes in other operating assets and liabilities:		
Grants and other receivables	(119,003)	31,742
Prepaid expenses and other	45,545	(2,859)
Accounts payable	40,581	11,507
Accrued expenses	(35,216)	75,627
<b>Net operating activities</b>	<b>\$ 1,094,412</b>	<b>\$ 1,143,597</b>

See accompanying notes.

## Notes to Financial Statements

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### 1. Summary of Significant Accounting Policies:

#### Organization and Purpose:

Elmwood Village Charter School (the School) operates a charter school in the City of Buffalo, New York (the City) authorized by the Board of Regents of the University of the State of New York (Board of Regents). The School currently offers classes from kindergarten through eighth grade. The School has been chartered through June 2020 and continued operations are contingent upon approval of its charter renewal.

On August 29, 2016, the Board of Trustees of the School was authorized by the Board of Trustees of the State University of New York to replicate Elmwood Village Charter School and Elmwood Village Charter School 2 was granted a charter.

#### 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.

#### Accounts Receivable:

Accounts receivable are stated at the amounts management expects to collect from outstanding balances. Balances that are outstanding after management has used reasonable collection efforts are written off through a charge to bad debts expense and a credit to accounts receivable. An allowance for doubtful accounts is considered unnecessary by management because all significant amounts deemed uncollectible are written off each year.

#### Property and Equipment:

Property and equipment is stated at cost net of accumulated depreciation. Depreciation is provided over estimated asset service lives. Maintenance and repairs are charged to operations as incurred; significant improvements are capitalized.

#### Enrollment Fees:

The School is reimbursed based on the approved operating expense per pupil of the public school district in which the pupil 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 Charter School residing in the district. The School's enrollment fees are received primarily from the City.

#### Fees and Grants:

The School is the recipient of awards and reimbursements from federal, state and local sources. The awards and reimbursements are subject to compliance and financial audits by the funding sources. Management believes no significant adjustments are necessary to recognized amounts.

#### Contributions:

Contributions are reported at fair value at the date the contribution is made. Contributions are recorded as restricted support if they are received with donor stipulations that limit their use. When a donor restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Contributions received with donor-imposed restrictions that are met in the same reporting period are shown as unrestricted revenue. There were no restricted contributions or net assets as of and for the years ended June 30, 2016 and 2015.

#### Income Taxes:

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

Management believes that the School is no longer subject to examination by federal and state taxing authorities for years prior to 2013.

### Transportation and Food Services:

Several districts provide the School with certain transportation services without cost. The City of Buffalo School District also provides food services without cost. The value of these services has not been recorded in these financial statements.

### Subsequent Events:

The School has evaluated events and transactions for potential recognition or disclosure in the financial statements through October 25, 2016 (the date the financial statements were available to be issued).

### Use of Estimates:

The preparation of financial statements in conformity 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.

### Cost Allocation:

The School's costs of providing its various programs and activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

## 2. Grants and Other Receivables:

	2016	2015
Resident student enrollment	\$ 156,310	\$ 36,230
Grants	10,726	11,040
Other	219	982
	<u>\$ 167,255</u>	<u>\$ 48,252</u>

In July 2016, all New York State charter schools serving students in the 2015-2016 school year received additional state aid. The additional aid was based on the number of students served and was paid directly from the New York Department of Education. Additional aid totaling \$80,887 is included as resident student enrollment receivable on the accompanying balance sheet as of June 30, 2016.

## 3. Property and Equipment:

	2016	2015
Buildings and improvements	\$ 6,043,632	\$ 6,003,743
Leasehold improvements	140,806	140,806
Instructional equipment	484,327	407,245
Office equipment	221,148	163,448
Building deposit (see below)	310,000	-
Construction in progress (see below)	15,016	-
	<u>7,214,929</u>	<u>6,715,242</u>
Less accumulated depreciation	<u>1,253,571</u>	<u>937,837</u>
	<u>\$ 5,961,358</u>	<u>\$ 5,777,405</u>

In connection with expansion plans described in Note 1, the School purchased a building on July 29, 2016 for \$3,100,000. The School financed the building with a bank mortgage of \$2,500,000 and will finance a build out with a construction permanent loan in the amount of \$1,060,000. The School will also have a term loan in the amount of \$540,000 to finance the future purchase of classroom furniture.

## 4. Short-Term Borrowings:

At June 30, 2016, the School has available a \$200,000 unsecured bank demand line of credit for working capital with interest payable at prime plus .25%. The line is subject to the usual terms and conditions applied by the bank for working capital financing, and is annually reviewed and renewed. There were no borrowings on the line of credit at June 30, 2016 and 2015.

## 5. Long Term Debt:

	2016	2015
Bank mortgage notes payable, monthly installments of \$30,295 including interest at 4.75%, secured by related building and equipment, balloon payment of approximately \$3,171,000 due August 2017.	\$ 3,406,081	\$ 3,605,171
Equipment loans, varying monthly installments and interest rates, secured by related equipment, due through November 2019.	51,477	69,845
	<u>3,457,558</u>	<u>3,675,016</u>
Less current portion	<u>221,753</u>	<u>212,588</u>
	<u>\$ 3,235,805</u>	<u>\$ 3,462,428</u>

Aggregate maturities on long-term debt subsequent to June 30, 2016 are:

2017	\$ 221,753
2018	3,216,381
2019	13,541
2020	5,883
	<u>\$ 3,457,558</u>

The bank loan agreements contain certain covenants relating to, among other things, the maintenance of levels of debt service coverage and various other restrictions.

## 6. Retirement Plan:

The School participates in the New York State Teachers' Retirement System (TRS) which is a cost-sharing multiple employer, public employee retirement system. TRS offers 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.

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 for the system. The report may be obtained from the New York State Teachers' Retirement System at [www.nystrs.org](http://www.nystrs.org).

TRS requires employee contributions of 3% of salary for the first 10 years of service for those employees who joined between July 1976 and December 2009. Participants hired on or after January 1, 2010 through March 31, 2012 are required to contribute 3.5% of compensation throughout their active membership in TRS. Participants hired on or after April 1, 2012 are required to contribute 3.5% of compensation through March 31, 2013. Beginning April 1, 2013, those participants contribute a percentage ranging from 3% to 6% each year, based on their level of compensation. No employee contribution is required for those hired prior to July 1976. Pursuant to Article 11 of the Education Law, an actuarially determined contribution rate is established annually by the New York State Teachers' Retirement Board. The rate is 13.26% of the annual covered payroll for the year ended June 30, 2016, and 17.53% for the year ended June 30, 2015.

The School's required contributions for the years ended June 30, 2016 and 2015 were \$266,186 and \$334,146.

The School also has a contributory defined contribution pension plan covering essentially all employees. The School contributes a percentage of non-instructional employees' salaries to the plan, subject to certain limitations. The School's pension expenses for the years ended June 30, 2016 and 2015 were \$10,662 and \$8,272.

## 7. Operating Lease:

The School leases property under the terms of a non-cancelable operating lease. Rental expense under this lease was \$260,313 and \$258,525 for the years ended June 30, 2016 and 2015. The School purchased a building from the City during fiscal 2012, and entered into a non-cancellable sub lease for this property.

Future minimum annual rentals due are:

2017	\$ 265,100
2018	265,100
2019	265,100
2020	265,100
2021	265,100
Thereafter	<u>1,446,000</u>
	<u>\$ 2,771,500</u>

Future minimum annual rentals to be received under the sublease are:

2017	\$ 214,600
2018	232,400
2019	232,400
2020	19,700
	<u>\$ 699,100</u>

## 8. Cash Flows Information

Net cash flows from operating activities reflect cash payments for interest that approximates expense of \$168,551 and \$152,114 for the years ended June 30, 2016 and 2015.

Noncash investing and financing activities excluded from the 2015 statement of cash flows include \$37,572 of equipment acquired through long-term debt financing.

**Additional Information**  
**Schedule of Expenses**

For the year ended June 30, 2016 (with comparative totals for 2015)

	No. of Positions	Program Services			Supporting Services	2016 Total	2015 Total
		Regular Education	Special Education	Other Program	Management and General		
Salaries							
Administrative Staff	8	\$ -	\$ -	\$ -	\$ 398,543	\$ 398,543	\$ 381,469
Instructional	47	1,437,089	443,757	-	-	1,880,846	1,667,519
Non-Instructional	3	-	-	107,372	-	107,372	96,498
Total Salaries	58	1,437,089	443,757	107,372	398,543	2,386,761	2,145,486
Employee benefits and taxes		524,485	161,955	39,187	145,453	871,080	919,148
Advertising		-	-	-	3,015	3,015	1,472
Contracted services		116,161	153,876	-	-	270,037	235,764
Dues and subscriptions		4,026	1,243	301	1,116	6,686	6,278
Fieldtrips		40,774	-	-	-	40,774	28,251
Insurance		-	-	-	74,317	74,317	80,769
Interest		-	-	-	168,551	168,551	152,114
Occupancy		156,737	48,398	11,711	43,467	260,313	258,525
Postage		-	-	-	3,275	3,275	3,803
Student activities		11,703	-	-	-	11,703	6,298
Printing		-	-	-	6,039	6,039	678
Supplies and materials		38,985	-	-	-	38,985	32,250
Meetings		-	-	-	-	-	1,612
Office expense		-	-	-	15,053	15,053	15,941
Other expenses		-	-	-	12,533	12,533	9,295
Professional fees		-	-	-	88,539	88,539	85,292
Recruitment		-	-	-	4,407	4,407	1,015
Repairs and maintenance		64,873	20,032	4,847	17,991	107,743	75,034
Staff development		14,304	-	-	-	14,304	8,611
Technology		57,979	-	-	-	57,979	47,878
Telephone		5,869	1,812	438	1,628	9,747	7,006
Testing and assessments		11,577	-	-	-	11,577	3,262
Textbooks		11,280	-	-	-	11,280	34,641
Travel		2,006	-	-	-	2,006	5,656
Transportation		-	-	22,703	-	22,703	17,177
Utilities		33,069	10,212	2,471	9,171	54,923	56,835
		2,530,917	841,285	189,030	993,098	4,554,330	4,240,091
Depreciation and amortization		257,729	16,108	16,108	32,217	322,162	256,388
Total		\$ 2,788,646	\$ 857,393	\$ 205,138	\$ 1,025,315	\$ 4,876,492	\$ 4,496,479

**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  
Elmwood Village 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 Elmwood Village Charter School (the School), which comprise the balance sheet as of June 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 25, 2016.

**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) to determine the 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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 "Lunden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 25, 2016



<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
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**Trustee Name:**

Mimi Barnes-Coppola

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**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Elmwood Village Charter School

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). President/Chairperson

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

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

*Douglas Coppola*  
Signature

7/25/2016

Date

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

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name: Marguerite Battaglia

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
2. Is the trustee an employee of any school operated by the Education Corporation?  
\_\_\_ Yes X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
\_\_\_ Yes X No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Marguerite Bottaglie  
Signature

July 27, 2016  
Date

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

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

JENNIFER BERNACKI SMITH

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

ELMWOOD VILLAGE CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative):

VICE-CHAIR

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

<i>Please write "None" if applicable. Do not leave this space blank.</i> <b>NONE</b>			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature *Jeffrey S. Smith*

Date 8/26/16

*Please note that this document is considered a public record and as such, may be made available to members of the public. The following information, if provided below will be*

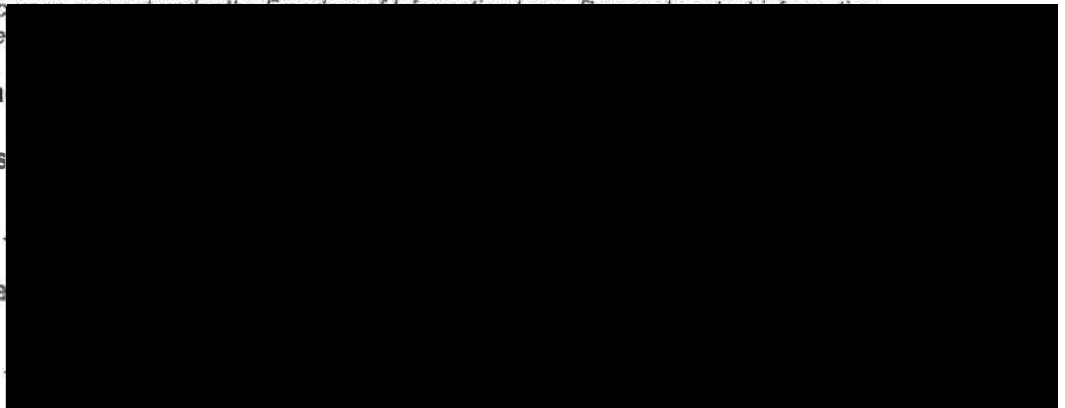
Business Telephone

Business Address

E-mail Address:

Home Telephone

Home Address:



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Kathleen Franklin Adams

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Community Member
2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE			

<i>Please write "None" if applicable. Do not leave this space blank.</i>	<i>Please write "None" if applicable. Do not leave this space blank.</i>	<i>Please write "None" if applicable. Do not leave this space blank.</i>	<i>Please write "None" if applicable. Do not leave this space blank.</i>
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
	N	0	NE	

*Kathleen Handley*  
Signature

27 July 16  
Date

*Please note that this document is considered a public record and as such, may be made available to members of the public provided below will be*

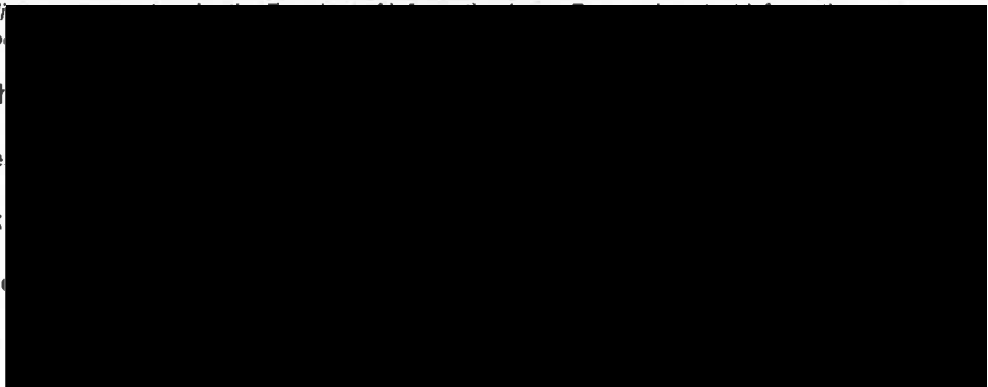
Business Telephone

Business Address

E-mail Address:

Home Telephone

Home Address:





**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Ingrid R. Knight

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). None at Present.

2. Is the trustee an employee of any school operated by the Education Corporation?  
     Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
     Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

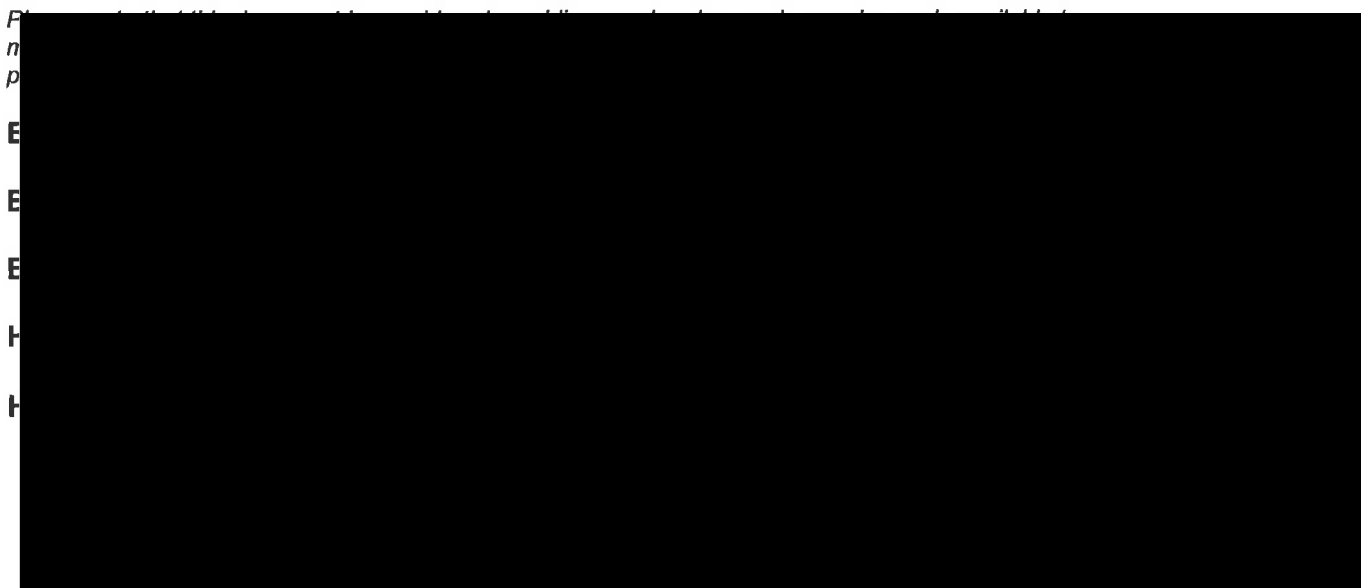
Please write "None" if applicable. Do not leave this space blank.			
None			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature

Date



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Pamela K. Pollock

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?  
Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

On-going <i>Please write "None" if applicable. Do not leave this space blank.</i>	Employee of the School	Did not participate in or vote on matters pertaining to her employment.	Anne Wechsler Daughter
--	------------------------	---	---------------------------

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

*See Attached Unavailable*

Signature

Date

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

Business T

Business A

E-mail Add

Home Tele

Home Addr



10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

11a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	ongoing	employee of the school	did not participate in nor vote on matters pertaining to her employment	Anne Wechsler, daughter
2				
3				
4				
5				

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Camela K. Pollack

Thank you.

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

Trustee Name:

Matthew E. Ryan

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). None currently.

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

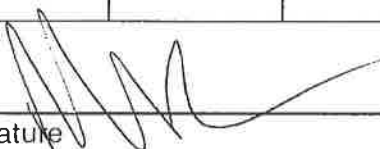
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature  Date *7/25/16*

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

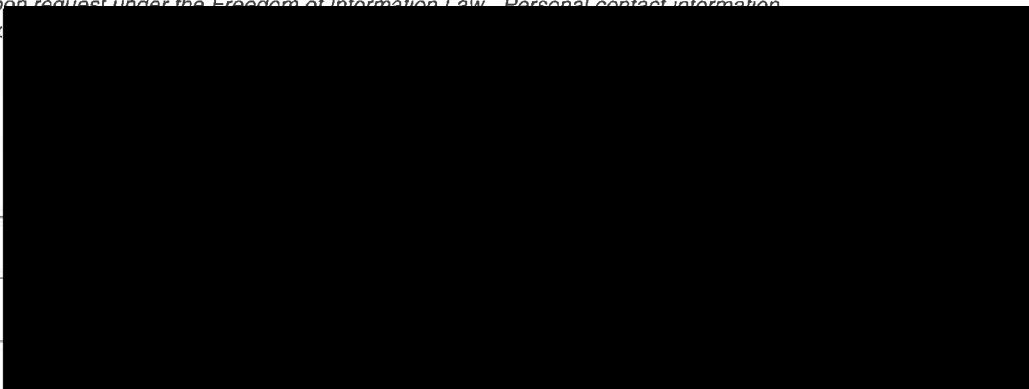
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

**Trustee Name:**

Liz Santacrose

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board of Trustees Parent Representative

2. Is the trustee an employee of any school operated by the Education Corporation?

Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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



Please write "None" if applicable. Do not leave this space blank.	NONE		
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature ER Autacrowd Date 7-27-16

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

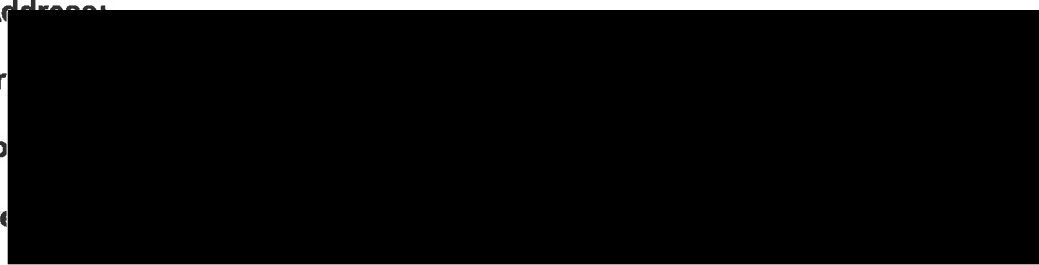
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Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Natalie Skyanoff

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
     Yes X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

     Yes X No

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

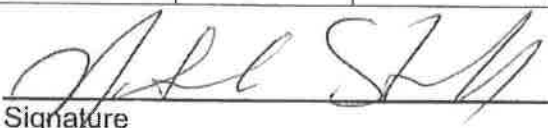
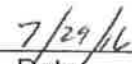
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

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

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

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

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

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

Business Telephone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Matthew Moscati

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Elmwood Village Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Treasurer

2. Is the trustee an employee of any school operated by the Education Corporation?  
Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.


Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
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None

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

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

  
 Signature \_\_\_\_\_ Date 25 JUL 2016

Please note that this document is considered a public record and as such, may be made available to members of the public. Any information provided below will be made available to the public.

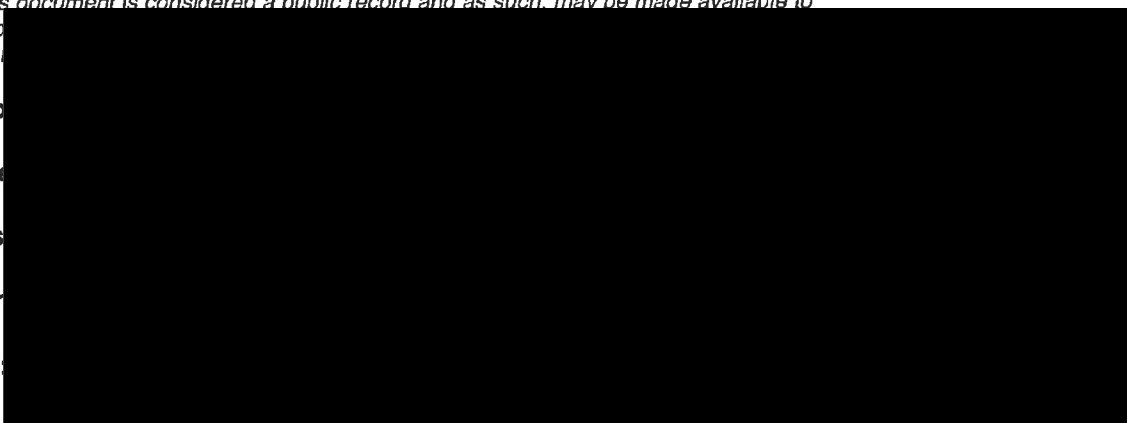
Business Telephone

Business Address

E-mail Address

Home Telephone

Home Address





# Entry 9 BOT Table




Created: 07/25/2016






Last updated: 07/26/2016

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Position on the Board	Committee Affiliations	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Mimi Barnes Coppola	[REDACTED]	Chair/Board President	Nominating, Finance, Executive	Yes	Education	4 terms Aug. 2007-June 2010 (elected 8/15/07) July 2010-June 2013 (re-elected 6/24/10) July 2013-June 2016 July 2016-June 2019 (re-elected 6/15/2016)
2	Matthew Moscati	[REDACTED]	Treasurer	Finance	Yes	Architecture	1 term July 2015-June 2018 Elected 6/17/2015
							4 terms August 2007-June 2010 (elected 8/07) July 2010-June 2013 (re-

3	Pamela Pollock		Secretary		Yes	Speech and Language	elected 6/24/10) July 2013-June 2016 (re-elected 6/19/13) July 2016-June 2019 (re-elected 6/15/2016)
4	Jennifer Bernacki Smith		Vice Chair/Vice President	Facilities	Yes	Attorney	3 terms January 2013-June 2013 (filling the remainder of the term of Frank Housh, who resigned December 2012) July 2013-June 2016 June 2016-July 2019 (re-elected 6/15/2016)
5	Marguerite Battaglia		Trustee/Member	Nominating	Yes	Education	4 terms June 2006-June 2009 (elected 6/2006) July 2009-June 2012(re-elected 6/24/09) July 2012 - June 2015 July 2015-June 2018 (re-elected 6/17/15)
							4 terms August 2006-July 2008 (elected 8/06) August 2008-June

6	Kathy Franklin-Adams		Trustee/Member		Yes	Education	2011 (re-elected 6/18/2008), July 2011-June 2014 (re-elected 6/15/11) June 2014-July 2017 (re-elected 5/2014)
7	Matthew Ryan		Trustee/Member	Facilities, Finance	Yes	Senior Financial Advisor	2 terms July 2010-June 2013 July 2013-June 2016 (re-elected 6/19/2013) June 2016-July 2019 (re-elected 6/15/2016)
8	Natalie Stoyanoff		Trustee/Member		Yes	Business Systems Analyst	2 terms March 2013-June 2015 (filling an open board seat) Elected 2/12/2014 July 2015-June 2019 (re-elected 6/17/2015)
9	Liz Santacrose		Parent Representative		Yes	Attorney / Parent	1 term July 2015-June 2018
10	Ingrid R. Knight **Moved Out of State 6/30/16		Parent Representative		Yes	Pharmacist / Parent	1 term July 2014-June 2017 (elected 5/2014)
11	Open						
12							
13							



14							
15							
16							
17							
18							
19							
20							

**2. Total Number of Members on June 30, 2015**

10

**3. Total Number of Members Joining the Board 2015-16 School Year**

0

**4. Total Number of Members Departing the Board during the 2015-16 School Year**

1

**5. Number of Voting Members 2015-16, as set by the by-laws, resolution or minutes**

10

**6. Number of Board Meetings Conducted in the 2015-16 School Year**

11

**7. Number of Board Meetings Scheduled for the 2016-17 School Year**

12

**Thank you.**

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, August 19, 2015**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock, Natalie Stoyanoff

**Trustees Excused:** Matt Ryan

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director

Mimi Barnes-Coppola called the meeting to order at 6:12 p.m.

1. Mimi presented the agenda for the meeting. There were no changes. Approved.  
2. Minutes from the Board of Trustees meeting held on May 13, 2015, were presented. It was noted that Matt Ryan's name had been omitted from the list of members present, and that it was the May, not the June, financial report which had been tabled. **Marguerite moved and Natalie seconded that the minutes be accepted pending the stated corrections. Approved unanimously.**

**3. FINANCIAL REPORT**

Mimi stated that the May and June 2015 financial reports were still outstanding. **Jenn moved and Ingrid seconded that both financial reports be tabled until the next meeting. Approved unanimously.** Mimi also noted that the audited financial report for the 2014-2015 fiscal year is expected by the next meeting. Natalie expressed concern about the delay in receiving the monthly financial reports. The Board is responsible for making financial decisions and it is difficult to do so without current information. Mimi will speak to the accountant about the need to have the report for the previous month prior to each meeting. All reports through August will be expected prior to the annual audited financial report.

**4. DISCUSSION of Enrollment Preferences for Children of Employees of EVCS**

A modification of the New York State Charter School Law states *Schools that wish to provide an enrollment preference to children of employees may do so starting in the 2016-2017 academic year, after submitting a revision request to the Charter School Office. The revision request must be sent in no later than December 15, 2015 for use in the April 2016 lottery.* It is the intention of EVCS to submit such a request. For the 2015-2016 academic year only:

*-Schools that have not reached full enrollment, and therefore do not have a wait list may enroll children of employees.*

*-Schools that have reached full enrollment and have a wait list may place children of employees at the end of their wait list.*

**5. DIRECTOR'S REPORT**

John thanked members of the Board of Trustees for their expressions of kindness, support and generosity at the time of his father's death.

**Professional Development**

Staff returned to school August 17 to participate in two weeks of professional development. John thanked Anne Wechsler for her work in developing an excellent professional development schedule. Topics include:

Responsive Classroom (2 days)  
Data Overview

Andy Steck, Consultant mentor/teacher  
John Sheffield, Director

Seven Myths About Rigorous Instruction	John Sheffield, Director
Instructional /Professional Goals for the Year	John Sheffield, Director
Health and Safety	Dana Fauth, R.N., School Nurse
Special Education and RTI	Anne Landrigan, Student Services Coordinator
Testing and Data	Anne Landrigan, Student Services Coordinator
Student Affirmations	Ebony McMillan, teaching assistant
Standards-Based grading	Anne Wechsler, Academic Program Coordinator
Student-led Portfolio Conferences	Rachel Schneekloth, fifth grade teacher
e-Doctrina	e-Doctrina staff
Joy Factor/Mindset Training	Anne Wechsler, Academic Program Coordinator
Professional Learning Communities	Anne Wechsler, Academic Program Coordinator
Interim Assessments	Anne Wechsler, Academic Program Coordinator
Writing Workshop	Anne Wechsler, Academic Program Coordinator
Assessment Writing	Shannon Burke-Krukowski, middle school English teacher
Developmental Designs	Shannon Burke-Krukowski, middle school English teacher and Lindsay Sprague, special education teacher
Curriculum Mapping	Anne Wechsler, Academic Program Coordinator
Social-Emotional Development (middle school/lower grades)	Anne Wechsler, Academic Program Coordinator and John Sheffield, Director
Everyday Math (Common Core aligned edition)	Everyday Math staff

#### Personnel

John requested Board approval for the following personnel actions:

- hire Daniel Brink-Washington, middle school social studies teacher (replacing Rob Campbell)
- hire Annie Shields, fifth grade teacher (new fifth grade)
- hire Courtney Kerwin, kindergarten teacher (replacing Tricia Tangeman who was moved to special education)
- hire Benjamin Dohn, teaching assistant (new fifth grade)
- hire Denise Berkley, teaching assistant (replacing Courtney Kerwin who was moved to lead teacher position)
- hire Dylan Morenzi, teaching assistant (replacing Annie Shields who was moved to lead teacher position)
- hire Leroy Horne Jr., part-time custodian (replacing Leroy Horne Sr., who will become full-time to replace James Graham)
- accept resignation of James Graham, full-time custodian
- change status of Leroy Horne Sr., from part-time custodian to full-time custodian to replace James Graham.

**Marguerite moved and Ingrid seconded that all requested personnel actions be approved. Approved unanimously.**

#### New York State Assessment Results

John presented the following reports with data graphs on the New York State ELA and Math Assessment results:

- Comparison between EVCS and all other charter schools across NY state
- Comparison between EVCS and high performing public schools in Buffalo and one high performing suburban district
- Overall comparison between EVCS, New York State and Buffalo Public School District

- Grade level comparison between EVCS, New York State and Buffalo Public School District
- Overall comparison between 2014 and 2015
- Grade level comparison between 2014 and 2015
- Subgroup performance (gender, ethnicity/race, disability status, economic status)
- Subgroup comparison between 2014 and 2015
- Subgroup performance compared to New York State and Buffalo Public School District

## **ELA Results**

### **EVCS Subgroup Performance Compared to District Cohorts**

- |  |                                       |
|--|---------------------------------------|
| -All Students                            | EVCS surpassed district cohort by 35% |
| -Female Students                         | EVCS surpassed district cohort by 41% |
| -Male Students                           | EVCS surpassed district cohort by 30% |
| -Black Students                          | EVCS surpassed district cohort by 14% |
| -Hispanic Students                       | EVCS surpassed district cohort by 34% |
| -White Students                          | EVCS surpassed district cohort by 36% |
| -Multiracial Students                    | EVCS surpassed district cohort by 22% |
| -General Education Students              | EVCS surpassed district cohort by 37% |
| -Students with Disabilities              | EVCS surpassed district cohort by 13% |
| -Not Economically Disadvantaged Students | EVCS surpassed district cohort by 34% |
| -Economically Disadvantaged Students     | EVCS surpassed district cohort by 26% |

### **EVCS Subgroup Performance Compared to State Cohorts**

- |  |                                    |
|--|------------------------------------|
| -All Students                            | EVCS surpassed state cohort by 16% |
| -Female Students                         | EVCS surpassed state cohort by 20% |
| -Male students                           | EVCS surpassed state cohort by 13% |
| -Black Students                          | EVCS surpassed state cohort by 3%  |
| -Hispanic Students                       | EVCS surpassed state cohort by 22% |
| -White Students                          | EVCS surpassed state cohort by 23% |
| -Multiracial Students                    | EVCS surpassed state cohort by 3%  |
| -General Education Students              | EVCS surpassed state cohort by 15% |
| -Students with Disabilities              | EVCS surpassed state cohort by 10% |
| -Not Economically Disadvantaged Students | EVCS surpassed state cohort by 14% |
| -Economically Disadvantaged Students     | EVCS surpassed state cohort by 13% |

## **Math Results**

### **EVCS Subgroup Performance Compared to District Cohorts**

- |  |                                       |
|--|---------------------------------------|
| -All Students                            | EVCS surpassed district cohort by 35% |
| -Female Students                         | EVCS surpassed district cohort by 36% |
| -Male Students                           | EVCS surpassed district cohort by 34% |
| -Black Students                          | EVCS surpassed district cohort by 10% |
| -Hispanic Students                       | EVCS surpassed district cohort by 27% |
| -White Students                          | EVCS surpassed district cohort by 34% |
| -Multiracial Students                    | EVCS surpassed district cohort by 28% |
| -General Education Students              | EVCS surpassed district cohort by 36% |
| -Students with Disabilities              | EVCS surpassed district cohort by 19% |
| -Not Economically Disadvantaged Students | EVCS surpassed district cohort by 22% |
| -Economically Disadvantaged Students     | EVCS surpassed district cohort by 27% |

### **EVCS Subgroup Performance Compared to State Cohorts**

-All Students	EVCS surpassed state cohort by 12%
-Female Students	EVCS surpassed state cohort by 13%
-Male Students	EVCS surpassed state cohort by 10%
-Black Students	<b>EVCS lower than state cohort by 2%</b>
-Hispanic Students	EVCS surpassed state cohort by 11%
-White Students	EVCS surpassed state cohort by 16%
-Multiracial Students	EVCS surpassed state cohort by 12%
-General Education Students	EVCS surpassed state cohort by 15%
-Students with Disabilities	EVCS surpassed state cohort by 10%
-Not Economically Disadvantaged Students	EVCS surpassed state cohort by 14%
-Economically Disadvantaged Students	EVCS surpassed state cohort by 13%

### **Observable Strengths**

- \*Surpassed NYS proficiency average in both ELA and Math
- \*Surpassed Buffalo Public Schools proficiency average in both ELA and Math
- \*Surpassed Buffalo Public Schools proficiency average for all grades and all tests in both ELA and Math
- \*All subgroups surpassed district cohorts in both ELA and Math
- \*All but one subgroup surpassed state cohorts in both ELA and Math
- \*Overall increase in ELA performance
- \*Continuously enrolled students in middle school showed growth in ELA

### **Observable Concerns**

- \*3% regression in Math (overall)
- \*Regression in Math (all subgroups)
- \*Black/African American Students significantly lower than other racial/ethnic subgroups

## **6. NEW LEGAL REPRESENTATION**

As reported at the June meeting, the law firm of Damon-Morey, which has been representing EVCS, has merged with Hissock and Barclay to become Barclay Damon. John, Liz and Jenn have been investigating other possibilities for legal representation. The feeling is that the school might like a small, local firm that has a diverse team familiar with EVCS and expertise in real estate, personnel, labor, corporate and education law. A presence in Albany would also be ideal. Interviews are ongoing.

## **7. COMMUNITY ASSOCIATION UPDATE**

Ingrid reported that the C.A. had a successful meeting of the Executive Board. The group was enthusiastic and planned a vigorous calendar for the upcoming year. The group seems cohesive and is off to a good start with the Welcome Picnic scheduled for Thursday, August 27.

## **8. NEW BUSINESS/ANNOUNCEMENTS**

No new business was presented.

John reported that the building is close to ready for the opening of school. The new sound proofing in the gym is in place. There are a few tiles to be finished. A kind benefactor has donated a high quality piano to the school. Regarding furniture for the new classroom, "the low bidder did not give the best service". It will not be delivered in time for the start of school. EVCS was fortunate to be able to borrow some furniture from Helene Kramer at the new Charter School for Inquiry. They are located at the former Community Charter School and will not be needing all the furniture immediately. John expressed thanks to Ms. Kramer for the loan.

John noted that Pearson Publishing will no longer be providing the NY State ELA exam. He is also expecting a new version of the NYSSLAT which is used to determine whether a student qualifies as an English Language Learner.

There has not been much progress with the new logo and marketing plan during the summer. Meetings will begin again in the fall.

John anticipates that the NY State Senate will release some additional money to schools in April.

**Kathy moved and Ingrid seconded that the meeting be adjourned. Approved unanimously.**

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m.: Sept. 16, 2015; Oct. 21, 2015; Nov. 18, 2015; Dec. 16, 2015; Jan 20, 2016; Feb.17, 2016; Mar. 16, 2016; April 20, 2016; May 11, 2016; June 15, 2016

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday September 16, 2015**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock, Matt Ryan

**Trustees Excused:** Natalie Stoyanoff

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director, Liz Evans, EVCS Operations Manager, Elizabeth Santacrose, Board member elect

Mimi Barnes-Coppola called the meeting to order at 6:08 p.m.

1. Mimi presented the agenda for the meeting. There were no changes. **Approved.**

2. Minutes from the Board of Trustees meeting held on August 19, 2015, were presented. John noted that there were several errors in the figures listed for New York State Testing Results. **Matt moved and Marguerite seconded that the minutes be accepted pending the corrections. Approved unanimously.**

**3. FINANCIAL REPORT**

- Mimi stated that the audited financial report for the 2014-2015 fiscal year will be presented in October as it has been done in previous years.

- The financial report for May, 2015, was sent to then treasurer, Andrew Mouw, but was not reported due to Andrew's Absence. The June and July reports were delayed, as June was the end of the fiscal year and it was necessary to wait for all bills to be received in order to make sure everything was posted to the correct month, and thus, to the correct fiscal year. As Acting Treasurer, Jenn has drafts of the June and July reports. Approval will be delayed until the October meeting in hopes that the new Treasurer, Matthew Moscati, will be in place and will have had an opportunity to review them.

**4. REPLICATION TASK FORCE STATUS REPORT**

On September 17, 2015, the Replication Task Force met for a conference call with Andrea Rogers and Jill Shahan of the Northeast Charter School Network. The conversation centered on procedures and requirements for replication and comparison of the process used by the two charter authorizing groups; the NY State Education Department Board of Regents and the State University of New York Charter School Institute. Liz shared findings with the entire Board. There was considerable discussion of the procedures and various pros and cons. The request for proposals for new charter schools is expected to be issued soon. When that happens, a letter of intent will be due in December or January, with the full application to be submitted soon after and to include evidence of community support. It was the consensus of the Board that, given the expected short time-line, EVCS should continue with the replication process while continuing to investigate the matter. **Marguerite moved and Matt seconded that EVCS hold a series of community meetings to explore possible support for a second school. Approved unanimously.**

**5. RE-BRANDING**

Liz reported that the process of building a new website and choosing a new logo is going slowly. She has met with several web-site people and discussed various levels of service. It is

hoped that this can be resolved soon.

## 6. DIRECTOR'S REPORT

### Personnel

John requested approval to increase the rate of pay for Stephanie Santiago from \$9.30 per hour to \$10.00 per hour. **Matt moved and Ingrid seconded that the proposed increase in rate of pay be approved. Approved unanimously.**

### Recruitment Efforts

On Saturday, August 29, EVCS held a clothing and school supply giveaway for low income families. During this event recruiters and translators were available to give families information about the school, the lottery process, programs offered at the school, and charter schools in general. Approximately 60 families attended.

What was learned from the event:

- The most indigent families in the community do not understand the concept of a charter school.
- EVCS's current recruitment material was written at a higher reading level than most families could fully comprehend (e.g. lottery, tuition free, charter school, public school of choice, special education services, research based, enrollment preferences, etc. were terms that had to be explained to families.)
- Direct outreach and word of mouth is more successful than advertisements or flyers. Nearly everyone heard about the event through an agency, worship community, or other members of their respective communities.

This is new learning for EVCS and the school is making adjustments with these factors in mind. All families took some time to talk to a recruiter and took information about the school and an application. Several families requested to receive more information about EVCS.

### Academic Report

Using the state formula to calculate student growth from one year to the next using scale scores on the NYS assessments, percentages of students who had higher scale scores from 2014 to 2015 were as follow:

#### ELA

Grade 4	62% had higher scale scores than previous year
Grade 5	35% had higher scale scores than previous year
Grade 6	46% had higher scale scores than previous year
Grade 7	58% had higher scale scores than previous year
Grade 8	60% had higher scale scores than previous year

#### Math

Grade 4	76% had higher scale scores than previous year
Grade 5	43% had higher scale scores than previous year
Grade 6	50% had higher scale scores than previous year
Grade 7	54% had higher scale scores than previous year
Grade 8	65% had higher scale scores than previous year

### Findings:

- After students are lost to City Honors in fifth grade, state assessment scores drop: however, each year thereafter there is an increase in student growth.
- In seventh grade, where EVCS students' test scores were lowest and where there is also the highest percentage of students with special education needs, 58% of the students still



had higher scale scores in ELA and Math.

**-Understand SGP (student growth percentile)**

The SGP describes a student's growth over the past year compared to other students with similar prior test scores across the nation. SGP is a number between 1 and 99. If a child has a SGP of 85, it can be said that he/she showed more growth than 85% of his/her academic peers. Students who have very low current test scores can have very high growth percentiles and students with very high test scores can have very low growth percentiles. A high performing cohort may have a lower SGP than a lower performing class. SGPs are meaningful because they track students' progress over time, not just where they are at a fixed point in time. This means that even if a student is scoring below standard, he/she can show progress. This is particularly important when reviewing a student's AIS plan or progress toward IEP goals.

**STAR Assessments - Beginning to end of year SGP**

Grade 4	80% at or above 40 SGP in ELA	84% at or above 40 SGP in Math
Grade 5	76% at or above 40 SGP in ELA	68% at or above 40 SGP in Math
Grade 6	73% at or above 40 SGP in ELA	52% at or above 40 SGP in Math
Grade 7	75% at or above 40 SGP in ELA	83% at or above 40 SGP in Math
Grade 8	70% at or above 40 SGP in ELA	60% at or above 40 SGP in Math

**-Normal Curve Equivalent (NCE)**

The Normal Curve Equivalent (NCE) measures where a student falls along the normal curve (standard bell curve). The numbers on the NCE line run from 0 to 100.

**2014-2015 STAR Growth in ELA as Measured by NCE:**

Level	Grade above 50 NCE at the beginning of the year	% of students at or above 50 NCE at end of year	% of students at or above 50 NCE at end of year	% of students at or above 50 NCE at end of year	% of students receiving support services ( 504, IEP, ESL )
4	48%	81%	21%	0%	
5	44%	52%	32%	28%	
6	54%	64%	42%	4%	
7	21%	42%	36%	8%	
8	35%	55%	35%	0%	

**2014-2015 STAR Growth in Mathematics as measured by NCE:**

Grade Level	% of students at or above 50 NCE at the beginning of the year	% of students at or above 50 NCE at end of year	% of students at or above 50 NCE at end of year	% of students at or above 50 NCE at end of year	% of new students to grade level in 2014-2015
4	62%	90%	21%	0%	
5	68%	76%	32%	28%	
6	50%	74%	42%	4%	

7	43%	63%	36%	8%
8	55%	80%	35%	0%

Percentage of students receiving AIS as prescribed by NYS based on State Assessment performance:

<u>Grade</u>	<u>ELA</u>	<u>Math</u>
3	33%	15%
4	22%	4%
5	43%	13%
6	25%	13%
7	67%	25%
8	35%	10%

#### 7. BOARD OF TRUSTEES ELECTION TIME-LINE

Marguerite noted that there has been some difficulty having new BOT members approved by the NY State Education Department in time for the first meeting of the new fiscal year in August. She proposed that the annual meeting, which includes elections, be moved from June to May in order to eliminate this problem. **Jenn moved and Marguerite seconded that the Board send SED a notice of the amendment of the By-Laws, Article 3, section 3.2, entitled Annual Meetings, stating the change of the EVCS Annual Meeting from June to May. Approved unanimously.**

#### 8. SCHOOL ATTORNEY SEARCH

Since the reorganization of EVCS's attorneys, Damon and Morey, to merge and become Barclay-Damon, Jenn has been investigating how this might effect the school and whether another firm might better fill the needs. She has met with a number of firms to discuss availability of needed expertise, level of fees, etc. She has at least one more meeting prior to making a recommendation.

#### 9. COMMUNITY ASSOCIATION UPDATE

The CA continues to work on the primary EVCS fund raising event, Evening In Days Park, scheduled for Saturday, October 17, 2015. They are meeting with parents to recruit committee chairs, organize shifts, etc. They are also making an effort to increase corporate sponsorships.

Other upcoming events include the Teacher Appreciation Luncheon, October Halloween party, and the Flower Power fund raiser. The CA will also have a volunteer table at Meet the Teacher Night on September 17.

#### 10. NEW BUSINESS /ANNOUNCEMENTS

The CA has requested that all of the EVCS parking lots be available to them to use as parking lots for the Allentown Art Festival. This is a good fund raising activity. However, they have had some difficulty staffing even the smaller lot at the Elmwood Avenue site. The Days Park Block Club has historically used the closer lot to raise funds for their own organization. After some discussion, the consensus was that the traditional policy remain in the interest of good community relations.

Liz Santacrose has been studying various possibilities for upgrading the EVCS playground. There is a possibility of having a study done by University of Buffalo. Better surveillance cameras

and a permeable solid surface are considered to be priorities. The Hudson Street side of the playground is kept locked. Maintenance will trim the trees and install better light. Metal detectors will be purchased to search the playground.

There was no additional new business.

**Jenn moved and Matt seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:50 p.m.

Respectfully submitted,  
Pamela Pollock

-Meetings at 6:00 p.m.: Oct. 21, 2015; Nov. 18, 2015; Dec. 16, 2015; Jan 20, 2016; Feb.17, 2016; Mar. 16, 2016; April 20, 2016; May 11, 2016; June 15, 2015

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday October 21, 2015**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock, Matt Moscati, Matt Ryan, Liz Santacrose, Natalie Stoyanoff

**Trustees Excused:** None

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager; Karen Burhans, CPA, Kirisits & Associates; Thomas M. Burns, CPA, Auditor, Lumsden McCormick, LLP; Peter J. DeSabio, CPA, Lumsden-McCormick

Mimi Barnes-Coppola called the meeting to order at 6:04 p.m.

1. Mimi presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on September 16, 2015, were presented. **Matt moved and Jenn seconded that the minutes be accepted. Approved unanimously.**
3. Mimi announced that Matt Moscati and Liz Santacrose had been approved as trustees by the NY State Education Department. Matt officially agreed to accept the position of Treasurer of the EVCS Board of Trustees.

4. ANNUAL AUDIT

Auditors reported no material weaknesses and stated that their recommendations were not deemed to indicate significant weaknesses. Highlights included:

- During the period 2014-2015 EVCS revenues increased faster than expenses.
- Long term debt increased significantly over the past year.
- In terms of fiscal responsibility, a sum of 1.5 to 3, or greater, indicates that an organization is fiscally sound. EVCS has a sum in excess of 3 and is hence judged to be fiscally sound.
- 2013-2015 was judged to be a positive period with no areas of weakness and no areas of concern.

See full report for details.

The question was asked about how EVCS might best use current surplus monies in a fiscally responsible way. Mr. Burns noted that in the current financial market, the best way to make money is generally to reduce debt. The financial committee will look in to prudent options for this. **Matt Ryan moved and Ingrid seconded that the Board accept the annual audit report and approve the financial statements up to September 30, 2015. Approved unanimously.**

5. FINANCIAL STATEMENT September, 2015

Karen Burhans, CPA, reported that for the three months ended September 30, 2015, EVCS showed a decrease in net assets of approximately \$344,742 vs. a budgeted decrease in net assets of \$499,833. The result was a favorable variance of approximately \$155,091. See full report for details.

Regarding some seemingly delayed financial reports at the end of summer, Karen explained that, with the annual audit report due by November first, the books for year-end months of July, August and September are left open longer. The goal is zero audit adjustments. **Ingrid moved and Kathy seconded that the September, 2015 financial report be accepted, Approved unanimously.**

## 6. REPLICATION COMMITTEE STATUS REPORT

Liz reported that she had recently visited the South Bronx Classical Charter School which now has three schools which share some instructional and business services. The committee has had several telephone conversations with people at the Charter School Institute. She has been assured that it is possible to form a second school under a new authorizer and then merge the two schools - possibly even before the second school opens its doors. The committee has reached out to teachers and has made a presentation to the Community Association. They felt that responses were generally positive and the project seemed "very do-able". A "letter of intent" would be due in Albany on December 11, 2015, and the full application would be due six weeks later. Marguerite is in the process of scheduling some community meetings in an effort to gain evidence of community support. Parent representatives countered that they have been approached by some who do not fully understand the proposal and have concerns that a second school might somehow dilute the excellence of the current one. Several other Board members were concerned the matter needed additional discussion before consensus could be reached. Natalie suggested that a careful examination of all details, especially potential pros and cons, could be the topic for the annual Board continuing education retreat. Board members agreed to meet at 9:00 a.m. on Saturday, Nov. 7, 2015, to work on this project.

## 7. RE-BRANDING: Website and Logo Status

Liz presented several possible logo designs and spirit wear options for discussion. Suggestions were made regarding use of colors and lettering styles. Board members were asked to e-mail additional questions and suggestions to Liz so she can discuss them with the artist.

Liz also reported that she had two reasonable proposals for an updated website. She felt that one was superior in that the designer was more experienced and had taken the time to speak to some parents before making his proposal. **Marguerite moved and Natalie seconded that EVCS retain David Cloyd to update the EVCS website. Approved unanimously.**

8. Liz also presented two previously discussed resolutions regarding the EVCS admissions policy.

### RESOLUTION # 1 OF THE BOARD OF TRUSTEES OF THE ELMWOOD VILLAGE CHARTER SCHOOL

At a meeting of the Board of Trustees duly called and held on October 21, 2015, be it

**RESOLVED**, that families of children admitted to EVCS through the lottery as a Buffalo resident must live within the city of Buffalo on the first Day of the school year for which they were admitted. Any families not living within the city of Buffalo on the first day of school will forfeit their spot to the next eligible student on the waiting list for that grade level.

**Kathy moved and Natalie seconded that Resolution # 1 be adopted. Approved unanimously.**

### RESOLUTION #2 OF THE BOARD OF TRUSTEES OF THE ELMWOOD VILLAGE CHARTER SCHOOL

At a meeting of the Board of Trustees duly called and held on October 21, 2015, be it

**RESOLVED**, that beginning in the 2016-2017 school year children of EVCS staff members will be given preference in the admissions lottery. First preference is given to returning students, then siblings of current students, then children of current EVCS staff, then students residing in Buffalo, then all other eligible students who return applications by the deadline.

**Jenn moved and Natalie seconded that Resolution #2 be adopted. Approved unanimously.**

## 9. DIRECTOR'S REPORT

### Personnel

John made the following proposals regarding personnel:

- Leroy Horne, Sr. (full-time custodian) has completed his probationary period as supervisor, and will transition to full-time effective November 1, 2015, to replace James Graham (approved by the BOT in August). John proposed that Mr. Horne's pay be increased from \$10.30 per hour to \$11.00 per hour effective November 1, 2015.
- John asked the Board accept the resignation of Leroy Horne, Jr. (part-time custodian).
- John asked the BOT to approve the appointment of Anthony Brown as part-time custodian, and approve a 28 day emergency waiver of national background check (in progress). He has received a clear local background check.

**Pam moved and Kathy seconded that the Board approve the requested personnel actions.**

**Approved unanimously.**

### Staff Health Insurance

In order to stay in compliance with the Affordable Care Act, EVCS must now provide single health insurance to all employees working more than 30 hours per week. John requested approval to pay 80% of the premium for single health insurance coverage for employees whose FTE is between 30 and 39 hours per week, with no buyout option. The benefit would go into effect for two employees at the anniversary date of the insurance. **Kathy moved and Pam seconded that the health care coverage for employees working 30-39 hours per week be provided as described. Approved unanimously.**

John has been exploring health insurance options for next year. He distributed a chart comparing the plans. He recommended that EVCS switch from Blue Cross/Blue Shield to Independent Health. Given the modest increases to premiums that would be incurred by switching, he also recommended that EVCS continue to pay 100% of single coverage, and 85 % of the various family plans, and that EVCs continue to offer the \$2,000 buyout for full-time employees who decline health insurance coverage. **Marguerite moved and Mimi seconded that, for 2016, EVCS change insurance provider from Blue Cross/Blue Shield to Independent Health under the conditions described. Approved unanimously.**

### Academics

- STAR testing has been completed and data review meetings have been held for all classes.
- Interim Assessments are complete for nearly all classes, and all will be complete by the end of next week.
- The following professional development has taken place since the opening of school:
  - September 14; Detecting OT, PT and Speech Issues by BHSC Staff (1 hr.)
  - September 25; Using Interim Assessment Data Effectively by Anne Wechsler (3hrs.)
  - October 19; Response to Intervention (RTI) by Anne Landrigan (1hr.)

### Current Poverty Rate

The poverty rate for the 2015-2016 school year is up to 52% from 49% in 2014-2015 and from 47% in 2013-2014.

## 10. SCHOOL ATTORNEY SEARCH

Since the reorganization of EVCS's attorneys, Damon and Morey, to merge and become Barclay-Damon, Jenn has been investigating how this might effect the school and whether another firm might better fill the needs. She narrowed the field to three firms and finally recommended the firm Hodson-Russ. She felt that their firm contained the broadest range of expertise and that they had a great deal of experience representing schools. She also noted that the school's contact

person was available and easy to talk to. Some discussion ensued. **Natalie moved and Liz Santacrose seconded a motion that EVCS retain the law firm of Hodson-Russ to represent the school. Approved unanimously.**

**11. COMMUNITY ASSOCIATION UPDATE**

In consideration of the lateness of the hour, the Community Association update was deferred until the November meeting.

**12. NEW BUSINESS /ANNOUNCEMENTS**

There was no additional business nor announcements.

**Marguerite moved and Mimi seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:42 p.m.

Respectfully submitted,  
Pamela Pollock

Future meetings-Meetings at 6:00 p.m.: Nov. 18, 2015; Dec. 16, 2015; Jan 20, 2016; Feb.17, 2016; Mar. 16, 2016; April 20, 2016; May 11, 2016; June 15, 2015

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday November 18, 2015**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock, Matt Moscati, Matt Ryan, Liz Santacrose, Natalie Stoyanoff

**Trustees Excused:** None

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager;

1. Mimi Barnes-Coppola called the meeting to order at 6:08 p.m. She presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held on October 21, 2015, were presented. **Matt moved and Ingrid seconded that the minutes be accepted. Approved unanimously.**

3. FINANCIAL STATEMENT

Matt Moscati presented the Projected Operating Budgets for the years ending June 30, 2017 through June 30, 2022. Discussion ensued. One coding error was noted. Food Services was listed under the heading Instructional Materials. **Matt moved and Ingrid seconded that the Projected Operating Budgets be accepted, pending correction of the coding error. Approved unanimously.**

4. APPROVAL OF BANK SIGNERS

The following resolution was proposed to the Board:

WHEREAS, Matthew Moscati is now the treasurer of the Elmwood Village Charter School,

THEREFORE BE IT RESOLVED, the signature card for the Northwest savings Bank checking account ending in 3956 shall be updated with the following as signers:

-Elizabeth Santacrose, Board member  
-Pamela Pollock, Board Secretary  
-Matthew Moscati, Board Treasurer  
-Mimi Barnes-Coppola, Board Chair  
-John Sheffield, School Director  
-Liz Evans, Operations Manager

**Ingrid moved and Jen seconded that the proposed resolution be accepted. Approved unanimously.** For clarification, it was noted that The treasurer receives the bank statements and credit card statements; the director signs and codes invoices; and accountant, Kirsits and Associates, drafts checks.

5. REPORT ON BOARD RETREAT

Natalie discussed the report of the EVCS Board of Trustees annual staff development retreat held on November 7, 2015. The focus of the retreat was possible replication of the school. At the retreat, Natalie led discussions related to financial matters, school performance, staffing, and facility. Possible pros and cons were discussed at length in an effort to reach consensus. The report was distributed electronically last week. After further discussion it was agreed that findings will be used to craft a letter of intent to the State University of New York Charter School Institute.

6. REPLICATION COMMITTEE STATUS REPORT

A number of community meetings have been held at a variety of locations including the Gloria Parks Community Center, the CAO Masten Resource Center, Crane Branch Library and the Parent



Network of WNY. Completed print surveys have been received from the Western NY Parent Network as well as online participants. Parents have been referred to the school website for the latest updates. Parents have been referred to the school website for the latest updates. The website also contains a feedback survey, the results of which can also be used in developing the letter of intent. A follow-up letter to parents discussing the projected operating budget, potential grade levels and other details, is forthcoming. **Jen moved and Matt Ryan seconded that John and Liz Evans be authorized to prepare and submit an appropriate letter of intent to the SUNY Charter School Institute. Approved unanimously.**

#### 7. RE-BRANDING: Website and Logo Status

Logo designs and spirit wear options remain under discussion. Board members were invited to meet with the logo designer if they wished to discuss possibilities with him directly. She has engaged David Cloyd to update the website so that it will more accurately reflect the quality of the school.

#### 8. DIRECTOR'S REPORT

##### Personnel

John made the following proposals regarding personnel:

- He asked the Board to accept the resignation of part-time custodian Anthony Brown

- He requested that the Board approve the appointment of Hughes Hendrick as part-time custodian to replace Anthony Brown, and to approve a 28 day emergency waiver of a national background check (in progress).

- He asked the Board to approve the hiring of a temporary Student Services Coordinator, or someone to act in the capacity of assistant principal/special education coordinator, to fulfill Anne Landrigan's duties while she is out for an extended medical leave. Rate of pay not to exceed \$275 per day.

**Matt Ryan moved and Ingrid seconded that the Board approve the requested personnel actions. Approved unanimously.**

##### Professional Development

Autumn professional development has included:

10/27/15	Turnkey Training on Response to Intervention (RTI) for Middle School ELA Held in Saratoga Springs Attended by Shannon Krukowski, middle school ELA teacher and Melissa Recht, middle school special education teacher (8 hrs.)	
11/10/15	Developing Effective Interim Assessments (3 hrs.) Attended by general education and special education teachers	Anne Wechsler
11/10/15	Using Economical Language in Instruction (3 hrs.) Attended by AIS, assistant, and specials teachers	John Sheffield
11/16/15	Technology Integration (1 hr.)	Dennis Patrone (guest)

##### Professional Learning Community (PLC) Topics

The following were discussed:

9/7/15	Norm Setting Protocol
9/14/15	Plan for Meet-the Teacher Night (Morning Meeting Style)
10/5/15	Data Analysis Based on STAR Assessments
10/12/15	Data Meetings
10/19/15	Instructional Planning Based on STAR Assessments
10/26/15	Review of Interim Assessment Results

##### Formal Complaint

John reported that the school received its first formal complaint today. There have been allegations of bullying. After reviewing the policy, outlined in the charter, which states that

complaints must be received by the Board one week prior to the Board meeting in order to be addressed, the Board tabled the matter until the December meeting. Mimi, Kathy, and Matt Ryan volunteered to serve on a committee to look into the problem. Mimi will notify the parent that, in accordance with the procedure specified in the EVCS charter, the complaint will be on the Agenda for the December meeting of the Board of Trustees.

#### 9. COMMUNITY ASSOCIATION UPDATE

-The *Evening In Days Park* fund-raising event was considered to be successful. Final figures are not yet available. However, profits are estimated to be in the mid-\$20,000s, due in part to the increase in corporate sponsorships this year. Individual attendance was down by approximately 30 people. Possible reasons include the fact that neither drink tickets nor raffle tickets were included with the admission this year. This effectively increased the cost for a family to participate fully in the evenings festivities. The CA will re-evaluate this policy, and also the locations and providers of food and music for next year's event.

-The Scholastic Book Fair will be the second week in November. There will be no CA meeting in November.

#### 10. NEW BUSINESS /ANNOUNCEMENTS

-Liz announced that she has spoken with Buffalo Mayor, Byron Brown, Councilman, Jay McCarthy and several other public figures regarding possible expansion of EVCS and that responses have been generally positive. She added that the school has been approached by a developer, who wishes to remain anonymous for the time being, regarding a possible site for the second school.

-John and Liz attended a meeting at City Hall led by William Russo of the BPS IT Department. A proposal was discussed whereby the Buffalo Public Schools and EVCS might become part of a consortium with BOCES for effectively procuring technology services. Liz has forwarded a draft the proposal to the lawyers. **Matt Ryan moved and Kathy seconded that, pending advice of counsel, the Board empower John and Liz to enter into a consortium for the purpose of pursuing effective IT services. Approved unanimously.**

-On November 24, 2015, John and Matt Ryan will meet with the Days Park Block Club to address some mutual concerns.

**Jen moved and Mimi seconded that the meeting be adjourned. Approved unanimously.**  
The meeting was adjourned at 7:57 p.m.

Respectfully submitted,  
Pamela Pollock

Future meetings - Meetings at 6:00 p.m.: Dec.16, 2015; Jan. 20, 2016; Feb.17, 2016; Mar.16, 2016;  
April 20, 2016; May 11, 2016; June 15, 2015



**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday December 16, 2015**

**Trustees Present:** Mimi Barnes-Coppola, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock, Matt Moscati, Matt Ryan, Natalie Stoyanoff

**Trustees Excused:** Marguerite Battaglia, Liz Santacrose

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager;

1. Mimi Barnes-Coppola called the meeting to order at 6:04 p.m. She presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held on November 18, 2015 were presented.

**Natalie moved and Matt Moscati seconded that the minutes be accepted. Approved unanimously.**

3. FINANCIAL STATEMENT

Matt Moscati reported that the financial statement for the month of October, 2015, arrived this afternoon. For the five months ended November 30, 2015, EVCS showed a decrease in net assets of approximately \$180,939 versus a budgeted decrease in net assets of approximately \$392,875. The result was a favorable variance of approximately \$211,936. John noted that the budget line for office supplies was still incorrect. He will be working with the accountants to correct the coding of certain office and classroom supplies in order to keep them on the appropriate budget lines. **Matt Ryan moved and Jen seconded that the financial report be accepted. Approved unanimously.**

4. REPORT ON PARENTAL CONCERN

**Kathy moved and Matt Ryan seconded that the Board enter executive session to discuss a specific, confidential issue involving a student. Approved unanimously.** The Board heard a detailed report regarding the management of the issue by the Director and a Committee of the Board. The matter was discussed. **Jen moved and Matt Ryan seconded that the Board exit executive session. Approved unanimously. Ingrid moved and Jen seconded that the Board approve the findings of the committee and the actions taken. Approved unanimously.**

5. DIRECTOR'S REPORT

Personnel

John proposed two personnel actions:

1. Health Insurance (as previously discussed)

-After reviewing many different health insurance plans offered by several providers, John recommended that EVCS switch from Blue Cross and Blue Shield to the Standard Platinum Plan offered by Independent Health. The increase in premiums will be 1% from the 2015 rate paid to Blue Cross and Blue Shield.

-He also recommended that the school continue to pay 100% of the premium for single employees, and 85% of the premiums for the various family plan options.

-In addition he recommended that EVCS continue the \$2000 buyout option for employees who elect to opt out of the school's health insurance plan.

2. Vacation-Day buyback

-In the Director's Contract there is a provision to allow the Director to buy back up to five

vacation days in a given year so as not to exceed the maximum allowed accrual of 20 days.

John recommended that the provision be extended to all twelve-month employees.

**-Proposed resolution: With the approval of the Director, twelve-month employees, who have accrued more than twelve vacation days, may, in any given year, sell a maximum of five days back to the school at the employees's current rate of pay.**

**Matt Ryan moved and Natalie seconded that all personnel actions be approved.**

**Approved.** Pam abstained citing a potential conflict of interest..

### Academics

1. On November 23, charter school leaders met with Dr. Cash, newly appointed superintendent of the Buffalo Public Schools. This was the first meeting of charter school leaders with a Buffalo Superintendent since the inception of charters. John expressed three concerns to Dr. Cash:

- The busing schedule that discriminates against students in charter schools
- The District-wide Emergency Plan that does not include charter schools
- The need to collaborate with community groups, religious organizations, healthcare organizations and healthcare providers to help parents better prepare their children for school and to help parents acquire the resources to help their children succeed in school

Topics raised by other charter school leaders included:

- Facilities
- Diversity in the teaching and administrative staffs and a unified recruitment effort
- The insufficient number of charter schools on the Eastside of Buffalo
- The need to work with institutions of higher learning to improve training of new teachers to work in urban schools.
- The desire to move beyond the historical adversarial relationship between the District and charter schools, and move toward a relationship of cooperation and sharing of best practices

2. On January 19, charter school leaders will be meeting with David Mauricio, Chief of Strategic Alignment for Superintendent Cash. The agenda includes the following topics:

- Collaborating to address special education needs, especially the establishment of self-contained classrooms in charter schools.
- Improving communication between Central Office and charter schools, especially in regards to special education testing and access to data.
- Collaborating to better address the needs of students with limited English proficiency, and to improve access to charter schools for this population of students.
- The issue of charter school students returning to the District either because of expulsions or parent choice.

John noted that this is the first time in his thirteen years in charter school leadership that leaders of the District have engaged charter schools in open dialogue and expressed an interest to work collaboratively to better address the needs of all students in the City of Buffalo. He was very pleased with Dr. Cash's willingness to include charter schools in his overall plan for improving the quality of education for all Buffalo students.

3. In October, during data management meetings, the results of the new interim assessments, along with data from STAR assessments, were used to assess which students were meeting standard and to identify gaps in learning. Teachers then used this data to plan re-teach activities and to make adjustments to instruction. Professional Learning Community (PLC) meetings are now being used to compare the data from interim assessments between classrooms. The goal is to identify similarities and discrepancies in the data across both classrooms at each grade level. In

cases where students in both classrooms are struggling adjustments to the curriculum are made. When there is a weakness in one class only, methods of presenting the material and teacher collaboration are examined.

#### 6. REPLICATION COMMITTEE STATUS REPORT

The formal letter of intent to replicate EVCS at a second location has been submitted to the SUNY Charter School Institute. The school was notified that only two submissions were received from Buffalo. The other was a proposal for a high school. The Leadership Team is now working on preparing the formal application. Much of this material will be taken from the Charter renewal document. Jen and former Board member, Greta Masetti, have both offered to proofread the application prior to submission.

#### 7. RE-BRANDING; CSI Board Training; Grants

-Liz and some BOT members met with Julian Montague to further discuss the logo design and colors. Some requested an alternative to the block design which will be forthcoming. Colors will be flexible.

-Liz announced that she can forward the power-point from the CSI Board Training. She raised several points of interest from the event:

a. The number required for a quorum is based on the total number of Board seats; not the number of seats currently filled.

b. There is considered to be a “collar of enrollment” for charter schools. The number of students must be within 20% under or over the target.

-EVCS has been approached by several foundations about applying for grants.

a. All six members of the Knox Foundation reached out to the school offering money for technology. EVCS plans to use the grant to purchase the Fast ForWord Program and five I-Pads for each K-2 classroom.

b. The Cullen Foundation has also scheduled a second visit at the school. This is a bell-weather educational consulting company which is looking at the role of charter schools.

#### 8. COMMUNITY ASSOCIATION UPDATE

Parent representative, Liz Santacrose was unable to attend this evening. Liz Evans read from her report:

-Fund Raising: There is no reported total from the wreath sale yet. The bulb sale had \$1974 in total sales. The book fair was a success having sales of approximately \$6000 against a goal of \$5000. The school spirit sale is scheduled to begin January 1, 2016.

-After School Enrichment: Programs begin in January with yoga for grades 3-5. Other programs will occur throughout the spring and will include all grade levels.

-January Events: These will include a Teacher Appreciation Lunch on 1-14-16 and the always popular roller skating party on 1-16-16. The Days Park Block Club will be giving a presentation on the history of Days Park at the January meeting of the CA.

#### 9. NEW BUSINESS /ANNOUNCEMENTS

John and Matt Ryan met with the Days Park Block Club on November 24. Several items were discussed:

- Neighbors have been surprised by an influx of people to the Park at certain times. EVCS will send the Association a copy of the school calendar so they will know when groups related to the school might be present.

-The Days Park Block Club will meet at EVCS on January 14 and on February 10.

-EVCS will look into the possibility of using additional traffic cones to assist with the flow

of traffic in front of the school and also at the crosswalks at Cottage Street, especially at arrival and dismissal times.

-The Olmsted Parks Association has given EVCS blanket permission to use Days Park for children playing. Use of the fence will continue until the newly seeded grass is established.

-The sign at Elmwood and Cottage Streets still says "School #36". That needs to be changed to read "Elmwood Village Charter School".

John had his first opportunity to work with the school's new attorneys at Hodson Russ. He reported that it was a very positive experience.

Mimi proposed some Business for the February agenda. She has asked the Finance Committee to study and make some recommendations regarding the money EVCS has banked. Questions: Should the school invest or pay down loans? Is it better to have cash reserves or no debt?

**Natalie moved and Kathy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:35 p.m.

Respectfully submitted,  
Pamela Pollock

Future meetings - Meetings at 6:00 p.m.: Jan. 20, 2016; Feb.17, 2016; Mar.16, 2016; April 20, 2016; May 11, 2016; June 15, 2015

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, January 20, 2016**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock, Matt Ryan, Liz Santacrose, Natalie Stoyanoff

**Trustees Excused:** Matt Moscati

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager; Lisa Kirisits; Managing Partner, Kirisits & Associates, EVCS Accountants

1. Mimi Barnes-Coppola called the meeting to order at 6:04 p.m. She presented the agenda for the meeting. There were no changes. **Approved.**

2. Minutes from the Board of Trustees meeting held on December 16, 2015 were presented.

**Natalie moved and Matt Ryan seconded that the minutes be accepted. Approved unanimously.**

3. PROJECTED OPERATING BUDGETS EVCS1 & 2

Lisa Kirisits, EVCS Accountant, presented a set of projected operating budgets for EVCS-1 and EVCS-2, both separately and together. These documents were prepared based on the assumptions of 50 students enrolled at each grade level at both schools, and an annual 2% increase in state aid each year. Details are available in the printed report. She concluded that creation of EVCS 2 was financially viable. The following resolution was proposed:

**-Proposed resolution: EVCS 1 will be empowered to lend money to EVCS 2 for operational needs and capital expenditures, not to exceed the sum of \$500,000, through the first year of operation (to end June 30, 2018).**

**Marguerite moved and Natalie seconded that the proposed resolution be adopted. Approved unanimously.**

4. FINANCIAL STATEMENT

In the absence of EVCS Treasurer, Matt Moscati, Lisa also presented the financial statements. In summary, for the six months ended December 31, 2015, EVCS showed a decrease in net assets of \$9,691 vs. a budgeted decrease in net assets of approximately \$325,539. The result was a favorable variance of approximately \$315,848. John and Lisa also noted that the previously reported coding error has been resolved, to ensure that future purchases be recorded on the appropriate budget line. **Marguerite moved and Pam seconded that the financial report be accepted. Approved unanimously.**

5. DIRECTOR'S REPORT

Academics

-The Board of Regents approved Emergency regulations that make adjustments to Annual Professional Performance Review (APPR).

The new regulations make adjustments to the APPR for teachers and principals as the State continues to transition to the higher learning standards. The emergency regulations remove any consequences for Teachers' and principals' evaluations related to the grades 3-8 English Language Arts and Mathematics State Assessments and the State-provided growth score on Regents exams until the start of the 2019-2020 school year. Teachers will continue to be provided with growth scores based on State Assessments, but teachers and principals will be provided with "transition scores" that exclude the results of State Assessments and Student Learning Objective (SLO) pre and post-testing. The transition scores will be determined based on the remaining sub-components



of the APPR. At EVCS, this will include the student growth percentile (SGP) from STAR testing and Components of Professional Practice. During the transition period, only the transition score and rating will be used for the purposes of evaluation. State Assessment data will continue to be used to evaluate curriculum and instruction.

**-Mid-year data meetings and Student Growth Percentiles**

Mid-year data meetings are scheduled for the first week of February. At these meetings data from the mid-year STAR Assessments and mid-year Interim Assessments will be examined. Student growth percentiles between the beginning and middle of the year will be presented at next month's Board meeting.

**-Subgroup Comparisons**

Economically disadvantaged students and students with special education needs at EVCS perform better on State Assessments than the state average. They also out performed their cohorts in high performing suburbs. John distributed charts which graphically depicted the discrepancies. On ELA, economically disadvantaged students at EVCS outperformed their cohorts in Williamsville by 6%, in Orchard Park by 15%, and Ken-Ton by 16%. Students with special education needs at EVCS outperformed their cohorts in Williamsville by 7%, Orchard Park by 10%, and Ken-Ton by 10%. On Math, economically disadvantaged students at EVCS out performed their cohorts in Williamsville by 3%, in Orchard Park by 9%, and Ken-Ton by 15%. Students with special education needs at EVCS outperformed their cohorts in Williamsville by 6%, in Orchard Park by 10%, and Ken-Ton by 11%. This success with subgroups is a contributing factor when families move out of the city but decide to keep their children enrolled at EVCS. EVCS has families whose children have IEPs and move to the suburbs but choose to keep their children at EVCS. There are currently 20 students, whose families have moved to the suburbs, but remain enrolled at EVCS.

**Charter School Funding**

Based on Governor Cuomo's proposed budget, EVCS can expect a \$150 per pupil increase in 2016-2017. In addition, the Governor proposed \$27 million to be divided evenly among all charter school students statewide who are enrolled as of December 1, 2016. This is very similar to the \$25 million in aid included in last year's budget that charter schools will be receiving in the next few months. This should equal about \$200 per student.

**6. REPLICATION COMMITTEE STATUS REPORT**

The Leadership Team continues to work on preparing the formal application for EVCS 2. They are preparing the document considering the requirements for both CSI and SUNY. The document is nearly complete and there are less than 48 hours to deadline. **Ingrid moved and Kathy seconded that the Operations Manager be authorized to submit the application for replication to Albany. Approved unanimously.** The leadership team is also looking at the King Urban Life Center as a possible temporary location for EVCS 2. The location seems good and the rent is affordable.

**7. RE-BRANDING**

**-The new website is under construction.**

**-Design for the new logo is still being debated.** Logo designer, Julian Montague, stated that a logo should be bright and colorful and reflect seriousness of purpose. Some Board members are looking for a logo that reflects the school's "core values". Others think that this might be too complex a task for a logo, and that these values are represented in the mission statement and other places. Natalie offered to continue to meet with Julian and request some additional options and possible variations for EVCS 1 and EVCS 2.

#### 8. COMMUNITY ASSOCIATION UPDATE

-Liz Santacrose reported that the January CA meeting had been cancelled because of bad weather.

-The January family roller skating party was well attended.

#### 9. NEW BUSINESS /ANNOUNCEMENTS

-Matt Ryan announced that the Days Park Block Club will be holding their regular meeting at EVCS on Wednesday, February 10, 2016. They will also address the CA at the beginning of the regularly scheduled CA meeting on that evening.

-John thanked the Board for the gesture of gifts to the school's mentors.

**Matt Ryan moved and Liz Santacrose seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:10 p.m.

Respectfully submitted,  
Pamela Pollock

Future meetings - Meetings at 6:00 p.m.: Feb.17, 2016; Mar.16, 2016; April 20, 2016; May11, 2016; June 15, 2015

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, February 17, 2016**

**Trustees Present:**

Mimi Barnes-Coppola, Matt Ryan, Jennifer Bernacki-Smith, Natalie Stoyanoff, Kathy Franklin-Adams, Ingrid Knight, Elizabeth Santacrose, Matt Moscati

**Trustees Excused:**

Marguerite Battaglia, Pamela Pollock

**Others Present:**

Karen Burhans, CPA/Partner, Kirisits & Associates; John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager

**1. Call to Order**

Mimi Barnes-Coppola called the meeting to order at 6:09 pm. She presented the agenda for the meeting and no changes were requested.

**2. Review and Approval of Board Minutes from January 20, 2016**

The minutes from the Board of Trustees meeting held on January 20, 2016 were presented. Jennifer Bernacki-Smith moved to accept the minutes without changes, Natalie Stoyanoff seconded the motion. Approved unanimously.

**3. Review of Draft Form 990**

The draft Form 990 was reviewed. Karen Burhans walked the Board through the key components of the Form 990 including minor changes that she recommended to be made to pages 2 and 32 of the draft. The following resolution was proposed:

*Proposed Resolution: The Board of Trustees approves the Form 990 as prepared subject to the inclusion of the minor changes presented to the Board by Karen Burhans.*

Matthew Ryan moved to approve the resolution and Kathy Franklin-Adams seconded the motion. Approved unanimously.

**4. Approval of Financial Statements**

A current monthly financial statement was not available at the time of the Board meeting. Matthew Moscati presented a statement of the school's budget and actual expenses for the period of July 1, 2015 through December 31, 2015. Matthew M. indicated that the budget comparison shows that the school is on track to stay within budget overall and no red flags are evident at this time with respect to spending. The following resolution was proposed:

*Proposed Resolution: The Board of Trustees approves the Budget vs. Actual Expense comparison sheet for the period of July 1, 2015 through December 31, 2015.*

Natalie Stoyanoff moved to approve the resolution and Ingrid Knight seconded the motion. Approved unanimously.

## **5. Discussion of Cash Reserves and Recommendation of the Finance Subcommittee**

Matthew Moscati and Matthew Ryan presented a summary of the recent meeting of the Finance subcommittee where there was a discussion of how best to use the pool of excess funds currently totaling approximately \$3,000,000. Options reviewed by the Finance subcommittee included establishing a cash reserve, issuance of a loan to EVCS2, investment options and paying down debt. The recommendations of the subcommittee were that: 1) Approximately \$1,000,000 be held as a cash reserve in a government backed treasury market account; 2) Approximately \$1,000,000 be held in revolving CDARS (none of which should exceed the \$250,000 FDIC insurance limit) for a potential loan to EVCS2; 3) Approximately \$1,000,000 be held in a money market account in preparation for a balloon loan payment due in August 2017. The Board discussed the potential to re-evaluation investment options after August 2017 once EVCS2 has been opened and when a revised interest rate and maturity date on existing notes could be solidified. The following resolutions were proposed:

*Proposed Resolution: The Board approves the closure of the First Niagara checking account, the withdrawal of all but \$500 from the M&T checking account, and the withdrawal of all but \$75,000 from the M&T savings account and for the funds to be moved to Northwest.*

Ingrid Knight moved to approve the resolution and Jennifer Bernacki-Smith seconded the motion. Unanimously approved.

*Proposed Resolution: The Board empowers the Finance subcommittee to set up a treasury management account and a revolving CDARS account at Northwest with the stipulation that each CD will not exceed the \$250,000 FDIC insurance limit and to fund those accounts in consultation with EVCS accountants at levels consistent with the current and projected budgets of EVCS1 and EVCS2.*

Ingrid Knight moved to approve the resolution and Mimi Barnes-Coppola seconded the motion. Unanimously approved.

## **6. Director's Report**

John Sheffield presented his report to the Board on personnel changes, recent professional development events and academic performance as shown by mid-year STAR data. Mimi Barnes-Coppola requested that John provide an assessment, in a few months time, of the results achieved with the new FastforWord program acquired by the school through a grant from the Seymour Knox Foundation. The following resolution was proposed:

*The Board takes the following actions in response to the Director's request: 1) Accepts the resignation of Hughes Hendrick, part time custodian; 2) Approves the request to hire DeJainez Strickland as part time custodian at a rate of pay between \$9.50 and \$10.00 per hour and approves an emergency 28-day clearance pending the results of his criminal background check*

*in light of Mr. Strickland's clean local police record; 3) Approves the request to hire Dylan Bak as a substitute custodian, at a rate of pay between \$9.00 and \$9.50 per hour; and 4) Accepts the resignation of Kimberly O'Connor, receptionist and transportation coordinator.*

Ingrid Knight moved to approve the resolution and Matthew Ryan seconded the motion. Unanimously approved.

## **7. Replication Committee Status Report**

Liz Evans conformed that the application for EVCS2 was submitted on January 22 and is now pending review. A total of 18 requests for charters were received by SUNY and of those only 1 other application was from Buffalo. The next step in the review process will likely be a request for a capacity interview. One potential weakness in our application is that SUNY has calculated an 85% target rate of poverty for the EVCS2 student body which is extremely difficult to achieve even given our vigorous and continued efforts to recruit economically disadvantaged applicants to the EVCS enrollment lottery. Since the Board cannot disincentivize a potential flood of applications from financially secure families there was a discussion of how to redouble efforts to recruit applications from economically and culturally diverse students. Potential additional efforts include the translation of the school application into Burmese and Arabic and the coordination of parent and/or teacher volunteers to assist families in completing the EVCS lottery application at Head Start programs, refugee programs and other events where economically disadvantaged parents of school age children are likely to be in attendance. Additionally, it is prudent to assess our current academic achievements in serving children living in poverty. The following resolution was proposed:

*The Board approves the acceptance of a contract with Liz Lenig, not to exceed \$2800, to perform a comparative data analysis assessing EVCS's service to students in poverty and to compare our academic achievements to those of surrounding schools in our region.*

Kathy Franklin-Adams moved to approve the resolution and Jen Bernacki-Smith seconded the motion. Unanimously approved.

## **8. Status of Re-branding, Website and Logo Development**

Natalie Stoyanoff presented the most recent submissions from the graphic designer for school logos. At this time there are 3 logos in consideration and variations were submitted of each logo for EVCS2. Liz Evans will create an on-line survey so that board members can submit their preference for the final logo to be adopted.

## **9. Communication Association Updates**

During the February meeting of the EVCS Community Association a small group from the Days Park Block Club as well as a representative from Olmstead presented a brief history of the Block Club's activities and the creation and history of Days Park. The Board briefly discussed continued support of the Block Club's efforts to raise funds for the maintenance of Days Park.

## **10. Announcements/New Business**

Announcements included the following:

- 1) A commercial will be filmed this month by Blue Cross Blue Shield, featuring EVCS students by BlueCross BlueShield
- 2) The Northeast Charter School Network is holding an event on February 22nd from 11am to noon in Buffalo at Aloma D. Johnson to bring together parents and community members who support of charter school students in Buffalo.
- 3) Matt R. announced that the City has been contacted regarding outdated or inaccurate signage around the Days Park and the streets in the surrounding neighborhood (crosswalks, placard directions to EVCS, etc). Matt will be in contact with the city streets department to move these items forward in the spring.

#### **11. Adjournment**

Natalie Stoyanoff made a motion to adjourn which was seconded by Kathy Franklin-Adams. The motion was unanimously approved and the meeting was adjourned at 8:21PM.

Respectfully Submitted,  
Elizabeth Santacrose

Future Meetings: March 16, 2016; April 20, 2016; May 11, 2016; June 15, 2016 (All meetings held at 6:00PM).

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday March 16, 2016**

**Trustees Present:** Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Pamela Pollock, Matt Moscati, Liz Santacrose, Natalie Stoyanoff

**Trustees Excused:** Mimi Barnes-Coppola, Ingrid Knight, Matt Ryan

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager;

1. Vice Chairperson, Jennifer Bernacki-Smith, called the meeting to order at 6:05 p.m. She presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held on February 17, 2016 were presented.

**Marguerite moved and Matt Moscati seconded that the minutes be accepted. Approved unanimously.**

3. FINANCIAL STATEMENT

Matt Moscati gave the financial statement. For the seven months ended January 31, 2016, EVCS showed an increase in net assets of \$176,015 versus a budgeted decrease in net assets of approximately \$(274,258). The result was a favorable variance of approximately \$450,273. Matt noted that Title I money was higher than expected due to increased numbers of students in poverty at the school. This money covers the cost of salary and benefits for Title I teachers **Marguerite moved and Liz Santacrose seconded that the financial report be accepted. Approved unanimously.**

4. FINANCE COMMITTEE UPDATE

Matt Moscati and Matt Ryan met with officials at Northwest Savings Bank to discuss options for EVCS cash reserves. It was decided that the operations account would be maintained at a minimum of \$500,000. The sum of one million dollars would be invested in a money market account earning .4% interest. The remainder of the reserves would be invested in laddered CDs earning .7% interest. The service fee on the CDs would start at .45% and would drop to .25%, .20% and .18% on amounts in excess of one million dollars.

5. DIRECTOR'S REPORT

Extra Curricular Stipends

John proposed the following stipends for teachers involved in students' extra curricular activities:

Boys Basketball Coach and Athletic Coordinator	\$975
Girls Basketball Head Coach	\$925
Girls Basketball Assistant Coach	\$300
Boys Basketball Assistant Coach	\$300
Girls on the Run Coordinator	\$300

**Pam moved and Kath seconded that the Board approve all proposed extra curricular stipends. Approved unanimously.**

Developing Teacher Leadership Opportunities

-Recruitment and Retention Coordinator

Students new to the school often bring with them a host of social problems as well as academic deficits, and even classifications of emotionally disturbed. It takes a great deal of time and skill to effectively assimilate new students into the culture of EVCS so that they can be

successful.

John proposed that the part-time recruitment coordinator position be expanded to a full-time position in order to assume additional responsibilities. This staff member has had extensive formal training in Responsive Classroom, and can assume a mentor role with her colleagues.

Duties would include:

1. Model effective Responsive Classroom strategies for teachers
2. Engage students in problem solving sessions and social conferences for low-level social problems
3. Address low-level incidences of misbehavior
4. Coach new teachers on effective techniques of Responsive Classroom
5. Meet regularly with students who are having adjustment problems to pro-actively address their needs in order to reduce low-level disruption referrals to the office
6. Periodically lead morning meetings or class meetings to address the needs of particular classes
7. Mentor teachers on Responsive Classroom and management strategies

By expanding this position, EVCS will better be able to serve higher needs students now and in the future. The job title may be modified.

The annual salary for the expanded position will be \$33,000 which has been included in the projected budget.

-Writing Coach

John proposed expanding and formalizing the duties of a particular teacher as writing coach. This teacher has had extensive training in the Writer's Workshop Model, and is a master teacher in this area. She is in a unique position to assist other teachers to enhance their writing instruction. These added responsibilities will require this teacher to conference with other teachers during her planning period, before school, and after school. Therefore, it will not take this teacher away from instruction.

The expansion of these two positions is aligned to the school's goal of cultivating teacher-leadership and will demonstrate to the grantors and authorizer EVCS's commitment to developing and utilizing human capital. **Pam moved and Liz Santacrose seconded that the Board approve the Director's proposals for teacher leadership. Approved unanimously.**

Budget

During spring break, John will be working with the accountant to finalize the proposed 2016-2017 school budget.

Governor Cuomo's proposed state budget includes:

- \$150 increase in per pupil reimbursement
- \$200 per student in additional aid
- a decrease in the teacher retirement contributions between 3.5 and 4.0%

Based on these projections, John proposed a 2% salary increase for all staff for the 2016-2017 school year. There was some discussion about whether this amount would be competitive in the marketplace and allow EVCS to retain and recruit outstanding staff. **Natalie moved and Matt Moscati seconded that EVCS offer a competitive salary increase by adjusting the base pay of teacher assistants with the addition of \$750, and then offering the additional 2% pay raise for 2016-2017 to all staff. Approved unanimously.**

Technology Support Proposal

Liz Evans reminded the Board that the School Nurse, Dana Fauth, has also provided technology support for the school since its opening. As EVCS grows the need for additional tech



support becomes increasingly apparent. She suggested the addition of a part-time position, of approximately eight hours per week. The new person would work with Ms. Fauth to maintain consistency. **Marguerite moved and Liz Santacrose seconded that a part-time technology position be created in order to meet the school's increasing needs. Approved unanimously.**

Motion to Enter Executive Session

**Pam moved and Liz Santacrose seconded that the Board enter executive session regarding a previously discussed student issue. Approved unanimously.** Discussion ensued. **Kathy moved and Pam seconded that the Board exit executive session. Approved unanimously.**

6. REPLICATION COMMITTEE STATUS REPORT

Liz Evans thanked the Trustees for attending the meeting with SUNY in Rochester. The meeting went well in general. Last Friday the school received a request from SUNY for several amendments. A number of these were related to the budget and its format.

She also noted that there will be a meeting with Mr. Belluck, Chair of the Charter School Committee of SUNY, on Wednesday, April 5, in New York City. A few of the EVCS group will attend. A Skype video conference will be scheduled in Buffalo in order for others to participate.

7. RE-BRANDING

Natalie has had several meetings with Julian Montague to refine the new logo. In general use of the school colors seems to be preferred. There would be options to change these for special events and to modify them for use by EVCS-2.

8. COMMUNITY ASSOCIATION UPDATE

Liz Santacrose announced that Andrea Rodriguez will be stepping down from her position as Chair of the C.A. There is another excellent candidate available.

Upcoming events include a family rock-climb and a small fundraiser which involves selling gift cards to White Rabbit Yogurt. The school will receive 40% of the profit.

Work is beginning on the school's major fund raising event, *Evening In Days Park*.

Ingrid Knight will be moving out of the area. Hence, a new parent representative to the Board will need to be named by June.

The C.A. has agreed to allow the Days Park Block Club use the EVCS parking lots to raise money during the Allentown Art Festival.

The annual Days Park barbecue will be held on June 16.

9. NEW BUSINESS/ANNOUNCEMENTS

**Marguerite moved and Natalie seconded that the Board appoint Kathy Franklin-Adams to conduct the annual evaluation of the Director. Approved unanimously.**

John announced that the Annual Campaign would begin during spring break with the United Way's "Spring It On" 24-hour online donation event.

Marguerite reminded the group that the board did not donate to the teachers' party this year. Other ways of showing the Board's appreciation for all the teachers' hard work were discussed.

**Marguerite moved and Pam seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:29 p.m.

Respectfully submitted,  
Pamela Pollock

Future Meetings - Meetings at 6:00 p.m.: April 20, 2016; May 11, 2016; June 15, 2016



**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday April 20, 2016**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Kathy Franklin-Adams, Ingrid Knight, Matt Moscati, Pamela Pollock, Matt Ryan, Liz Santacrose, Natalie Stoyanoff

**Trustees Excused:** Jennifer Bernacki-Smith

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager;

1. Chairperson, Mimi Barnes-Coppola, called the meeting to order at 6:07 p.m. She presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held on March 16, 2016 were presented. **Matt Ryan moved and Natalie seconded that the minutes be accepted. Approved unanimously.**

3. FINANCIAL STATEMENT

Matt Moscati stated that he had not yet received the financial statement for the period ending March 31, 2016. Figures will be reviewed at the May meeting.

4. FINANCE COMMITTEE UPDATE

Matt also reviewed the actions that will be taken regarding the school's cash reserves. The bulk will be transferred to the operating account at Northwest Savings Bank. This account will be maintained at a minimum of \$500,000. The sum of one million dollars will be invested in a money market account earning .4% interest. The remainder of the reserves will be invested in laddered CDs earning .7% interest. The service fee on the CDs would start at .45% and would drop to .25%, .20% and .18% on amounts in excess of one million dollars. It was suggested that John or Liz follow up with Lisa Kirisits, the school's accountant, to be sure these actions are taken in a timely fashion.

5. DIRECTOR'S REPORT

State Assessments

New York State ELA and Math assessments were administered. EVCS is, once again, scoring with a collaboration of schools from Rochester and Buffalo.

Slightly less than 3% of the students refused to take the test as part of the "opt-out" movement. Less than 1% were excused due to medical exemptions.

Grade 8	1 refusal and 1 medical exemption (hospitalized)
Grade 7	1 refusal
Grade 5	1 refusal
Grade 4	1 refusal
Grade 3	2 refusals

John expressed his pleasure that the majority of EVCS parents were supportive of the school's goal of having all students participate in the assessments.

Lottery

The EVCS admissions lottery was held on Thursday, April 7, 2016. After sibling and staff preference, 207 names were drawn to fill 23 seats in kindergarten. Names for grades 1-8 were drawn to create a waiting list that will be used to fill seats as they become available. A total of 526 names entered in the lottery for grades K-8. Fourteen of those were out-of-district residents.

Addition of Second Sixth Grade

With the addition of a second sixth grade next year, John proposed that the structure of

sixth grade return to being primarily self-contained rather than departmentalized. Students in sixth grade would change classes only for science and social studies. This would allow the school to provide greater academic and social support to students in sixth grade, many of whom come to the school new in fifth grade. This will also allow the school to offer double blocks of math and ELA for students in seventh and eighth grades. This change is supported in the draft budget.

#### Recruitment

Ebony McMillan represented EVCS at a day-long charter school fair hosted by the Northeast Charter School Network on Saturday, April 16, 2016. Even though the fair was held after the EVCS admissions lottery, she was able to meet with families and disseminate information about EVCS and its programs.

#### Personnel

Later in April, John plans to convene the hiring committee to interview prospective staff members for the 2016-2017 school year. He anticipates hiring three teachers; two to fill slots open due to the upward expansion, and one to fill a position left open due to attrition. He also anticipates the need for several teaching assistants. Internal and external candidates will be interviewed for these positions. Earlier this month Liz Evans and Anne Wechsler attended a teacher recruitment fair, primarily to see what prospects might be available for the replication school.

#### AmeriCorps

For ten years EVCS students have benefitted from the presence of AmeriCorps members serving in the school. AmeriCorps members serve through a competitive grant where the school and AmeriCorps share the cost of members' stipends. EVCS has been fortunate to receive this cost-sharing grant for each of the past ten years. The program, however, will be changed significantly next year, and may be of no use to the school. Next year, AmeriCorps members will only be permitted to work with students using a math intervention program and behavioral management program that have been selected by AmeriCorps. They will no longer be allowed to assist with literacy. Neither of the two programs adopted by AmeriCorps is used by EVCS or aligned to the school's programs. Unless there can be some compromise with AmeriCorps, John will not apply for the grant for the 2016-2017 school year.

#### Elmwood Village Charter School Day

Buffalo Mayor, Byron Brown, proclaimed Friday, April 22, 2016, to be Elmwood Village Charter School Day, in recognition of the school's tenth year of providing high-quality education and preparing children to be good citizens in the city of Buffalo.

#### **6. REPLICATION COMMITTEE STATUS REPORT**

Liz Evans reported that the proposal for EVCS-2 has been approved for opening in the fall of 2017. Paperwork has been sent to the Board of Regents. They have 90 days to finalize the decision. After that time it automatically goes into effect. Meanwhile, the leadership team is working on:

- preparing a CSP Grant proposal which is expected to yield \$500,000 to \$750,000 for start-up expenses
- making some last-minute by-laws changes
- creating an advertisement seeking a school leader for EVCS-2
- meeting with an unnamed foundation to seek assistance with recruitment of this new school leader

Some members of the replication committee toured the vacant Black Rock Academy to assess its suitability as a site for EVCS-2. The building has some nice features. However it is 98,000 square

feet, about twice what is actually needed, and would require a huge amount of renovation.

#### 7. RE-BRANDING

Natalie has had a number of meetings with Julian Montague to refine the new logo. Eight designs were presented. There was extensive discussion regarding the pros and cons of the various designs. **Marguerite moved and Liz Santacrose seconded that design number three be selected. Approved.** Design number three consists of large underlined tangram letters “EVCS” below which the name of the school would be spelled out in capital block letters. See samples. There would be options to modify these for special events and for use by EVCS-2.

#### 8. NOMINATIONS COMMITTEE UPDATES

-Four Board members’ terms will expire in June; Mimi Barnes-Coppola; Jennifer Bernacki-Smith, Pamela Pollock and Matthew Ryan. Mimi, Pam and Matt were invited and agreed to run for another term to end 6/2019. It is hoped that Jen will also agree when she returns from vacation.

-Elections for EVCS Board Officers will be held at the May meeting. A slate of officer candidates will be presented at that time.

-The Nominating Committee will also present a candidate to replace Ingrid Knight as Parent Representative to the Board. Ingrid will be leaving the area and will resign effective at the end of June.

#### 9. COMMUNITY ASSOCIATION UPDATE

-Liz Santacrose announced That the C.A. is looking forward to its upcoming election of officers.

-The family rock-climb was well attended and enjoyed by all.

-Work continues on the school’s major fund raising event, *Evening In Days Park* which will be held on Saturday, October 15, 2016.

-The annual Days Park barbecue will be held on June 16.

#### 10. NEW BUSINESS/ANNOUNCEMENTS

John announced that plans were being made for an EVCS 10<sup>th</sup> Anniversary Celebration which will be incorporated the October 15 *Evening I Days Park Event*.

**Matt Ryan moved and Marguerite seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:32 p.m.

Respectfully submitted,  
Pamela Pollock

Future Meetings - Meetings at 6:00 p.m.: May 11, 2016; June 15, 2016

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday May 11, 2016**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Matt Moscati, Pamela Pollock, Matt Ryan, Liz Santacrose,

**Trustees Excused:** Ingrid Knight, Natalie Stoyanoff

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager; Karen Burhans, CPA, Accountant, Kirisits and Associates; Colby Smith, EVCS Owner's Representative

1. Chairperson Mimi Barnes-Coppola called the meeting to order at 6:10 p.m. She presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held on April 20, 2016 were presented. **Jen moved and Liz Santacrose seconded that the minutes be accepted. Approved unanimously.**

3. FINANCIAL STATEMENT

Karen Burhans, CPA, presented the financial statement. For the ten months ended April 30, 2016, EVCS showed an increase in net assets of \$493,554 vs. a budgeted decrease in net assets of approximately \$(124,144). The result was a favorable variance of approximately \$617,698. See complete report for details. **Matt Ryan moved and Matt Moscati seconded a motion to accept the financial statement. Approved unanimously.**

4. REVIEW AND APPROVAL OF 2016-2017 BUDGET

Karen also presented the Annual Budget for 2016-2017. She explained a detailed spread sheet showing the proposed and actual figures for the current year, and projected budgets for both EVCS-1 and EVCS-2 for the years 2016-2017 through 2020-2021. See complete report for details.

**Matt Ryan moved and Marguerite seconded a motion that the 2016-2017 EVCS Budget be approved. Approved unanimously.**

5. DISCUSSION REGARDING CASH RESERVES: opening and closing bank accounts, impact on site acquisition, time frames

Matt Moscati once again reviewed the actions that are to be taken regarding the school's cash reserves according to the resolution passed by the Board in February. The savings account at M&T Bank will be closed. Only the mandated Forfeiture account will remain there. The bulk will be transferred to the operating account at Northwest Savings Bank. This account will be maintained at a minimum of \$500,000. The sum of one million dollars will be invested in a money market account earning .4% interest. The remainder of the reserves will be invested in laddered CDs earning .7% interest. The service fee on the CDs would start at .45% and would drop to .25%, .20% and .18% on amounts in excess of one million dollars.

Karen agreed, on behalf of Kirisits and Associates, to make sure the money is transferred, as per the February BOT resolution, by the end of next week to take advantage of favorable interest rates.

Liz Evans announced that charter schools have been awarded monies from Albany in partial compensation for the long funding freeze. It is not certain exactly when this will arrive. She proposed that money be advanced from the EVCS fund balance in order to purchase some items for the school to have in place for the start of the coming academic year, with the money to be repaid upon the arrival of the money from Albany. These items include:

Fast ForWord program	\$19,000
Classroom furniture new 6 <sup>th</sup> grade	\$ 9,000
SMART Boards for K and 3 <sup>rd</sup> grades	\$ 6,000
New Wireless system	\$ 10,000
Chromebook cart and 30 Chromebooks	\$ 9,000
New Phone System (non-Cisco)	<u>\$ 23,000</u>
TOTAL	\$ 76,000

**Marguerite moved and Kathy seconded that money be advanced from the EVCS fund**

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## 6. REPLICATION COMMITTEE STATUS REPORT

Liz Evans noted that a building of 46,000-50,000 square feet is needed to accommodate EVCS-2. She circulated comparisons of several possible buildings and sites. Pros and cons of the various sites were discussed. One site seemed to have distinct advantages in terms of location, size, ease of renovation and green space. EVCS-1, on Days Park occupies 1.1 acres and is located adjacent to the 1.4 acre park. The preferred location for EVCS-2 occupies 8 acres. The building currently has tenants which might need to be accommodated for some period of time. With renovation included, the cost of this preferred location seems roughly comparable to what was spent on EVCS-1. The owner is asking for a large deposit, some of which may be non-refundable, to hold the property and allow environmental impact studies and other due diligence to proceed. Colby Smith, EVCS Owner's Representative, presented a proposed letter of intent which, if signed, could allow matters to proceed. **Kathy moved and Marguerite seconded that, as Chairperson, Mimi be authorized to sign the non-binding letter of intent to purchase the proposed parcel of land pending the outcome of necessary due diligence. Approved unanimously.**

## 7. DIRECTOR'S REPORT

John presented the Director's report.

### New Reading Program for Grades 4-6

*Open Court* will not be publishing a Common Core aligned edition of its program for grades 4-6. Currently, EVCS is using *Open Court* in those grade levels with a great deal of supplementation. The Leadership Team, with input from teachers, is reviewing other programs and will make a recommendation to the BOT.

### Stipends



John proposed stipends for staff members who have assumed additional duties:

- \$400 to Amos Fraccica for Chess Club (full year program)
- \$200 to David Phillips for Spring Running Club
- \$200 to Lindsay Sprague for Spring Running Club
- \$200 to Annie Shields for “Spring Girls on the Run”
- \$100 to Benjamin Dohn for Wiffle Ball Club
- \$400 to Tara Czamara for covering special education duties while Anne Landrigan has been out for her second surgery.

#### Calendar

John stated that the EVCS calendar for 2016-2017 had been set to correspond roughly to that of the Buffalo Public Schools, allowing for the extra days that EVCS is in session. It has been sent to parents. The first day of instruction will be September 1, 2016.

#### Child Protective Services Interview Policy

Questions had arisen regarding what access to children schools were required to grant to Child Protective Services. A memo from the NY State Education Department, and recommendations from the school’s attorney, had been electronically distributed to members of the BOT. There was some discussion of the issues and recommendations. **Liz Santacrose moved and Marguerite seconded that EVCS support best practices outlined by the attorney. Approved unanimously.**

#### 8. NOMINATIONS COMMITTEE

Marguerite presented the following slate of BOT Officers to serve for the term of July 1, 2016-June 30, 2017:

Chairperson	Mimi Barnes-Coppola
Vice Chairperson	Jennifer Bernacki-Smith
Treasurer	Matthew Moscati
Secretary	Pamela Pollock

**Marguerite moved and Kathy seconded that the proposed slate of officers be elected in its entirety. Approved unanimously.**

#### 9. COMMUNITY ASSOCIATION UPDATE

-Liz Santacrose announced that the C.A. is also holding election of officers this evening.

The proposed slate of officers is:

Chairperson	Stacy Geiger
Co-Chairperson	Mary Beth Scott
Secretary	Lisa Cahill
Treasurer	Adrianna Huynh Sciuto

-Work continues on the school’s major fund raising event, *Evening In Days Park* which will be held on Saturday, October 15, 2016. A 10<sup>th</sup> Anniversary Celebration will be included.

-The annual Days Park barbecue will be held on June 16.

#### 10. NEW BUSINESS/ANNOUNCEMENTS

Liz announced that Dr. Steven Perry, noted charter school advocate, is speaking in Buffalo this week and will visit EVCS at noon on Friday.

**Liz Santacrose moved and Jen seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:05 p.m.

Respectfully submitted,  
Pamela Pollock

Future Meetings - Meetings at 6:00 p.m; June 15, 2016

**The Elmwood Village Charter School**  
**Board of Trustees Special Meeting**  
**Tuesday, May 31, 2016**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Matt Moscati, Pam Pollock, Liz Santacrose, Natalie Stoyanoff

**Trustees Excused:** Jennifer Bernacki-Smith, Kathy Franklin-Adams, Ingrid Knight, Matt Ryan

**Trustees Absent:** None

**Others Present:** Liz Evans, EVCS Operations Manager; Anne Wechsler, EVCS Academic Program Coordinator; Colby Smith, EVCS Representative

Chairperson, Mimi Barnes-Coppola called the meeting to order at 4:35 p.m.

This special meeting was called to discuss two important items which required action by 5/31/16. These were:

1. Pending purchase of property for EVCS-2
2. Approval of Director's contract

Following unforeseen events of the weekend, there was a need to amend the agenda as follows:

1. Pending purchase of property for EVCS-2
2. Acceptance of Director's resignation
3. Approval of contract for new Director

**PENDING PURCHASE OF PROPERTY for EVCS -2**

Owner's Representative, Colby Smith led the discussion. He stated that the property in question has had a recent environmental study, but that EVCS has to have its own. This one will concentrate more on the potential playground area. He was confident that all needed investigations could be completed within the allotted thirty days. The seller is requiring a deposit of \$310,000. The first \$50,000 is to be non-refundable. The remainder is to be refundable if problems arise within the first thirty days. The Board must be necessary to sacrifice the \$50,000 if the property is found to be unsuitable during the thirty-day period. Items to be completed during that time include:

- Title search and review
- Phase 2 environmental study
- Survey
- Appraisal

It was agreed that the Board should continue to search for additional suitable properties in order to be ready to move forward should this location prove unsuitable.

**RESIGNATION OF DIRECTOR**

Yesterday, Board members and the leadership team received notification that EVCS Director, John Sheffield, intended to submit his resignation and to accept a position as Principal for Grades Five through Eight of South Buffalo Charter School. This news came as a shock and disappointment to all.

**CONTRACT for NEW DIRECTOR**

The EVCS Search Committee has recently completed a search for the individual to be the Director of EVCS-2. She has agreed, in principle, to come aboard and the committee has been working on details of her contract. The Board reviewed her qualifications and agreed that it

would be appropriate to offer her the position of Director of EVCS-1 and resume the search for a director of EVCS-2.

In light of these events and resulting discussion, the following actions were taken.  
At a special meeting of the Board of Trustees duly called and held on May 31, 2016, be it -

**Resolution #1**

**RESOLVED**, that the Board authorizes the expenditure of a \$310,000 deposit toward the acquisition of 655 Hertel Avenue, Buffalo, NY, to house EVCS 2. This action is taken with the understanding that \$50,000 of this deposit is non-refundable and, if the contract is unable to be fulfilled, the remaining \$260,000 will be refundable up through the end of the due diligence period ending June 30, 2016. This includes the condition that, if the seller defaults on the contract, or is unable to provide the property in the form required by the contract, or the property is determined to be unsuitable for school use, then the \$260,000 will be returned to EVCS.

**Resolution # 2**

**RESOLVED**, that the Board regrettfully accept the resignation of John Sheffield, effective June 30, 2016.

**Resolution # 3**

**RESOLVED**, that the Board approves the recommendation of the selection committee to offer Danielle Bruno a contract to serve as new Director of EVCS effective July 15, 2016. She will receive standard benefits and a salary to be negotiated, but not to exceed \$104,000 annually.

All three resolutions were passed by a unanimous vote of those in attendance.

**Motion to adjourn was made by Marguerite and seconded by Matt Moscati. Approved unanimously.** The meeting was adjourned at 5:35 p.m.

Respectfully submitted,  
Pamela Pollock

FUTURE DATES:

-Next regular meeting of the EVCS Board is Wednesday, June 15, at 6:00 p.m.

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday June 15, 2016**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Kathy Franklin-Adams, Pamela Pollock, Matt Ryan, Liz Santacrose,

**Trustees Excused:** Ingrid Knight, Matt Moscati, Natalie Stoyanoff

**Trustees Absent:** None

**Others Present:** Liz Evans, EVCS Operations Manager; Anne Wechsler, EVCS Academic Program Coordinator

1. Chairperson Mimi Barnes-Coppola called the meeting to order at 6:05 p.m. She presented the agenda for the meeting. There were no changes. Approved.

2. Minutes from the Board of Trustees meeting held on May 11, 2016 were presented. **Jen moved and Liz Santacrose seconded that the minutes be accepted, with the change of status of Colby Smith from Owner's Representative to simply Representative. Approved unanimously.**

Minutes from the Special Meeting of the Board of Trustees held on May 31, 2016 were also presented. **Marguerite moved and Liz Santacrose seconded that the minutes of this special meeting be accepted. Approved unanimously.**

3. FINANCIAL STATEMENT

Matt Moscati was unable to attend this evening's meeting. He has received notifications of all requested bank actions and found them to be in order. Matt also met with Ron Wasko, Financial advisor at Northwest Savings Bank, regarding the CDs. The financial statement for the months ended May 31, 2016, had not been received. It was necessary that this item be tabled until the next BOT meeting on August 17, 2016.

4. FINANCIAL AND ADMINISTRATIVE UPDATES

Liz Evans reported that she has been working with John to ensure that his departure and the transition to Danielle Bruno as head of school happens as smoothly as possible. John will be preparing offer letters for returning teachers. Several teachers will not be returning. Anne Wechsler will be working with new teachers. Some additional matters also need to be revised. These include financial matters such as bank account changes, contract copies, security fobs, etc.

John has offered to remain "on call" to assist with additional transitional matters.

5. REPLICATION COMMITTEE STATUS REPORT

Liz Evans reported that the environmental studies at the proposed site for EVCS-2 are currently under way. She will e-mail Colby Smith on June 21<sup>st</sup> to ask for the necessary information, tables and reports. June 20<sup>th</sup> is the expected date for the property appraisal which will be required in order to negotiate a bank loan. Several possible options for the financing were discussed. Matt Ryan will investigate these. The thirty-day exploratory option expires on June 30, 2016. Should outcomes prove satisfactory, the Board must be in a position to make a purchase offer. The following resolution was proposed:

**Resolved:**

**Should findings of ongoing studies prove acceptable, EVCS Board Chair, Mimi Barnes-Coppola, or EVCS Board Treasurer, Matt Moscati, be authorized to complete the financial and legal steps to finalize the purchase of the proposed site for EVCS-2, as per the terms of the Board resolution of June 1, 2016.**

**Matt Ryan moved and Kathy seconded that the proposed resolution be approved. Approved by a unanimous vote of Trustees present.**

Liz noted that the Facilities Committee will be re-established to begin soliciting bids for the renovation.

#### 6. PURCHASE OF NEW READING SERIES

Anne Wechsler, EVCS Academic Program Coordinator, reported that the *Open Court* reading series has been in use at EVCS since its beginning. The publisher has made some effort to align the K-3 material to the Common Core, but the faculty has not been completely happy with the materials. Teachers of the upper grades have been doing a great deal of supplementation to make it work. A new program, *Wonders*, by the same publisher has been the product of much research and development. It uses basically the same phonics component for the early grades. However, it provides much better teacher support for the older grades in the areas of close reading, vocabulary and assessment. Anne has contacted current users of the program who report satisfaction with the product. She has also negotiated to purchase the program for EVCS at a cost of \$50,000. This includes a variety of bonus materials. For example; if the school purchases the leveled readers for students on level, readers below and above level will be provided at no extra cost. This purchase has been included in the approved budget. Mimi thanked Anne for her diligence and extensive research.

#### 7. DIRECTOR'S REPORT

Mimi explained that EVCS Director, John Sheffield, is chaperoning the eighth grade class trip to Toronto this evening. In John's absence, the Director's report was presented as follows:

##### Academics

The fourth grade NYS Science Assessment proficiency rate was 98%. The eighth grade NYS Science proficiency rate was 90%.

##### Personnel

The following personnel actions were proposed:

- Accept the resignation of second grade teacher Brittany Machmer who will be moving to Washington, D.C.

- Approve the appointment of Kristy O'Connor to a lead teacher position in first grade. She has a Master of Science degree in differentiated instruction from Canisius College, a Bachelor of Science degree in Childhood and Inclusive Education from SUNY Fredonia and has served three years as an assistant teacher at EVCS.

- Approve the appointment of Katie McKinnon to a lead teacher position. Katie has a Master of Arts degree in Literacy Education from Medaille College, a Bachelor of Science degree from SUNY College at Buffalo and has served as a per diem substitute teacher at EVCS for the 2015-2016 school year.

- Approve the appointment of Shannon Bandinelli to an assistant teacher position. She has a Bachelor of Science degree in elementary education and has served as an AmeriCorps assistant at EVCS for two years.

- Approve the appointment of Julia Krezmien to an assistant teacher position. She has a Bachelor of Science degree in elementary and special education from SUNY College at Buffalo and has served one year as a long-term substitute teacher at EVCS (2015-2016).

- Approve the appointment of Heather Longfritz to an assistant teacher position. She has a Bachelor of Arts degree in elementary education from SUNY College at Buffalo and is pursuing a

Master of Science degree in special education.

-Approve the appointment of Jenna Murphy to an assistant teacher position. She has a Bachelor of Science degree in exceptional and child education from SUNY College at Buffalo and has served one full year as long-term substitute teacher at EVCS (2015-2016).

-Approve the appointment of Petrina Scaglione to an assistant teacher position. She has a Bachelor of Science in science and has served as a per diem substitute teacher at EVCS for the 2015-2016 school year.

**Pam moved and Mimi seconded that all proposed personnel actions be approved. Approved unanimously.**

#### Transition

John has taken the following steps to facilitate consistent programming at EVCS following his departure:

-He and Liz Evans have been working with Lisa Kirisits to transfer Executive functions from John to Liz Evans.

-All contracts for student services have been signed and will be ready to execute at the start of the next school year (related services, food service, counseling, etc.).

-Offer letters will be signed for all returning staff prior to June 30, 2016.

-John is working with Anne Wechsler and Anne Landrigan to finalize teacher assignments for the 2016-2017 school year.

-John and Danielle Bruno are communicating via e-mail and she is copied on all his e-mails to staff pertaining to end of the year procedures.

-Relevant documents are gradually being sent to Danielle Bruno.

-It is foreseeable that John will need to complete some tasks after June 30 in order to ensure the smooth close out of the school year and help Danielle during the transition.

#### Farewell

John sent the following farewell message to the Board of Trustees:

"I would like to thank the BOT for its support over the past ten years. I could not be more appreciative of your commitment to this school and its students. I hope that we will be able to continue to work collaboratively in the future."

#### 8. NOMINATIONS COMMITTEE

Marguerite presented the Nominating Committee's recommendation that Tayrin Torres-Tapia be elected to serve as Parent Representative to the EVCS Board of Trustees. Ms. Torres-Tapia has worked for Evergreen Health Services and served as a community organizer and educator. She would fill the one-year vacancy left by the resignation of Ingrid Knight

**Matt moved and Kathy seconded that Tayrin Torres-Tapia be elected to the Board to fill the remainder of Ingrid Knight's unexpired term. Approved unanimously.**

#### 9. COMMUNITY ASSOCIATION UPDATE

Liz Santacrose announced that the CA is finishing up the school year with some traditional activities including the reception for the kindergarten graduation and a teacher appreciation event. Plans for the annual fund raising event *Evening In Days Park* are going well. This year the event is scheduled for Saturday, October 15.

During the Allentown Art Festival the school's parking lots will be used to raise money. The CA will run the lot at the old building. The Days Park Block Club will monitor the lots adjacent to the school.

#### 10. NEW BUSINESS/ANNOUNCEMENTS

Mimi announced the schedule of BOT meetings for the 2016-2017 school year. Meetings are scheduled for the third Wednesday of the month, with the exception of the month of May. The May meeting is held early to facilitate completion of the next year's budget in a timely fashion. Dates are: Aug. 17; Sept. 21; Oct. 19; Nov. 16; Dec. 21; Jan. 18; Feb. 15; Mar. 15; April 19; May 10; June 21; and, tentatively, July 19.

**Jen moved and Liz Santacrose seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:35 p.m.

Respectfully submitted,  
Pamela Pollock

Future Meetings - Meetings at 6:00 p.m; Aug. 17, 2016; Sept. 21, 2016; Oct. 19, 2016; Nov. 16, 2016; Dec. 21, 2016; Jan. 18, 2017; Feb. 15, 2017; Mar. 15, 2017; April 19, 2017; May 10, 2017; June 21, 2017; July 19, 2017(tentative)



Elmwood Village Charter School  
Recruitment and Retention Plan

1. Students with Special Education Needs

At Elmwood Village Charter School, students with special education needs are offered the same opportunities to excel academically and socially as general education population. The school offers a full-range of services to students with special education needs, including consultant teacher, resource room, co-teaching, occupational therapy, physical therapy, speech therapy, vision therapy, and counseling. The school has one special education teacher assigned to each grade level, and contracts with Buffalo Hearing and Speech to provide related services to students with an IEP or Section 504 Plan. The school also employs a full-time coordinator (Student Services Coordinator), to oversee the delivery of services, monitor accommodations and modifications, supervise special education teachers, review documentation, and ensure that RTI is fully implemented on all levels. EVCS educates students with special education needs in the least restrictive environment, and has never sent a student with special education needs back to district. The special education program at EVCS is well-developed and well-staffed, and is prepared to accommodate more students with special education needs.

Outreach

- Dispel the misconception that charter schools cannot or do not have services in place to meet the needs of all learners by educating parents and community members.
- Include special education services offered by the school in all advertisements and recruitment materials.
- Advertise in the annual Special Education Edition of WNY Family Magazine, and highlight the services offered by EVCS.
- Reach out to operators of pre-schools, after-school programs, and daycare centers that offer early intervention services. Encourage them to refer students with special education needs to EVCS. Give them copies of our application and information on our school to distribute to parents of children with special education needs.
- Work with school psychologists and CSE chairs from Buffalo Public Schools to make sure that they are fully aware of services offered by EVCS.
- Have special education teachers available at open house to explain the special education services offered by EVCS to prospective families.
- Include recruitment efforts as a part of the Director's overall annual evaluation to ensure accountability.

Retention

Parents of students with special education needs are overwhelmingly happy with the services provided to their children, and they choose to retain their children at EVCS unless they move out of the area or transfer them to a school that serves grades five through twelve. Retention of students with special education needs is particularly high because of the factors identified below.

- To the extent appropriate and allowed by each student's IEP, EVCS educates students with disabilities in the least restrictive environment with their non-disabled peers.
- All special education programs at EVCS are provided in accordance with Education Law and in accordance with each child's IEP.
- Removal of students with disabilities from the regular educational environment has never occurred at EVCS, and would only occur if the nature or severity of the disability is such that education in regular education classes with the use of supplementary aids and services cannot be achieved satisfactorily in accordance with the child's IEP.
- EVCS ensures that special education programs and services as indicated in each student's IEP are provided directly to the student on site during regular school hours.
- EVCS employs a special education coordinator (Student Services Coordinator) and nine special education teachers to provide services to the greatest practical extent.
- EVCS contracts with Buffalo Hearing and Speech to provide related services in accordance with each student's IEP or Section 504 Plan.
- Classroom teachers at EVCS are knowledgeable about the needs of students with disabilities, and are informed of their responsibilities for particular students.
- The Student Services Coordinator and special education teachers work under the Director to review and assure that quarterly IEP reports are sent to parents, and that annual review meetings are held.
- The Student Services Coordinator, special education teachers, and classroom teachers represent the school at each child's CSE meeting.
- The Director and Student Services Coordinator ensure that teachers are implementing and properly documenting interventions prior to referral, as per RTI requirements and directives.
- Classroom teachers are well-aware of documentation and reporting requirements necessary when a child is suspected of having a disability.
- The Director and Student Services Coordinator ensure that referrals are made to the CSE when RTI indicates that the child may have a disability.
- The Director and the Student Services Coordinator review the progress of students with disabilities with appropriate staff members.
- All faculty members at EVCS participate in annual professional development and training on issues pertaining to special education.
- In addition to curriculum-based assessments, EVCS uses diagnostic measures to monitor academic progress three times throughout the year.

## 2. Students with Limited English Proficiency

At Elmwood Village Charter School, students with limited English proficiency are provided opportunities to achieve the same educational goals and standards as the general student population. EVCS offers a supportive ESL program that includes two components: a language arts instructional component and a content area instructional component. EVCS uses the NYS Education Department's process for identifying students who have limited English proficiency, including a Home language questionnaire and a registration interview. If the home language is other than English, the interview is conducted in the family's native language. If the student speaks little or no English, a trained teacher administers the LAB-R.

### Outreach

- Reach out to operators of pre-schools and daycare centers that have a high percentage of students with limited English proficiency.
- Reach out to local worship communities with high percentages of congregants with limited English proficiency.
- Include description of service provided for students with limited English proficiency in all advertisements and recruitment materials.
- Reach out to social service agencies that serve immigrant and refugee populations in the city.
- Use social media to make parents of children with limited English proficiency aware of open house dates and application deadlines.
- Utilize parents of students with limited English proficiency who are already enrolled in EVCS to reach out to their respective communities.
- Distribute flyers or postcards in both English and Spanish.
- Utilize our ESL teacher to explain our supportive ESL program to families during open house and tours of the building.
- Document outreach efforts.
- Engage translators from the International Institute of Buffalo as needed.
- Include recruitment efforts as a part of the Director's overall annual evaluation to ensure accountability.

### Retention

- EVCS employs a full-time ESL teacher to adequately address the learning needs of students with limited English proficiency in all grades.
- EVCS utilizes the ESL teacher as a resource to offer strategies to all other teachers on teaching language arts to children with limited English proficiency.

- EVCS provides professional development to faculty on strategies to teach language arts to students with limited English proficiency.
- The administration of the school makes available to all faculty the document entitled, *The Teaching of Language Arts to Limited English Proficient/English Language Learners: Learning Standards for English as a Second Language Pre-K – Grade 8*.
- The Student Services Coordinator and the ESL teacher educate families on the philosophy of teaching students with limited English proficiency.
- The ESL teacher educates students and families on the role of the ESL teacher in the classroom.
- The Student Services Coordinator and the ESL teacher participate in professional development at BOCES on issues relating to educating children with limited English proficiency.
- EVCS works closely with the Regional Bilingual Education Resource Network (RBE-RN) to help create for LEP/ELLs an educational environment which engages everyone in meaningful teaching and learning, respects diversity, provides opportunities for all children to achieve at the highest levels and enables them to become skilled in the English language while capitalizing on their strengths in terms of their native language and heritage.
- The school maintains a list of translators to assist school personnel with home-school communication.
- The school engages the services of translators from the International Institute of Buffalo for parent-teacher conferences.

### 3. Economically Disadvantaged Students

From the inception of the school, the Founders, BOT, and Administration made diversity a priority in recruitment of students. The demographics of the student body nearly mirror the demographics of the city of Buffalo, including the city's child poverty rate.

#### Outreach

- Direct recruitment materials toward areas of the city with a higher than average percentage of families living in poverty.
- Advertise in parenting magazines that are made available in pediatricians' offices throughout the city.
- Reach out to operators of pre-schools, daycare centers, and after-school programs in areas of the city with a higher than average percentage of families living in poverty.
- Document outreach efforts.

## Retention

- EVCS has School-wide Title I services.
- EVCS participates in the Federal Lunch program.
- Educational resources and aids are provided to all families.
- EVCS has always been located in a central area of the city with easy access to public transportation; however, EVCS has successfully negotiated bus transportation from the District to commence in the 2013-2014 school year.
- EVCS has a Parent Involvement Policy that is intended to help close the gap between disadvantaged students and their peers.
- EVCS selects instructional programs that are proven to have success with students in School-wide Title I settings.
- EVCS provides homeless children and unaccompanied youth enrolled at the school with the same education as their peers, including bus transportation, and makes every effort to coordinate social services delivery to the student and family in order to stabilize the living environment.
- EVCS documents the living arrangements of its students, via a questionnaire that asks if they are living in a shelter, with relatives or others due to lack of housing, in an abandoned apartment/building, in a motel/hotel, camping ground, car, train or bus station or other similar situation due to the lack of adequate housing; or temporarily housed in a shelter awaiting a permanent foster care placement. This is part of the enrollment form and is kept on file.
- EVCS provides equal access as per the McKinney–Vento Homeless Assistance Act.
- EVCS partners with the Boys and Girls Club of Buffalo to provide early-care and after-care at no cost.

## Consideration

EVCS gives preference to sibling applicants, and all students are admitted to the school through a random lottery drawing. Even though more families from our target populations are applying for admission, these families must compete with an ever-increasing number of applications from the general population and sibling applicants.

ADMISSIONS POLICY RESOLUTION  
OF THE BOARD OF TRUSTEES OF  
THE ELMWOOD VILLAGE CHARTER SCHOOL

March 18, 2015

WHEREAS, since its inception in 2006 as a small K-6 urban charter school, the Elmwood Village Charter School (hereinafter “EVCS”), has deeply valued the diversity of its school community and has been committed to providing education for all children, while remaining in full compliance with the laws of NYS;

WHEREAS, EVCS recognizes and believes that quality education is vital to all children, especially those children in at-risk categories;

WHEREAS, EVCS’s student population currently mirrors the racial and economically diverse demographics of the City of Buffalo;

WHEREAS, EVCS recognizes that NYS law requires a charter school to aim for enrollment of at-risk groups, including those in poverty, in percentages that are comparable to those of the school district of location (Buffalo Public Schools, hereinafter, “BPS”), and to make good faith efforts to do so;

WHEREAS, the New York State Education Department (hereinafter “NYSED”) states that “all charter schools... are expected to meet or exceed the enrollment and retention targets set by the Regents or, if not, to show that the School has made good faith efforts to attract and retain students in certain academically at risk categories, including those in poverty ;”

WHEREAS NYSED guidance states that “The Board of Regents may consider interventions and sanctions for charter schools not making good faith efforts to meet effective targets, or for schools repeatedly failing to meet effective targets;”

WHEREAS, NYSED has not defined “good faith efforts;”

WHEREAS, EVCS has made significant efforts to attract, enroll and retain students from at-risk groups, including the implementation of busing in 2013 to become more accessible to economically disadvantaged (hereinafter “ED”) families;

WHEREAS, since busing began, EVCS kindergarten students in poverty increased by 15% in two years (8% in 2013-2014 and 7% in 2014-15);

WHEREAS, EVCS recognizes that ED classifications are not static or fixed. The changing nature of ED percentages and the timing of reporting cloud the accuracy of such data, complicate its tracking and affect overall recruitment and compliance outcomes;

WHEREAS, EVCS’s commitment to attracting and serving the ED population is further supported by substantial fiscal expenditures, such as staffing and materials for its before-school programming (approximately \$15,000 per year), and added busing costs for additional instructional days when BPS is not in session (approximately \$16,000 annually);

WHEREAS, the US census estimate of Buffalo school-aged population of children in poverty differs substantially from BPS's numbers, calling into question the accuracy of said ED "target" numbers;

WHEREAS, EVCS has high levels of parent satisfaction and student retention rates, resulting in few open seats each year, with said openings primarily being in Kindergarten and Fifth grade (due to transfers to a test-in 5-12 school);

WHEREAS, EVCS's pool of applicants has grown each year due to EVCS high performance, high retention of existing students and the lack of quality options offered by BPS;

WHEREAS, EVCS's open enrollment lottery (as outlined in NYS charter school law) ensures that everyone has the same inherently fair chance to any seat in the school;

WHEREAS, the EVCS Board of Trustees is mindful of its responsibilities not to discriminate against other at-risk subgroups such as students with disabilities or English Language Learners (ELL) who may or may not be from economically disadvantaged families.

IT IS HEREBY RESOLVED,

EVCS maintains that it is in compliance with all applicable enrollment and retention requirements under NYS law.

Nevertheless, EVCS will immediately intensify its recruitment efforts to further effectuate and enhance its previous good faith efforts to meet targets set by SED for ED students. EVCS will implement additional policies and procedures, including, but not limited to:

- Amending the 2016 application to include optional economic information sections for applying families. This information will be used to track applicants to determine the makeup of the lottery pool and to further focus and adjust future recruiting efforts.
- Developing data tracking techniques (color coding, referral codes, etc.) to determine and track origination point of application and inform future recruiting efforts.
- Creating and defining an official recruitment position and/or adding such responsibilities to an existing position; said employee will be responsible for outreach, tracking data and reporting to administration and the Board of Trustees.
- Further developing and/or creating relationships with relevant community partners, including but not limited to those parent groups involved with BPS failing schools, non-profit, religious and other community associations that serve at-risk populations.
- Increasing budget allocation for recruitment targeting under-served subgroups and additional marketing efforts such as radio, print, billboard, social media, etc., especially promoting the date of the EVCS admissions lottery, the provision of busing transportation for all, before-school programming, after-school programming, special education services, services for English Language Learners (ELL), and academic intervention supports (Title 1 Services).

- Amending current procedures for identifying economically disadvantaged applicants and for all enrolled students. Currently, ED students are identified by Free and Reduced Price Lunch forms alone. Per SED's definition of economically disadvantaged, EVCS will expand on this by also asking families to report participation in other economic assistance programs, such as Social Security Insurance (SSI), Food Stamps, Foster Care, , Earned Income Tax Credit (EITC), Home Energy Assistance Program (HEAP), Safety Net Assistance (SNA), Bureau of Indian Affairs (BIA) or Family Assistance; Temporary Assistance for Needy Families (TANF).

EVCS is strongly committed to carrying out said additional measures and continuing its previous good faith enrollment efforts. In doing so, EVCS will saturate the lottery pool with economically disadvantaged applicants, enrollment of target populations will organically increase, evidenced by the continued and steady increases in the past two years, while maintaining fairness for all.

EVCS Board of Trustees recognizes that future legislation may affect enrollment preferences and will make necessary changes to the school's policies and procedures upon the passage of any such NYS law.



Pamela Pollock, Secretary



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- Occupational Therapy
- Speech Therapy
- Physical Therapy
- Vision Therapy
- Counseling
- Programs for Students with Limited English Proficiency

40 DAYS PARK  
BUFFALO, NY 14201

[elmwoodvillageschool.org](http://elmwoodvillageschool.org)

# 10 Ways to Help Your Baby Blossom through Play

— by Karyn Robinson-Renaud MSW, RSW

The first twelve months with your baby are action packed. They are a time of rapid growth and learning. During this first year is the perfect time to use simple play activities to lay a great foundation for your baby's future. Below are some fun ideas to get you started.

## Simply You

"You are your baby's favorite toy..." says Sheila Bourgeois. Bourgeois is a program coordinator at a family resource center. She says that you don't need a lot of toys to support your child's development. Whether you are singing, reading, or making funny faces, your baby will be delighted.



Occupational Therapist, Wanh Porter says that the key is to do all of these simple activities face to face. She also recommends copying what your baby does. **Developmental Targets:** Social/Language and Cognitive. One month and up.

## Bubble Play

Did you know that bubbles are great for body awareness? Bourgeois explains that when bubbles pop on your baby's body, it brings her attention to that area. Regardless of your baby's age, she will enjoy watching you blow and pop bubbles says Bourgeois. You can also introduce simple words like "up" and



"pop". **Developmental Targets:** Cognitive, Gross Motor, Fine Motor and Social/Language. One month and up.

## Singing Time

Babies love hearing the same songs sung to them many times says public health nurse, Shelley Shaughnessy. Shaughnessy recommends doing simple action songs with your baby. Be sure to bring your child's hands in front of his face so that he can try out the actions too, reminds Shaughnessy. Pat-a-cake is a fun favorite. **Developmental Targets:** Social/Language and Cognitive. One month and up.

## Reading Time

You can bring books to life for your baby with your animated voice. With older babies, get books that they can hold and turn the pages of suggests Shaughnessy. She also recommends choosing books with simple words and pictures that you point to as you read. **Developmental Targets:** Social/Language, Cognitive and Fine Motor. One month and up.

## Kitchen Band

Allow your little ones to explore their musical side with your pots or a plastic container recommends Porter. They can use their hands or a spoon to create their own rhythms. Your baby will start to learn basic math skills by playing around with simple rhythm activities, explains Bourgeois. **Developmental Targets:** Cognitive, Social/Language and Gross Motor. Eight months and up.

## Hiding Fun

Initiate simple hide and seek games with your baby by going under blankets

# Invoice

## Western New York Family Magazine

3147 Delaware Avenue  
Suite B  
Buffalo, NY, 14217

Invoice Date: March 26, 2015  
Invoice Number: 12868  
Advertiser Number: 1589

For questions about your order:

Phone: 716-836-3486 Ext: 104 Fax: 716-836-3680  
E-Mail: advertising@wnyfamilymagazine.com

Bill To: Elmwood Village Charter School  
Attn: John Sheffield  
40 Days Park  
Buffalo, NY 14201

Placed For: Elmwood Village Charter School  
40 Days Park  
Buffalo, NY 14201

Phone:  
Fax:  
E-Mail:

Sales Rep: SLojacono

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Issue	Special	Color	AD Title/Description	I.O./P.O.	Due
April 2015, Publication Date: Mar 29, 2015					
0.333 1/3 Vert		B&W #3 of 3		6473	\$ 465.00

Account #  
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Grant  
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Advertiser: 1589, Elmwood Village Charter School

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Credit Card Info: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover Card

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## Hispanos Unidos

December 12, 2014 ·

Elmwood Village Charter School Open House for students entering kindergarten through grade eight will be held on Thursday, January 15, 2015, from 6:00 to 7:30 p.m. and Wednesday, February 4, 2015, from 8:30 to 10:30 a.m. Elmwood Village Charter School is located at 40 Days Park in Buffalo. There is no tuition to attend a charter school. Applications are available at [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org), in the school office at 40 Days Park, or by calling (716) 886-4581. Applications are due by April 1, 2015.



### Elmwood Village Charter School

Elmwood Village Charter School began as a vision of a parent living in the Elmwood Village area of Buffalo. She envisioned a small community school that would be able to address the individual learning needs of its students. She assembled a group of educational experts that included veteran teacher...  
ELMWOODVILLAGESCHOOL.ORG

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○ **John Sheffield** Elmwood Village Charter School lottery applications for students entering kindergarten through grade eight are due March 31, 2015. Elmwood Village Charter School is located at 40 Days Park in Buffalo. Transportation and after-school care are available. Applications are available at [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org) or at the school office at 40 Days Park, or by calling (716) 886-4581. The lottery will be held April 2, 2015, at 6:00 p.m. at the school, and is open to the public. Elmwood Village Charter School is the highest performing charter school in Buffalo, and all children are admitted through a random lottery drawing. There is no tuition or admissions test required to attend a charter school.



### Elmwood Village Charter School

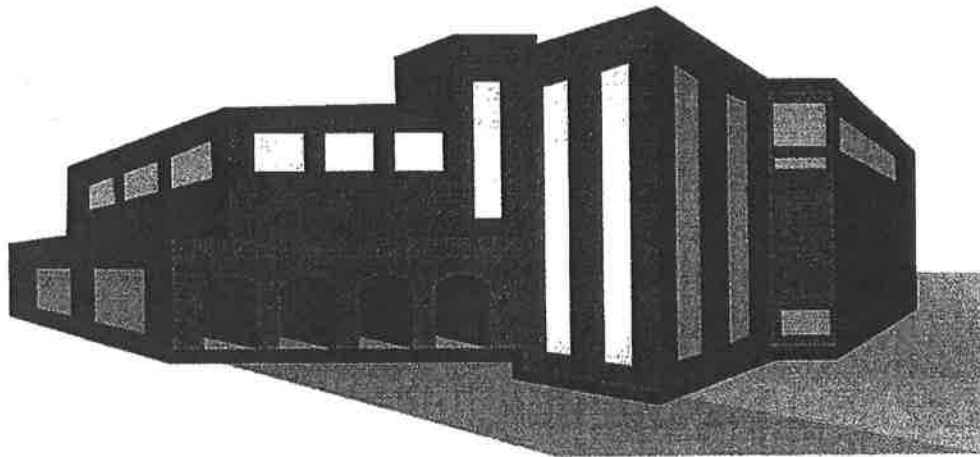
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## ***Charter School Extravaganza***

***Date: 03/25/2015***

***Location: 909 E. Ferry St  
(Ferry Academy)***

***Time: 3:00pm-5:30pm***

***Tapestry***

***Aloma D. Johnson***

***South Buffalo Charter***

***Buffalo United Charter***

***Enterprise Charter***

***Elmwood Village***

***CIS Charter***

***West Buffalo***

***Global concepts***

***King Center***

***Aloma D. Johnson***

***Charter School for Applied Technology***



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Digital Village

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Employment & Training

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## Head Start/Early Head Start ▶

**Location**  
 CAO Head Start Program  
 70 Harvard Place  
 Buffalo, New York 14209

**Phone:** 881-5150  
**Fax:** 882-6390

**General Information**

Our Head Start/Early Head Start Program provides services to 1,102 children and families in fifteen (15) academies. The academies are located through out the city of Buffalo, Cheektowaga, Derby, Springville, Blasdell, Gowanda, Lackawanna and Getzville. CAO Head Start/Early Head Start operates sixty-three center based classrooms and learning environments (full day and half day classroom), and home based program option.

Head Start serves over 2,100 children and families in Erie County

**For More Info, Contact:**

Elizabeth Minns  
 Family & Community Partnership  
 Service Area Manager  
 716-881-5150 ext 4379

Check our **FAQs** for answers to the most common questions.

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COMMUNITY EDUCATION

[WNYhelpnet.org](http://WNYhelpnet.org)

**EDUCATION TASK FORCE**  
 2015 Scholarship Application  
**CAO Head Start Announces Comprehensive Restructuring Plan**

**2014 Strategic Plan**

**THINK AGAIN**  
 with L. Nathan Hale

**THE PROFILES SERIES**  
 Click [HERE](#) to watch the CAO profile.

**Employment & Training's Internship Program Information**

**Think Again!**  
 Click [HERE](#) for the Article

**Taking Our Communities Back**

**CAO has collaboration with other community agencies program which included the Buffalo Board of Education Universal Pre-K Program, Buffalo Hearing and Speech, Gateway Longview Therapeutic Program, State University of New York at Buffalo, Buffalo State College and RIF.**

Services to children and families include education (literacy/numeracy), nutrition, health, mental health, social services, parent involvement and disabilities. Speech therapists, physical and occupational therapist and special education teachers work directly with our children and teachers in the classroom.

Parents are key to our program and are encouraged to volunteer in the classroom, form center parent committees, and be a part of the policy and decision making process for the program. This process often leads to jobs for parents who are unemployed.

**Eligibility**

- Must be low income, at or below the federal designated poverty level
- At least 10% of our children must have a diagnosed disability.

**Head Start Pre-Intake Form**  
**Early Head Start Pre-Intake Form**

**Annual School Readiness Report - June, 8 - 2012**  
**Community Assessment - 2012**

**LOCATIONS OF CENTERS AND HOME BASED PROGRAMS**  
**Listing Of All Head Start/Early Head Start Sites**  
**(Both CAO and Delegates)**

<p><b>CAO Head Start/Early Head Start</b>            Administrative Office            70 Harvard Place            Buffalo, NY 14209            Phone: 716-881-5150 Fax: 716-885-2911            Phyllis A. McBride, Early Childhood Administrator            Email: <a href="mailto:pmcbride@caoec.org">pmcbride@caoec.org</a></p>	<p><b>CAO Early Head Start</b>            2422 Delaware Avenue            Buffalo, NY 14216            Phone: 716-871-1873            Fax: 716-871-1875            Diane Semrau, EHS Manager            Email: <a href="mailto:dsemrau@caoheadstart.org">dsemrau@caoheadstart.org</a></p>
<p><b>Bethel Head Start</b>            Administrative Office            1461 Main Street            Buffalo, NY 14209            Phone: 716-878-0220 Fax: 716-878-0225</p>	<p><b>Holy Cross Head Start</b>            Administrative Office            150 Maryland Street            Buffalo, NY 14201            Phone: 716-852-8373 Fax: 716-854-7046</p>

*Handwritten:* 14 packets

*Handwritten:* 17 packets sent



Antoinette Amos, Director  
Email: [aamos@bethelheadstart.org](mailto:aamos@bethelheadstart.org)

Cortland Purks, Executive Director  
Email: [cpurks@holycrossheadstart.org](mailto:cpurks@holycrossheadstart.org)

### CAO HEAD START CENTERS

Chapel Park Villa Academy 7008 Erie Road, Route 5 Derby, NY 14047 Phone: 716-947-0064 Toll Free: 866-447-0085	Drexel Academy 122 Schiller Street Buffalo, NY 14206 Phone: 716-362-8952
Ferry Academy 909 East Ferry Street Buffalo, NY 14211 Phone: 716-348-3322	Frontier Academy 3790 South Park Avenue Blasdell Elementary School Blasdell, NY 14219 Phone: 716-828-9297
Gowanda Academy 64 East Main Street Gowanda, NY 14070 Phone: 716-532-5927	Memorial Temple Academy 800 Sycamore Street Buffalo, NY 14212 Phone: 716-894-0616, 716-8941620, 716-8941501
Deck Academy 909 Dick Road Cheektowaga, NY 14225 Phone: 716-630-5912	St. Agatha's Academy 65 Abbott Road Buffalo, NY 14220 Phone: 823-9757
St. Hyacinth's Academy 257 Ridge Road Lackawanna, NY 14218 Phone: 716-822-2402, 716-822-2403	Springville Academy 393 North Street Springville, NY 14141 Phone: 716-592-2595
Weinberg Academy 2700 North Forest Road Getzville, NY 14068 Phone: 716-639-3330 ext 2440	Grace Academy 1653 Kensington Avenue Buffalo, NY 14215 Phone: 716-836-2021
Buffalo Promise Neighborhoods Academy 3149 Bailey Avenue Buffalo, NY 14215 Phone: 716-768-2187	St. James Academy 500 Terrace Boulevard Depew, NY 14043 Phone: 716-681-2625
Infant of Prague Academy 921 Cleveland Drive Cheektowaga, NY 14225 Phone: 716-631-5200	Langfield Academy 175 Oakmont Avenue Buffalo, NY 14215 Phone: 716-833-8337, 716-833-8349
George K. Arthur Academy 2056 Genesee Street Buffalo, NY 14211	

### CAO EARLY HEAD START CENTERS

Early Head Start Academy 2422 Delaware Avenue Buffalo, NY 14216 Phone: 716-871-1873	EHS Durham Academy 200 East Eagle Street Buffalo, NY 14204 Phone: 716-332-0625
EHS Memorial Temple Academy 800 Sycamore Street Buffalo, NY 14212 Phone: 716-894-0616	Deck Academy 909 Dick Road Cheektowaga, NY 14225 Phone: 716-630-5912
Springville Academy 393 North Street Springville, NY 14141 Phone: 716-592-2595	Grace Academy 1653 Kensington Avenue Buffalo, NY 14215 Phone: 716-836-2021
Buffalo Promise Neighborhoods Academy 3959 Bailey Avenue Buffalo, NY 14215 Phone: 716-448-1283	

### BETHEL HEAD START CENTERS

1461 Academy 1461 Main Street Buffalo, NY 14209 Phone: 716-878-0220	1424 Academy 1424 Jefferson Avenue Buffalo, NY 14208 Phone: 716-878-0227
1485 Academy 1485 Jefferson Avenue Buffalo, NY 14208 Phone: 716-878-2425	

**HOLY CROSS HEAD START CENTERS**

<b>Akron Academy</b> 7 Church Street Akron, NY 14001 Phone: 716-842-2962	<b>Central Academy</b> 80 Clinton Street Tonawanda, NY 14150 Phone: 716-695-0936
<b>Holy Cross Academy</b> 150 Maryland Street Buffalo, NY 14201 Phone: 716-852-8373	<b>Northwest Academy</b> 155 Lawn Avenue Buffalo, NY 14207 Phone: 716-877-5022
<b>Parkside Academy</b> 169 Sher-Parkside Drive Tonawanda, NY 14150 Phone: 716-876-0100	<b>North Buffalo Academy</b> 203 Sanders Road Buffalo, NY 14216 Phone: 716-464-7771

Updated: July 22, 2014



## John Sheffield

---

To: [REDACTED]  
Attachments: Recruitment Materials 2015.pdf

Please allow me to introduce myself. My name is John Sheffield, and I am the Director and Principal of the Elmwood Village Charter School, a highly successful public charter school in Buffalo serving students in grades kindergarten through eighth.

John Starkey of the Internationals Network for Public Schools suggested that I contact you for your support and assistance in our outreach efforts to recruit students who would benefit from our very successful program.

Elmwood Village Charter School is extremely proud of the academic performance of its students. EVCS has surpassed the State Performance Index for each year of operation. In 2014, even with the more rigorous Common Core Standards, EVCS surpassed New York State proficiency averages (students scoring in levels 3 and 4) by 12% in English Language Arts and 17% in mathematics. EVCS scale scores on the New York State Assessments were among the highest of any elementary school in Buffalo (public or private), and surpassed most suburban districts. In the 2014-2015 Business First Guide to Western New York Schools, EVCS was ranked the number one elementary school (public or private) in the City of Buffalo, and the fourth highest public elementary school in Erie County. Our middle school was ranked as the second highest public school in the City of Buffalo, with only City Honors ranking higher.

At Elmwood Village Charter School, students with limited English proficiency are provided opportunities to achieve the same educational goals and standards as the general student population. At EVCS, we use a push-in model to meet the needs of students with limited English proficiency. In this model an ESL teacher works in the child's classroom to deliver instruction and give support.

Elmwood Village Charter School offers a full-range of special education services that include push-in, pull-out, consultant teacher, resource room, speech, occupational therapy, vision therapy, and physical therapy. The school employs nine special education teachers who work alongside of our general education teachers to deliver instruction to students with special learning needs.

All students are admitted into EVCS by random lottery. Parents/guardians may obtain an application on our web site [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org) after December 1, 2014, or by calling the school office at (716) 886-4581. The application deadline is March 31, 2015. The lottery will be held on April 2, 2015, at 6:00 p.m. at the school at 40 Days Park, and is open to the public. The names of all children that were submitted for the lottery will be drawn. Once all available seats have been filled, students will be put on the waiting list in the order that their names were drawn. The waiting list will be used to fill slots, should any become available, throughout the course of the school year. If a child is not admitted into EVCS, parents/guardians must complete a new application and re-enter their child's name in the lottery annually. Once a child has been admitted into the school, his or her seat is secure and parents do not need to re-apply in subsequent years. Preference is given to siblings of students who are currently enrolled in the school and residents of the City of Buffalo. A child must turn five-years-old before December 31, 2015, in order to be admitted to kindergarten. Proof of age and proof of residence are required at the time of registration.

I invite you to visit our school. I attached some information and copy of our application that can be distributed to interested families in the community. There is an open house scheduled for Wednesday, February 4, 2015, from 8:30 a.m. to 10:30 a.m. If you know of enough interested families, I would be happy to arrange a group tour of the school at your request.

Thank you for your time and consideration.

Sincerely yours,



John Sheffield


40 Days Park  
Buffalo, NY 14201  
(716) 886-4581 p  
(716) 348-3707 f



*All information in this Communication, including attachments, is strictly confidential and intended solely for delivery to and authorized use by the addressee(s) identified above, and may contain privileged, confidential, information entitled to protection and/or exempt from disclosure under applicable law. If you are not the intended recipient, please take notice that any use, distribution or copying of this Communication, and/or any action taken or omitted to be taken in reliance upon it, is unauthorized and may be unlawful.*

Hispanos Unidos

John Home



Hispanos Unidos

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FRIENDS · 816 (7 Mutual)



Sami Hoyl


Amanda Cruz

David Elijah Collins

David Granville

David A. Franczyk


David A. Rivera



Hispanos Unidos

45 mins ·

Elmwood Village Charter School Open House for students entering kindergarten through grade eight will be held on Thursday, January 15, 2015, from 6:00 to 7:30 p.m. and Wednesday, February 4, 2015, from 8:30 to 10:30 a.m. Elmwood Village Charter School is located at 40 Days Park in Buffalo. There is no tuition to attend a charter school. Applications are available at [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org), in the school office at 40 Days Park, or by calling (716) 886-4581. Applications are due by April 1, 2015.




Elmwood Village Charter School

Elmwood Village Charter School began as a vision of a parent living in the Elmwood Village area of Buffalo. She envisioned a small community school that would be able to address the individual learning needs of its students. She assembled a group of educational experts that

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Hispanos Unidos

added 46 new photos to the album [HUB 2014 Restaurant and Banquets.](#)

Chat (Off)

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1/2



Karon Nicolson



Luz Garcia-Ester



Eugenio Yolanda  
Martinez-  
Rodriguez



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**Marla Segarra Hernandez** I had a great time can't wait for next year!  
December 10 at 5:19pm · 1



**David J Arroyo-Gonzalez** This is Hispanic United or ONU?  
December 10 at 5:26pm



**Karen Nicolson** Legal Services for the Elderly was proud to support the Gala this year! Great event!  
December 10 at 9:36pm · 1



**Virginia Ginger Kerwin McIntyre** I had a great time too! It was so very good to see everyone!  
Yesterday at 1:14am · 1

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# THE ELMWOOD VILLAGE CHARTER SCHOOL

*"It Takes A Village"*

## OPEN HOUSE

January 15 • 6pm to 7:30pm  
February 4 • 8:30am to 10:30am  
Application Deadline:  
March 31, 2015

**CALL 886-4581  
FOR AN APPLICATION**



## Small School Community

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Arts Integration

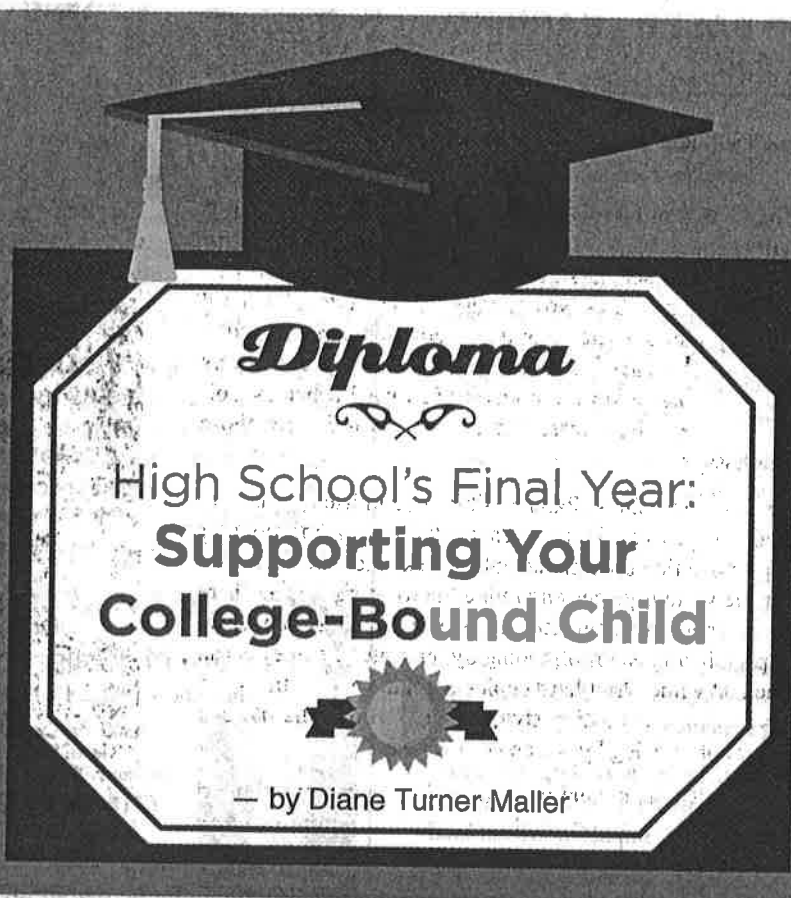
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and Limited English Profi-  
ciency

**40 DAYS PARK  
BUFFALO, NY 14201**

**elmwoodvillageschool.org**



**D**ecember is here. Ready or not, prepared or not, your child may already be almost halfway to beginning their final, defining, and transitory senior year of high school. Whether this is your first or third child, each college-bound high school student walks a unique path.

By the beginning of your child's senior year, you may be in the refining stages of your child's dream or your child may be considering fast and furiously what opportunities are available. High school counselor Brooke Nova encourages parents to "start the conversations early about college and career." Speak to several people about their careers and explore college campuses. Nova emphasizes that setting up overnight stays on college campuses "are free."

**Talk it over.** You have been listening to your child's dreams all through her childhood. You are her first advisor. Now is the time to reflect the intimate knowledge that you have gained over these precious and fleeting years. What are his talents? What is she passionate about? What will she always want to be a part of her life? What does he want to contribute? Making time for conversation and real dialogue with your child is crucial to helping her to focus her aspirations on a possible

program of study. Never underestimate what is possible.

**Brainstorm a big list.** The first list of colleges and universities should include a wide spectrum of choices from which to ultimately choose. Some of these choices should provide a stretch that challenges your child to reach further. Encourage your child to attend college presentations that are offered at the high school. Explore university websites together and separately. Your child will let you know when your presence over his or her shoulder is no longer required. You can compare notes later.

**Consider campus size.** What size of campus will appeal the most? As my daughter, Natalie, and I learned, actually visiting the campus was the best way to get a feeling for size. On our visits, we observed the kind of people who were walking around campus. How did the large campus feel? Or, would she prefer a smaller campus? Our tour guides made impressions on us. One professor stood out. He made Natalie feel welcome when she sat in on his class and remembered her name when he saw her the next day.

**Discuss distance from home.** How far away is your child comfortable living?



Phone: 716-886-4581 • Fax: 716-348-3707

40 Days Park, Buffalo, NY 14201 • [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org)

December 8, 2014

To Whom It May Concern:

I am providing you with some information on the Elmwood Village Charter School that you can pass along to the families that you serve who may still be looking for a school for September of 2015.

The Elmwood Village Charter School is one of the highest performing elementary schools in Buffalo, serving students in grades kindergarten through eighth. Elmwood Village Charter School is a vibrant school community that emphasizes arts integration, social responsibility, multi-culturalism, and community alliances. The School operates with the belief that the social curriculum is as important as the academic curriculum, and that children must first meet with social success before they can achieve high levels of academic success. The students at Elmwood Village Charter School are experiencing this success in an intimate, peaceful, and diverse school community that appreciates different learning styles.

Elmwood Village Charter School strives to meet the needs of all learners. The School offers a full-range of special education services that include push-in, pull-out, consultant teacher, resource room, speech therapy, vision therapy, occupational therapy, and physical therapy. At Elmwood Village Charter School, students with limited English proficiency are provided opportunities to achieve the same educational goals and standards as the general student population through instructional services provide by our full-time ESL teacher.

Elmwood Village Charter School is a tuition-free public school, and students are admitted through a random lottery drawing.

This year, we have designated two open houses for parents/guardians of prospective students to visit our school and learn more about our successful program:

**January 15, 2015 from 6:00 to 7:30 pm.**

**February 4, 2015, from 8:30 to 10:30 a.m.**

The application deadline is April 1, 2015, and the lottery will be held on April 2, 2015, at 6:00 p.m. at the school, located at 40 Days Park in Buffalo. Applications are available in both English and Spanish on our web site: [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org), in the main office of the School, or by calling (716) 886-4581. I also enclosed one application in English and one in Spanish in this packet that you can reproduce for your families.

If you have any questions, please contact me at (716) 886-4581 or [jsheffield@elmwoodvillageschool.org](mailto:jsheffield@elmwoodvillageschool.org).

My best wishes for a healthy and happy new year.

Sincerely yours,

John W. Sheffield,  
Director





Westminster Early Childhood Center			X		X	14222	Presentation to parents/Focus on Sped.	
YWCA Early Childhood Program	X		X	X	X	14208		
Hispanics United Facebook Page		X		X			Posts translated into Spanish	
Hispanics United Web Site							Posts translated into Spanish	
Holy Cross Church Facebook Page							Posts translated into Spanish	



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## INTERPRETATION SERVICE AGREEMENT

This Service Agreement is made as of the date of its signing between Elmwood Village Charter School whose principal place of business is at 40 Days Park, Buffalo NY (hereinafter referred to as "Provider").

WHEREAS, Provider provides services to limited English proficient individuals who reside in the Western New York area, primarily within the City of Buffalo; and

WHEREAS, Provider has an obligation to make reasonable accommodations when rendering such services by providing a competent interpreter fluent in English and the individual's native language; and

WHEREAS, JERS is able to provide such services to Provider;

NOW THEREFORE, in consideration of the mutual agreement herein contained and such other good and valuable consideration, the parties mutually agree as follows:

### 1. TERM OF AGREEMENT

A. This Agreement shall become effective upon the date signed by the Provider. Rates are subject to change with a minimum one-month notification.

B. This Agreement shall remain in effect until terminated by either party as provided elsewhere herein.

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*Journey's End Refugee Services, Inc.  
2495 Main Street • Suite 317 • Buffalo, NY 14214 •  
(716) 882-4963 x 207 – Sarah, or x 201 – Lucie*

*Interpreting Program:  
[interpreting@jersbuffalo.org](mailto:interpreting@jersbuffalo.org)*





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## **2. SERVICES**

A. JERS will provide spoken interpretation services for scheduled appointments and services with at least forty-eight (48) hours advance notice of such appointments.

B. In the event JERS does not itself have appropriate staff to perform such interpretation services, JERS will make all such ordinary and necessary arrangements to secure qualified personnel.

C. In the event interpretation services are required on an emergency basis, JERS will exercise its best efforts to supply such services.

## **3. FEES**

A. Providers shall be charged \$60.00 per hour for medical and community in-person spoken interpretation services provided during business hours of 8:00 AM to 5:00 PM, with a minimum charge of one (1) hour. Phone interpretation can also be scheduled with a minimum of .5 hours at \$30 per hour. Rates are subject to change with a minimum one-month notification.

B. Providers will be charged minimum amount of one hour for appointments cancelled less than 24 business hours in advance.

C. Interpretation services must be cancelled in writing by email to the Interpreting Services Department. Phone calls can be made for late

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cancellations, but must be followed up with email message. Email cancellations with time stamp will be used as verification for billing.

D. Provider shall be charged mileage at the federal rate for appointments outside of the city of Buffalo. If applicable, a breakdown of mileage expenses will be included with each invoice.

E. Providers may also be charged for travel time, at a negotiated rate, for appointments more than 10 miles outside of the city of Buffalo.

F. Providers shall be charged time and a half for interpretation services scheduled less than 24 business hours in advance.

G. Providers shall be charged time and a half for interpretation services beginning prior to 8 a.m. in the morning, or beginning at 5 p.m. or after in the evening, or on weekends.

H. Provider shall be charged in quarter hour increments for spoken interpretation services after the first hour, including waiting time.

I. Provider will provide verification of interpreting service hours for each scheduled appointment by signing and completing appropriate paperwork.

J. Provider shall notify JERS' staff of Provider's policies regarding purchase orders and other specifics needed for billing.

K. All fees shall be billed monthly.

#### **4. CONFIDENTIALITY**

A. JERS and its employees intend to protect the privacy and provide for the security of PHI (Protected Health Information) disclosed to us pursuant to the

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Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated there under by the U.S. Department of Health and Human services (the "HIPAA Regulations") and other applicable laws.

JERS employees, including interpreters, shall not use and/or disclose PHI (Protected Health Information) in any manner that would constitute a violation of the HIPAA regulations that is codified at 45 CFR Parts 160 and 164.

PHI is defined as any information, whether oral or recorded in any form or medium: (I) that relates to the past, present, or future physical or mental condition of an Individual, the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual, and (II) that identifies the Individual or with respect to which there is a reasonable basis to believe the information can be used to identify the Individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 CFR 164.501.

## **5. INDEMNIFICATION**

Provider agrees to defend and indemnify (including attorneys' fees) JERS from any and all liability, damages, actions, claims, proceeding or other matters asserted or commenced by Provider's patient(s) arising out of Provider's

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treatment, examination, diagnosis, failure to diagnose for any condition, illness, disease and the like.

## **6. TERMINATION**

A. This Agreement may be terminated by Provider or JERS at any time.

## **7. COMPLETE AGREEMENT**

This Agreement sets forth the complete understanding of the parties hereto and supercedes any other agreements, whether oral or in writing.

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2495 Main Street • Suite 317 • Buffalo, NY 14214 •  
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Interpreting Program:  
[interpreting@jersbuffalo.org](mailto:interpreting@jersbuffalo.org)*



## **8. NOTICE**

Notice under this Agreement shall be given as follows:

If to JERS:

Molly Short, Executive Director

Sarah Cunningham, Director of Interpreting Services

2495 Main Street, Suite 317

Buffalo, NY 14214

Office: 716/882.4963 x 207

Cell: 716/392.8576

[scunningham@jersbuffalo.org](mailto:scunningham@jersbuffalo.org)

[interpreting@jersbuffalo.org](mailto:interpreting@jersbuffalo.org)

If to Provider:

## **9. DISPUTE RESOLUTION**

In the event of a dispute of any sort between the parties to this Agreement, the parties agree to submit to a three-member arbitration panel, with such arbitration being conducted pursuant to the Rules of Commercial Arbitration of the American Arbitration Association.

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Interpreting Program:  
[interpreting@jersbuffalo.org](mailto:interpreting@jersbuffalo.org)*





## 10. AUTHORIZING SIGNATURES

### JOURNEY'S END REFUGEE SERVICES, INC.

Name: Molly Short

Title: Executive Director

Signature: \_\_\_\_\_

Name: Sarah Cunningham

Title: Director of Interpreting Services

Signature: \_\_\_\_\_

### PROVIDER

Name: John W. Shottfield

Title: Director

Signature: \_\_\_\_\_

Date: 5/12/14

Journey's End Refugee Services, Inc.  
2495 Main Street • Suite 317 • Buffalo, NY 14214 •  
(716) 882-4963 x 207 – Sarah, or x 201 – Lucie  
Interpreting Program:  
[interpreting@jersbuffalo.org](mailto:interpreting@jersbuffalo.org)

### Agreement For Foreign Language Interpreting Services

This constitutes an agreement between the International Institute of Buffalo and Elmwood Village Charter School effective October 9, 2013. This Agreement outlines the rates and terms of securing foreign language interpreter services for Elmwood Village Charter School from the International Institute of Buffalo, but does not constitute a guarantee that International Institute of Buffalo will be able to fulfill any or all requests for interpreting.

Whereas Elmwood Village Charter School herein, EVCS requires foreign language interpreting services and the International Institute of Buffalo herein, IIB is equipped to furnish such specialized services, therefore,

#### IT IS MUTUALLY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. The International Institute of Buffalo will provide foreign language interpreters, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. at a standard rate of \$50.00 per hour for a minimum of two (2) hours for requests made forty-eight (48) hours in advance.
2. For requests requiring interpreting during the weekend, holidays or before and after the office hours stated above, the rate is \$75.00 per hour for a minimum of two (2) hours.
3. For requests made less than twenty - four (24) hours notice the rate will be doubled.
4. Additional hours are to be billed after a grace period of fifteen (15) minutes.
5. To avoid the cancellation fee, you must cancel at least twenty-four (24) hours in advance. The cancellation fee is equivalent to the minimum rate of two (2) hours the regular rate, after hour rate and rush rates.
6. Arrangements for the services can be made on-line anytime using the Interpreters Management Scheduling System (IMSS). Urgent requests can also be made on-line. Questions about interpreter services should be made between 9:00 a.m. - 4:00 p.m. weekdays.
7. EVCS agrees to pay the International Institute the rates noted above.
8. EVCS agrees to pay the International Institute for each invoice on an ongoing basis. Terms are due on receipt. We reserve the right to suspend services if outstanding invoices become more than sixty (60) days past due.
9. This agreement shall remain in effect until terminated by either party. Termination shall require a fifteen (15) day written notice.
10. Any changes to this agreement shall require a fifteen (15) day written notice.

Felicidad Frenette, Director  
Language Services Department  
International Institute of Buffalo

Date

John Sheffield  
Print Name / Title  
Elmwood Village Charter School

John Sheffield  
Signature

10/9/13  
Date

Director

## International Institute of Buffalo

### Interpreter Service Customer General Information

Customer Name	Elmwood Village Charter School
Department (if applicable)	
Contact Person for Interpreting Agreement	John Sheffield - Director
Phone/Extension	[REDACTED]
Email	[REDACTED]
Contact Person for Billing	Wen Gladysz
Billing Address	40 Days Park
Suite/Bldg	-
City/State/Zip	Buffalo, N.Y. 14201
Phone/Extension	[REDACTED]
Fax	[REDACTED]
Email	[REDACTED]
Customer Required Information with Billing Information (e.g Purchase Order Number, Referral Form, etc.)	Ms Laura Bottaglia would call to schedule someone.
Special Instructions (please specify)	
<b>For IIB office use only:</b> Please note any required qualifications for interpreters	

**Please return this form and the Agreement for Foreign Language Interpreting Services to:**  
International Institute of Buffalo  
864 Delaware Avenue  
Buffalo, New York 14209  
ATTENTION: Mary Wilson  
P. (716)883-1900 x.308 F. (716) 961-0295  
E-mail: [interpretation@iibuff.org](mailto:interpretation@iibuff.org)



## Holy Cross Head Start, Inc.

• Conversation started Tuesday



12/9, 10:58am

### John Sheffield

Elmwood Village Charter School Open House for students entering kindergarten through grade eight will be held on Thursday, January 15, 2015, from 6:00 to 7:30 p.m. and Wednesday, February 4, 2015, from 8:30 to 10:30 a.m. Elmwood Village Charter School is located at 40 Days Park in Buffalo. There is no tuition to attend a charter school. Applications are available at [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org), in the school office at 40 Days Park, or by calling (716) 886-4581.



12/9, 11:06am

### John Sheffield

Elmwood Village Charter School Open House for students entering kindergarten through grade eight will be held on Thursday, January 15, 2015, from 6:00 to 7:30 p.m. and Wednesday, February 4, 2015, from 8:30 to 10:30 a.m. Elmwood Village Charter School is located at 40 Days Park in Buffalo. There is no tuition to attend a charter school. Applications are available at [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org), in the school office at 40 Days Park, or by calling (716) 886-4581.



# Entry 12 Teacher and Administrator Attrition

Created: 07/25/2016

Last updated: 07/29/2016

Report changes in teacher and administrator staffing.

## Page 1

### Instructions for completing the Teacher and Administrator Attrition Tables

The following tables reflect formatting in the online portal required for Regents authorized charter schools. Schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

#### 2015-16 Teacher Attrition Table

	FTE Teachers on June 30, 2015	FTE Teachers Departed 7/1/15 - 6/30/16	FTE Teachers Filling Vacant Positions 7/1/15 - 6/30/16	FTE Teachers Added in New Positions 7/1/15-6/30/16	FTE of Teachers on June 30, 2016
	35	2	2	1	36

#### 2015-16 Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2015	FTE Administrators Departed 7/1/15 - 6/30/16	FTE Administrators Filling Vacant Positions 7/1/15 - 6/30/16	FTE Administrators Added in New Positions 7/1/15-6/30/16	FTE Administrative Positions on June 30, 2016
	4	1	1	0	4

Thank you



# Entry 13 Uncertified Teachers

Last updated: 07/28/2016

## Page 1

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count.

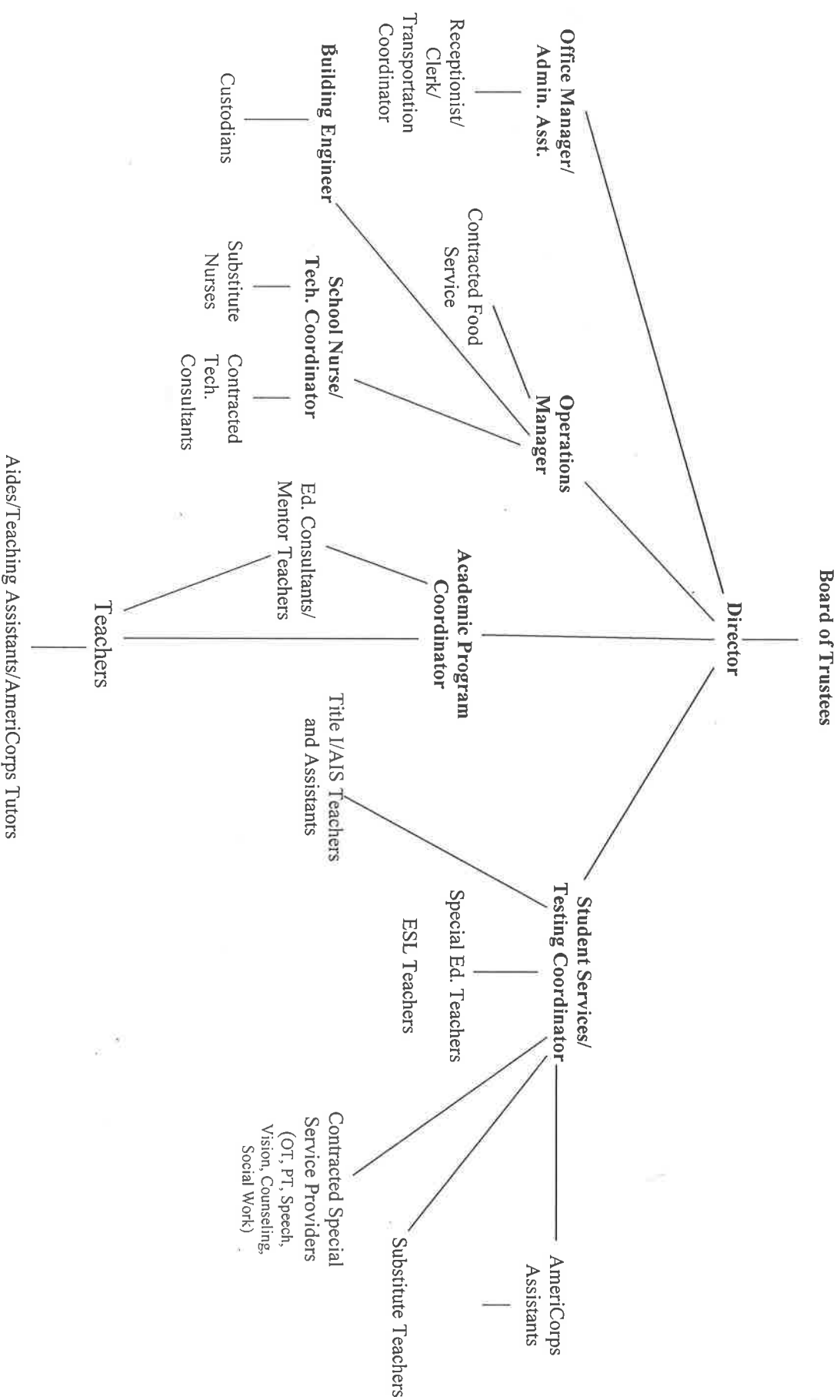
### Staff Qualifications (June 30, 2016)

**Note:** Columns should sum to the FTE count of Teachers on June 30, 2016, and each teacher should be in only one column.

1. Total FTE Count of Uncertified Teachers (6-30-16)	1
2. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (6-30-16)	1
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-16)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-16)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-16)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-16)	0

**Thank you.**

Organizational Chart—EVCS 2015-2016



# Elmwood Village Charter School | 2016-2017 CALENDAR

August 15-31 professional development for staff

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

9 Open house for prospective students 6:00 to 7:30 p.m.

16 Open house for prospective students 8:30 to 10:00 am.

20-21 No school – Presidents' Day Holiday

1 First Day of School

5 No school – Labor Day

15 Meet-the-Teacher Night (5:30-7:15 p.m.)

23 12:30 dismissal for professional development

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 Second trimester ends

17 12:30 dismissal for professional development

28-30 Gr. 3-8 NYS ELA Assessment

10 No school – Columbus Day

15 Evening at Days Park—Major Fundraiser

20 12:30 dismissal for parent-teacher conferences

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Admissions Lottery for new students 6:00 p.m.

10-17 Spring Recess

11 No School – Veterans' Day

18 First trimester ends

24-25 Thanksgiving Holiday

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2-4 Gr. 3-8 NYS Math Assessment

18 12:30 dismissal for parent-teacher conferences

26 & 29 No school – Memorial Day Holiday

9 12:30 dismissal for professional development

23-30 Winter Recess

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16 Third trimester grades close

23 12:30 dismissal and last day of school

26-30 Teacher recording days (no school)

2 No school – New Year's Holiday

16 No school – Martin Luther King Day

26 12:30 dismissal for parent-teacher conferences

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-4 Independence Day Holiday (office closed)