



# I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/15/2015

Last updated: 07/28/2015

Please be advised that you will need to complete this task first (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

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

ELMWOOD VILLAGE CS (REGENTS) 140600860896

### 2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Buffalo

### 4. SCHOOL INFORMATION

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

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Mr. John W. Sheffield
Title	Director
Emergency Phone Number (###-###-####)	[REDACTED]

### 5. SCHOOL WEB ADDRESS (URL)

<http://data.nysed.gov/reportcard.php?year=2014&instid=800000059315>

### 6. DATE OF INITIAL CHARTER

2006-01-01 00:00:00

## 7. DATE FIRST OPENED FOR INSTRUCTION

2006-09-01 00:00:00

## 8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.

350

## 9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

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

	Yes/No	Name of CMO/EMO
	No	

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## 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2015-16.

	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	Yes	Own
Site 2						
Site 3						

### 12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
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School Leader	Mr. John W. Sheffield	716-886-4581		
Operational Leader	Mr. John W. Sheffield	716-886-4581		
Compliance Contact	Mr. John W. Sheffield	716-886-4581		
Complaint Contact	Mr. John W. Sheffield	716-886-4581		

**13. Are the School sites co-located?**

No

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**14. Were there any revisions to the school's charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).**

No

**15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.**

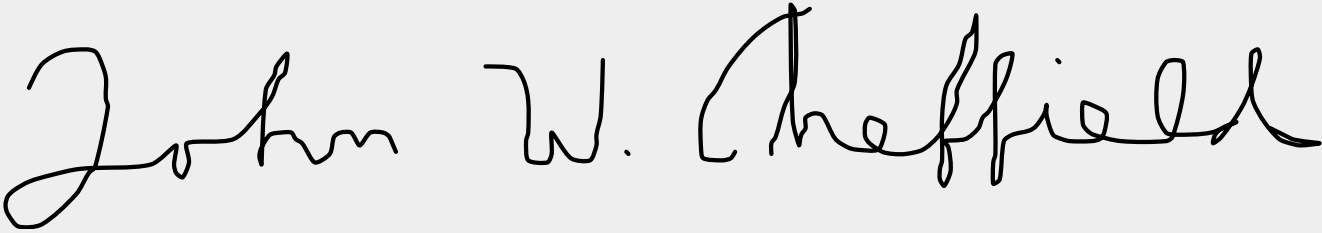
Mr. John Sheffield - Director; Mrs. Liz Evans - Operations Manager; Mrs. Anne Landrigan - Student Services/ Testing Coordinator

**16. 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 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**



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

Mimi Barnes-Lippold

Thank you.





# Appendix A: Link to the New York State School Report Card

Created: 07/15/2015

Last updated: 07/23/2015

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## Page 1

**Charter School Name: 140600860896 ELMWOOD VILLAGE CS**

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### **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).

<http://data.nysed.gov/reportcard.php?year=2014&instid=800000059315>



# Appendix A: Progress Toward Goals

Created: 07/15/2015

Last updated: 10/29/2015

## Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

### 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/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

(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).

<http://data.nysed.gov/reportcard.php?year=2014&instid=800000059315>

### 2. APPENDIX A: 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, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

##### 2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
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Academic Goal 1	<p>1. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required ELA state assessments each year.</p> <hr/> <p>2. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required Math state assessments each year.</p>	<p>1. New York State ELA Assessment</p> <hr/> <p>2. New York State Math Assessment</p>	<p>1. 2014 ELA Level 1's: 21% 2015 ELA Level 1's: 23%</p> <p>Did Not Meet This Goal</p> <hr/> <p>2. 2014 Math Level 1's: 17% 2015 Math Level 1's: 13%</p> <p>Did Not Meet This Goal</p>	<p>1. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels.</p> <hr/> <p>2. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels.</p>
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Academic Goal 2	<p>3. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required ELA state assessments each year.</p> <hr/> <p>4. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required Math state assessments each year.</p>	<p>3. New York State ELA Assessment</p> <hr/> <p>4. New York State Math Assessment</p>	<p>3. 2014 ELA Level 3's: 26% 2015 ELA Level 3's: 32%</p> <hr/> <p>Did Not Meet This Goal</p> <hr/> <p>4. 2014 Math Level 3's: 36% 2015 Math Level 3's: 26%</p> <hr/> <p>Did Not Meet This Goal</p>	<p>3. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels.</p> <hr/> <p>4. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels</p>
Academic Goal 3	<p>5. EVCS will increase its scores according to the commissioner's performance index for AYP each year.</p> <hr/> <p>6. Students who do not participate in the NYS assessment exams because of IEP prescriptions will demonstrate continuously yearly improvement on those tests and assessments taken in accordance with their IEP's.</p>	<p>5. NYS ELA and Math Assessments</p> <hr/> <p>6. N/A - This Year</p>	<p>5. EVCS is in Good Standing</p> <hr/> <p>6. N/A - This Year</p>	<p>5. EVCS continues to remain "In Good Standing"</p> <hr/> <p>6. N/A</p>

Academic Goal 4	7. By the end of the 2nd full charter term, 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.	7. New York State ELA Assessments	7. EVCS: 52% Buffalo CSD: 12%  Met This Goal	7. Met Goal
	8. By the end of the 2nd full charter term, 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.	8. New York State ELA Assessments	8. EVCS: 62% Buffalo CSD: 14%  Met This Goal	8. Met Goal
Academic Goal 5	9. By the end of the 2nd full charter term, 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.	9. New York State ELA Assessments	9. EVCS: 42% Buffalo CSD: 11%  Met This Goal	9. Met Goal
	10. By the end of the 2nd full charter term, 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.	10. New York State ELA Assessments	10. EVCS: 46% Buffalo CSD: 11%  Met This Goal	10. Met Goal
Academic Goal 6	11. By the end of the 2nd full charter term, 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.	11. New York State ELA Assessments	11. EVCS: 21% Buffalo CSD: 10%  Met This Goal	11. Met Goal
	12. By the end of the 2nd full charter term, 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.	12. New York State ELA Assessments	12. EVCS: 40% Buffalo CSD: 14%  Met This Goal	12. Met Goal

Academic Goal 7	13. By the end of the 2nd full charter term, 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.	13. New York State Math Assessments	13. EVCS: 56% Buffalo CSD: 18%  Met This Goal	13. Met Goal
	14. By the end of the 2nd full charter term, 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.	14. New York State Math Assessments	14. EVCS: 72% Buffalo CSD: 18%  Met This Goal	14. Met Goal
Academic Goal 8	15. By the end of the 2nd full charter term, 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.	15. New York State Math Assessments	15. EVCS: 48% Buffalo CSD: 18%  Met This Goal	15. Met Goal
	16. By the end of the 2nd full charter term, 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.	16. New York State Math Assessments	16. EVCS: 38% Buffalo CSD: 15%  Met This Goal	16. Met Goal

#### 2a1. Do have more academic goals to add?

Yes

#### 2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Measure Used to Evaluate Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take
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Academic Goal 9	17. By the end of the 2nd full charter term, students in grade 7 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.	17. New York State Math Assessments	17. EVCS: 29% Buffalo CSD: 12%  Met This Goal	17. Met Goal
	18. By the end of the 2nd full charter term, 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.	18. New York State Math Assessments	18. EVCS: 25% Buffalo CSD: 9%  Met This Goal	18. Met Goal
Academic Goal 10	19. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS ELA Assessments.	19. New York State ELA Assessments	19. EVCS: 52% NYS: 31%  Met This Goal	19. Met Goal
	20. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS ELA Assessments.	20. New York State ELA Assessments	20. EVCS: 62% NYS: 33%  Met This Goal	20. Met Goal
Academic Goal 11	21. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS ELA Assessments.	21. New York State ELA Assessments	21. EVCS: 42% NYS: 30%  Met This Goal	21. Met Goal
	22. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS ELA Assessments.	22. New York State ELA Assessments	22. EVCS: 46% NYS: 31%  Met This Goal	22. Met Goal

Academic Goal 12	<p>23. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS ELA Assessments.</p> <hr/> <p>24. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS ELA Assessments.</p>	<p>23. New York State ELA Assessments</p> <hr/> <p>24. New York State ELA Assessments</p>	<p>23. EVCS: 21% NYS: 29%</p> <p>Did Not Meet This Goal</p> <hr/> <p>24. EVCS: 40% NYS: 35%</p> <p>Met This Goal</p>	<p>23. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels.</p> <hr/> <p>24. Met Goal</p>
Academic Goal 13	<p>25. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Math Assessments.</p> <hr/> <p>26. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Math Assessments.</p>	<p>25. New York State Math Assessments</p> <hr/> <p>26. New York State Math Assessments</p>	<p>25. EVCS: 56% NYS: 42%</p> <p>Met This Goal</p> <hr/> <p>26. EVCS: 72% NYS: 43%</p> <p>Met This Goal</p>	<p>25. Met Goal</p> <hr/> <p>26. Met Goal</p>



Academic Goal 14	<p>27. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Math Assessments.</p> <hr/> <p>28. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Math Assessments.</p>	<p>27. New York State Math Assessments</p> <hr/> <p>28. New York State Math Assessments</p>	<p>27. EVCS: 48% NYS: 43%</p> <p>Met This Goal</p> <hr/> <p>28. EVCS: 38% NYS: 39%</p> <p>Did Not Meet This Goal</p>	<p>27. Met Goal</p> <hr/> <p>28. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels.</p>
Academic Goal 15	<p>29. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Math Assessments.</p> <hr/> <p>30. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Math Assessments.</p>	<p>29. New York State Math Assessments</p> <hr/> <p>30. New York State Math Assessments</p>	<p>29. EVCS: 29% NYS: 35%</p> <p>Met This Goal</p> <hr/> <p>30. EVCS: 25% NYS: 22%</p> <p>Met This Goal</p>	<p>29. Met Goal</p> <hr/> <p>30. Met Goal</p>
Academic Goal 16	<p>31. By the end of the 2nd full charter term, 4th grade students who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Science Assessments.</p> <hr/> <p>32. By the end of the 2nd full charter term, 8th grade students who have been continuously enrolled at EVCS will meet or exceed the state average in proficiency on NYS Science Assessments.</p>	<p>31. New York State Science Assessments</p> <hr/> <p>32. New York State Science Assessments</p>	<p>31. EVCS students in grade four scored 96% in the proficient and mastery levels.</p> <hr/> <p>32. EVCS students in grade eight scored 90% in the proficient and mastery levels.</p>	<p>31. Met Goal</p> <hr/> <p>32. Met Goal</p>

**2a2. Do have more academic goals to add?**

Yes

**2014-15 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-15 Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 17	33. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS ELA assessments.	33. New York State ELA Assessment	33. 52% - Not Met	33. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.
	34. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS ELA assessments.	34. New York State ELA Assessment	34. 62% - Not Met	34. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.

Academic Goal 18	<p>35. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS ELA assessments.</p>	35. New York State ELA Assessment	35. 42% - Not Met	<p>35. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>
	<p>36. 75% of the students in grade 6 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS ELA assessments.</p>	36. New York State ELA Assessment	36. 46% - Not Met	<p>36. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>

Academic Goal 19	<p>37. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS ELA assessments.</p>	37. New York State ELA Assessment	37. 21% - Not Met	<p>37. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>
	<p>38. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS ELA assessments.</p>	38. New York State ELA Assessment	38. 40% - Not Met	<p>38. EVCS has added an additional reading intervention specialist bringing the total to 3 full time specialists. We are implementing new corrective reading programs, such as leveled literacy. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>

Academic Goal 20	<p>39. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS Math assessments.</p>	39. New York State Math Assessment	39. 56% - Not Met	<p>39. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>
	<p>40. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS Math assessments.</p>	40. New York State Math Assessment	40. 72% - Not Met	<p>40. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>

Academic Goal 21	<p>41. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS Math assessments.</p> <hr/> <p>42. 75% of the students in grade 6 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS Math assessments.</p>	<p>41. New York State Math Assessment</p> <hr/> <p>42. New York State Math Assessment</p>	<p>41. 48% - Not Met</p> <hr/> <p>42. 38% - Not Met</p>	<p>41. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p> <hr/> <p>42. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels. **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>
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Academic Goal 22	<p>43. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS Math assessments.</p>	43. New York State Math Assessment	43. 29% - Not Met	<p>43. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels.  **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>
	<p>44. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a level 3 or increase to a level 4 on the NYS Math assessments.</p>	44. New York State Math Assessment	44. 25% - Not Met	<p>44. EVCS has purchased all new common core aligned Everyday Math supplies and curriculum that is aligned with the CCSS. By aligning the math program to all of the CCSS, the students will demonstrate a higher level of competency in mastering necessary skills. EVCS has implemented interim assessments in all grades and subjects to more efficiently monitor student progress towards meeting CCSS and giving teachers real time data to drive their instruction. EVCS has also implemented "Professional Learning Communities". PLC meetings occur during collaborative planning times across grade levels.  **Important to note that this goal was written prior to the implementation of the CCSS and the changing of the benchmarks.</p>
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				

Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				

## Page 2

### 2b. ORGANIZATIONAL GOALS

#### 2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 1	1. Once enrolled in EVCS, 80% of students will re-enroll for the following year, as measured by yearly enrollment data.	1. Yearly Enrollment Data	1. Met this Goal. 95% of the students re-enrolled for the 2015-2016 school year.	1. N/A
Org Goal 2	2. 80% of responding parents will report they are satisfied with EVCS, as measured by an annual parent survey.	2. Annual Parent Survey	2. Met this Goal. 99% of the parents at EVCS are satisfied.	2. N/A
Org Goal 3				
Org Goal 4				
Org Goal 5				

#### 2b.1 Do you have more organizational goals to add?

No

### 2c. FINANCIAL GOALS

#### 2014-15 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				





# Appendix B: Total Expenditures and Administrative Expenditures per Child

Last updated: 07/28/2015

## Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

### B. 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 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	4475548
Line 2: Year End Per Pupil Count	349
Line 3: Divide Line 1 by Line 2	12824

#### 2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. 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 officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. 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.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Relevant Personnel Services Cost (Row)	383186
Line 2: Management and General Cost (Column)	468332
Line 3: Sum of Line 1 and Line 2	851518
Line 4: Year End Per Pupil Count	349
Line 5: Divide Line 3 by the Year End Per Pupil Count	2440

***Thank you.***



## Financial A

**School Name:**

**Date:**

**School Fiscal Contact Name:**

**School Fiscal Contact Email:**

**School Fiscal Contact Phone:**

**District of Location:**

**Authorizer:**

**Years of Operation:**

**Facility:**

**Grades Currently Served:**

**Planned Grades at Full Capacity:**

**Enrollment:**

**Max Enrollment:**

**Year of Most Recent Data**

**School Fiscal Contact Phone:**

**School Audit Firm Name:**

**School Audit Contact Name:**

**School Audit Contact Email:**

**School Audit Contact Phone:**

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

**Do Not Use this Box**



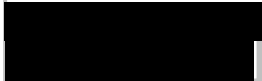
## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**Elmwood Village Charter School**

July 27, 2015

Lisa M Kirisits, CPA



Buffalo

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Lumsden & McCormick, LLP

Donna Gonser

dgonser@lumsden CPA.com

716-856-3300

2015

Elmwood Village Charter School 2015

# FILL IN GRAY CELLS

## Elmwood Village Charter School

### STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	2015	2014
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$2,940,203	\$3,012,443
Grants and contracts receivable	48,252	79,994
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	64,998	86,174
Contributions and other receivables	-	-
Other	18,554	-
<b>TOTAL CURRENT ASSETS</b>	\$3,072,007	\$3,178,611
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	5,777,405	3,968,164
Restricted Cash	-	-
<b>OTHER ASSETS</b>	\$5,777,405	\$3,968,164
<b>TOTAL ASSETS</b>	\$8,849,412	\$7,146,775
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$102,475	\$431,929
Accrued payroll and benefits	529,295	519,270
Refundable Advances	-	-
Deferred Revenue	-	-
Current maturities of long-term debt	69,845	178,421
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	\$701,615	\$1,129,620
<b>LONG-TERM DEBT, net current maturities</b>	\$3,605,171	\$2,266,649
<b>TOTAL LIABILITIES</b>	\$4,306,786	\$3,396,269
<b>NET ASSETS</b>		
Unrestricted	\$4,542,626	\$3,750,506
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	\$4,542,626	\$3,750,506
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$8,849,412	\$7,146,775

Check

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# FILL IN GRAY CELLS

## Elmwood Village Charter School

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

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$4,689,718	\$-	\$4,689,718	\$4,257,538
Federal - Title and IDEA	-	279,262	279,262	90,473
Federal - Other	-	-	-	-
State and City Grants	-	-	-	11,250
Contributions and private grants	32,551	-	32,551	32,356
After school revenue	-	-	-	-
Other	14,308	-	14,308	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$4,736,577	\$279,262	\$5,015,839	\$4,391,617
<b>EXPENSES</b>				
Program Services				
Regular Education	\$2,496,237	\$-	\$2,496,237	\$2,273,669
Special Education	807,498	-	807,498	701,377
Other Programs	158,180	-	158,180	324,078
Total Program Services	\$3,461,915	\$-	\$3,461,915	\$3,299,124
Supporting Services				
Management and general	\$1,013,633	\$-	\$1,013,633	\$761,329
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	\$4,475,548	\$-	\$4,475,548	\$4,060,453
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$261,029	\$279,262	\$540,291	\$331,164
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	18,611	-	18,611	22,838
Interest income	-	-	-	-
Miscellaneous income	233,218	-	233,218	238,392
Net assets released from restriction	279,262	(279,262)	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$531,091	\$(279,262)	\$251,829	\$261,230
<b>CHANGE IN NET ASSETS</b>	\$792,120	\$-	\$792,120	\$592,394
NET ASSETS BEGINNING OF YEAR	\$3,750,506	\$-	\$3,750,506	\$3,158,112
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$4,542,626	\$-	\$4,542,626	\$3,750,506

See accountants' compilation report.

**ELMWOOD VILLAGE CHARTER SCHOOL**

**FINANCIAL STATEMENTS  
WITH ADDITIONAL INFORMATION**

**June 30, 2015**

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June 30, 2015

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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, 2015 and 2014, 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, 2015 and 2014, 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 21, 2015 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 21, 2015

ELMWOOD VILLAGE CHARTER SCHOOL

**Balance Sheets**

June 30,	2015	2014
<b>Assets</b>		
Current assets:		
Cash	\$ 2,940,203	\$ 3,012,443
Grants and other receivables (Note 2)	48,252	79,994
Prepaid expenses and other	83,552	86,174
	<u>3,072,007</u>	<u>3,178,611</u>
Property and equipment, net (Note 3)	<u>5,777,405</u>	<u>3,968,164</u>
	<u>\$ 8,849,412</u>	<u>\$ 7,146,775</u>
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Current portion of long-term debt (Note 5)	\$ 212,588	\$ 178,421
Accounts payable	57,801	431,929
Accrued expenses	594,897	519,270
	<u>865,286</u>	<u>1,129,620</u>
Long-term debt (Note 5)	3,462,428	2,266,649
<b>Net assets:</b>		
Unrestricted	<u>4,521,698</u>	<u>3,750,506</u>
	<u>\$ 8,849,412</u>	<u>\$ 7,146,775</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOL

**Statements of Activities**

For the years ended June 30,	2015	2014
<b>Changes in unrestricted net assets:</b>		
Support and revenue:		
Public school districts:		
Revenue - resident student enrollment	\$ 4,270,652	\$ 3,874,720
Revenue - students with disabilities	419,066	382,818
Federal grants	84,515	90,473
State grants	188,750	11,250
Contributions	38,550	32,356
Special event revenues, net of expenses of \$22,811 and \$22,896	18,611	22,838
Rental income	221,102	214,579
Other income	26,425	23,813
Total support and revenue	<u>5,267,671</u>	<u>4,652,847</u>
Expenses:		
Program expenses:		
Regular education	2,494,205	2,273,669
Special education	810,334	701,377
Other program	175,900	324,078
Supporting services:		
Management and general	1,016,040	761,329
Total expenses	<u>4,496,479</u>	<u>4,060,453</u>
<b>Change in net assets</b>	<b>771,192</b>	<b>592,394</b>
Net assets - beginning	<u>3,750,506</u>	<u>3,158,112</u>
Net assets - ending	<u>\$ 4,521,698</u>	<u>\$ 3,750,506</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOL

**Statements of Cash Flows**

For the years ended June 30,	2015	2014
<b>Operating activities:</b>		
Cash received from public school district	\$ 4,706,236	\$ 4,223,449
Cash received from federal and state grants	289,471	95,076
Cash received from contributions	38,550	32,356
Cash received from special events	41,422	45,734
Cash received from rents	221,102	214,579
Cash received from other sources	25,443	23,813
Payments to employees for services and benefits	(2,989,007)	(2,658,556)
Payments to vendors and suppliers	(1,189,620)	(610,661)
<b>Net operating activities</b>	<b>1,143,597</b>	<b>1,365,790</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(2,408,211)	(858,221)
<b>Financing activities:</b>		
Proceeds from issuance of long-term debt	1,378,622	-
Principal payments on long-term debt	(186,248)	(169,822)
<b>Net financing activities</b>	<b>1,192,374</b>	<b>(169,822)</b>
<b>Net change in cash</b>	<b>(72,240)</b>	<b>337,747</b>
Cash - beginning	3,012,443	2,674,696
<b>Cash - ending</b>	<b>\$ 2,940,203</b>	<b>\$ 3,012,443</b>
<b>Reconciliation of change in net assets to net cash flows from operating activities:</b>		
Change in net assets	\$ 771,192	\$ 592,394
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	250,907	226,787
Amortization	5,481	5,008
Changes in other operating assets and liabilities:		
Grants and other receivables	31,742	(40,736)
Prepaid expenses and other	(2,859)	(34,060)
Accounts payable	11,507	485,188
Accrued expenses	75,627	131,209
<b>Net operating activities</b>	<b>\$ 1,143,597</b>	<b>\$ 1,365,790</b>

See accompanying notes.

## Notes to Financial Statements

---

### 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) approved by the New York State Education Department 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.

#### 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, 2015 and 2014.

#### 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 2012.

#### 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 21, 2015 (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:

	2015	2014
Resident student enrollment	\$ 36,230	\$ 52,748
Grants	11,040	27,246
Other	982	-
	<u>\$ 48,252</u>	<u>\$ 79,994</u>

### 3. Property and Equipment:

	2015	2014
Buildings and improvements	\$ 6,003,743	\$ 3,342,196
Leasehold improvements	140,806	140,806
Instructional equipment	407,245	346,113
Office equipment	163,448	124,801
Construction in progress	-	701,178
	<u>6,715,242</u>	<u>4,655,094</u>
Less accumulated depreciation	<u>937,837</u>	<u>686,930</u>
	<u>\$ 5,777,405</u>	<u>\$ 3,968,164</u>

### 4. Short-Term Borrowings:

At June 30, 2015, 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, 2015 and 2014.

### 5. Long Term Debt:

	2015	2014
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.	\$ 3,605,171	\$ 2,417,856
Equipment loans, varying monthly installments and interest rates, secured by related equipment, through November 2019.	<u>69,845</u>	<u>27,214</u>
	<u>3,675,016</u>	<u>2,445,070</u>
Less current portion	<u>212,588</u>	<u>178,421</u>
	<u>\$ 3,462,428</u>	<u>\$ 2,266,649</u>

Aggregate maturities on long-term debt subsequent to June 30, 2015 are:

2016	\$ 212,588
2017	221,535
2018	3,221,456
2019	13,541
2020	<u>5,896</u>
	<u>\$ 3,675,016</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 17.53% of the annual covered payroll for the year ended June 30, 2015, and 16.25% for the year ended June 30, 2014.

The School's required contributions for the years ended June 30, 2015 and 2014 were \$334,146 and \$262,838.

During 2015, the School began 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 expense was \$8,272 for the year ended June 30, 2015.

## 7. Operating Lease:

The School leases property under the terms of a non-cancelable operating lease. Rental expense under this lease was \$258,525 and \$252,722 for the years ended June 30, 2015 and 2014. 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:

2016	\$ 241,100
2017	265,100
2018	265,100
2019	265,100
2020	265,100
Thereafter	1,711,100
	<u>\$ 3,012,600</u>

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

2016	\$ 214,600
2017	214,600
2018	232,400
2019	235,900
2020	19,700
	<u>\$ 917,200</u>

## 8. Cash Flows Information

Net cash flows from operating activities reflect cash payments for interest that approximates expense of \$152,114 and \$122,678 for the years ended June 30, 2015 and 2014.

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

In 2014, the statement of cash flows excludes the effect of property and equipment additions included in accounts payable totaling \$385,635 at June 30, 2014.



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

For the year ended June 30, 2015 (with comparative totals for 2014)

		Program Services			Supporting	2015	2014
		Regular	Special	Other	Services		
		Education	Education	Program	Management and General	Total	Total
Salaries	No. of Positions						
Administrative Staff	5	\$ -	\$ -	\$ -	\$ 381,469	\$ 381,469	\$ 258,170
Instructional	46	1,254,003	413,516	-	-	1,667,519	1,555,375
Non-Instructional	8	-	-	96,498	-	96,498	203,870
Total Salaries	59	1,254,003	413,516	96,498	381,469	2,145,486	2,017,415
Employee benefits and taxes		536,708	176,938	41,341	164,161	919,148	772,350
Advertising		-	-	-	1,472	1,472	3,247
Contracted services		93,594	142,170	-	-	235,764	210,896
Dues and subscriptions		3,666	1,209	282	1,121	6,278	5,522
Fieldtrips		28,251	-	-	-	28,251	30,124
Insurance		-	-	-	80,769	80,769	72,327
Interest		-	-	-	152,114	152,114	122,678
Occupancy		150,958	49,767	11,627	46,173	258,525	252,722
Postage		-	-	-	3,803	3,803	3,070
Student activities		6,298	-	-	-	6,298	1,526
Printing		-	-	-	678	678	1,433
Supplies and materials		32,250	-	-	-	32,250	25,219
Meetings		1,612	-	-	-	1,612	-
Office expense		-	-	-	15,941	15,941	17,568
Other expenses		-	-	-	9,295	9,295	12,015
Professional fees		-	-	-	85,292	85,292	63,852
Recruitment		-	-	-	1,015	1,015	-
Repairs and maintenance		43,814	14,444	3,375	13,401	75,034	61,332
Staff development		8,611	-	-	-	8,611	5,425
Technology		47,878	-	-	-	47,878	21,641
Telephone		4,091	1,349	315	1,251	7,006	7,171
Testing and assessments		3,262	-	-	-	3,262	11,496
Textbooks		34,641	-	-	-	34,641	32,434
Travel		5,656	-	-	-	5,656	973
Transportation		-	-	17,177	-	17,177	14,195
Utilities		33,187	10,941	2,556	10,151	56,835	62,027
		2,288,480	810,334	173,171	968,106	4,240,091	3,828,658
Depreciation and amortization		205,725	-	2,729	47,934	256,388	231,795
Total		\$ 2,494,205	\$ 810,334	\$ 175,900	\$ 1,016,040	\$ 4,496,479	\$ 4,060,453

**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, 2015, 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 21, 2015.

**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 "Lumsden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 21, 2015

# 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 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,716,225	390,700	-	15,000	216,784	5,338,709	
Total Expenses	3,118,589	870,701	165,678	-	1,183,679	5,338,647	
Net Income	1,597,636	(480,001)	(165,678)	15,000	(966,895)	62	
Actual Student Enrollment	375	24				-	
Total Paid Student Enrollment	-	-				-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
SUPPORT SERVICES							
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location - Buffalo	\$12,355.00	4,633,125	-	-	-	4,633,125	
School District 2 (Enter Name)		-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		4,633,125	-	-	-	4,633,125	
Special Education Revenue		-	354,700	-	-	354,700	
Grants		-	-	-	-	-	
Stimulus		-	-	-	-	-	
Other		-	-	-	-	-	
Other State Revenue		-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES		4,633,125	354,700	-	-	4,987,825	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	36,000	-	-	36,000	
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		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		78,600	36,000	-	-	114,600	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	15,000	-	15,000	
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		4,500	-	-	214,584	219,084	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		4,500	-	15,000	216,784	236,284	
TOTAL REVENUE		4,716,225	390,700	-	15,000	5,338,709	
EXPENSES							List exact titles and staff FTE's ( Full time equivalent)
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	No. of Positions						
Executive Management		-	-	-	-	-	
Instructional Management		-	-	-	-	-	
Deans, Directors & Coordinators	-	-	-	-	-	-	
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	-	-	-	-	-	-	
Administrative Staff	6.00	-	-	-	299,636	299,636	
TOTAL ADMINISTRATIVE STAFF	6	-	-	-	299,636	299,636	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	42.00	1,269,722	-	-	-	1,269,722	
Teachers - SPED	10.00	-	448,110	-	-	448,110	
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	15.00	316,200	-	-	-	316,200	

**Elmwood Village Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,716,225	390,700	-	15,000	216,784	5,338,709	
Total Expenses	3,118,589	870,701	165,678	-	1,183,679	5,338,647	
Net Income	1,597,636	(480,001)	(165,678)	15,000	(966,895)	62	
Actual Student Enrollment	375	24				-	
Total Paid Student Enrollment	-	-				-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Specialty Teachers	-	-	-	-	-	-	
Aides	-	-	-	-	-	-	
Therapists & Counselors	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
<b>TOTAL INSTRUCTIONAL</b>	<b>67</b>	<b>1,585,922</b>	<b>448,110</b>	<b>-</b>	<b>-</b>	<b>2,034,032</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	1.00	-	-	49,900	-	49,900	
Librarian	1.00	-	-	43,000	-	43,000	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	6.00	-	-	-	158,500	158,500	
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>92,900</b>	<b>-</b>	<b>251,400</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>81</b>	<b>1,585,922</b>	<b>448,110</b>	<b>92,900</b>	<b>-</b>	<b>2,585,068</b>	
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		679,113	191,887	39,781	196,180	1,106,961	
Fringe / Employee Benefits		-	-	-	-	-	
Retirement / Pension		-	-	-	-	-	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>679,113</b>	<b>191,887</b>	<b>39,781</b>	<b>-</b>	<b>1,106,961</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,265,035</b>	<b>639,997</b>	<b>132,681</b>	<b>-</b>	<b>3,692,029</b>	
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-	-	67,720	67,720	
Legal		-	-	-	10,000	10,000	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		-	-	-	-	-	
Special Ed Services		-	148,720	-	-	148,720	
Titement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		102,800	-	-	17,000	119,800	
<b>TOTAL CONTRACTED SERVICES</b>		<b>102,800</b>	<b>148,720</b>	<b>-</b>	<b>94,720</b>	<b>346,240</b>	
<b>SCHOOL OPERATIONS</b>							
Board Expenses		-	-	-	-	-	
Classroom / Teaching Supplies & Materials		30,000	-	-	-	30,000	
Special Ed Supplies & Materials		-	-	-	-	-	
Textbooks / Workbooks		42,000	-	-	-	42,000	
Supplies & Materials other		-	-	-	-	-	
Equipment / Furniture		-	-	-	-	-	
Telephone		4,908	1,387	288	1,418	8,001	
Technology		45,000	-	-	-	45,000	
Student Testing & Assessment		37,500	-	-	-	37,500	
Field Trips		26,250	-	-	-	26,250	
Transportation (student)		15,000	-	-	-	15,000	
Student Services - other		5,000	-	-	-	5,000	
Office Expense		-	-	-	19,000	19,000	
Staff Development		13,550	-	-	-	13,550	
Staff Recruitment		-	-	-	-	-	
Student Recruitment / Marketing		-	-	-	7,000	7,000	
School Meals / Lunch		-	-	-	-	-	
Travel (Staff)		6,300	-	-	-	6,300	
Fundraising		-	-	-	-	-	

**Elmwood Village Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016						Assumptions
July 1, 2015 to June 30, 2016						DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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.						
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	4,716,225	390,700	-	15,000	216,784	5,338,709
Total Expenses	3,118,589	870,701	165,678	-	1,183,679	5,338,647
Net Income	1,597,636	(480,001)	(165,678)	15,000	(966,895)	62
Actual Student Enrollment	375	24				-
Total Paid Student Enrollment	-	-				-
PROGRAM SERVICES						
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Other	4,295	1,213	252	-	187,015	192,775
<b>TOTAL SCHOOL OPERATIONS</b>	<b>229,803</b>	<b>2,600</b>	<b>540</b>	<b>-</b>	<b>214,433</b>	<b>447,376</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	-	-	-	-	75,050	75,050
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	156,995	44,360	9,196	-	45,352	255,903
Repairs & Maintenance	57,024	16,112	3,340	-	16,473	92,949
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	66,932	18,912	3,921	-	19,335	109,100
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>280,951</b>	<b>79,384</b>	<b>16,457</b>	<b>-</b>	<b>156,210</b>	<b>533,002</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>240,000</b>	<b>-</b>	<b>16,000</b>	<b>-</b>	<b>64,000</b>	<b>320,000</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>3,118,589</b>	<b>870,701</b>	<b>165,678</b>	<b>-</b>	<b>1,183,679</b>	<b>5,338,647</b>
<b>NET INCOME</b>	<b>1,597,636</b>	<b>(480,001)</b>	<b>(165,678)</b>	<b>15,000</b>	<b>(966,895)</b>	<b>62</b>
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>			
District of Location - Buffalo	351	24	375			
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>351</b>	<b>24</b>	<b>375</b>			
<b>REVENUE PER PUPIL</b>	<b>13,437</b>	<b>16,279</b>	<b>-</b>			
<b>EXPENSES PER PUPIL</b>	<b>8,885</b>	<b>36,279</b>	<b>442</b>			



# Audited Financial Statement Checklist

Last updated: 10/29/2015

Page 1

**Charter School Name:**

**1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.**

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	No
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Not Applicable

**2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.**

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

**Thank you.**





## Appendix E: Disclosure of Financial Interest Form

Created: 10/29/2015

Last updated: 10/30/2015

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Page 1

140600860896 ELMWOOD VILLAGE CS

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All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). The Disclosure of Financial Interest Forms are due on November 1, 2015. [A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.](#)

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

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Yes, each member of the school's Board of Trustees will receive a link to the Disclosure of Financial Interest Form.

Yes

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Thank you.



## Appendix F: BOT Membership Table

Last updated: 07/16/2015

### Page 1

140600860896 ELMWOOD VILLAGE CS

#### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and 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	Yes	Educator	3 Terms - 1st Term (Aug.2007-June 2010; Elected 8/15/07) 2nd Term (July 2010 - June 2013; Re-elected 6/24/10) 3rd Term (July 2013- June 2016; Re-elected 6/19/13)
2	Marguerite Battaglia-Evans	[REDACTED]	Trustee/Member	Yes	Educator	3 Terms - 1st Term (June 2006-June 2009; Elected June 2006) 2nd Term (July 2009 - June 2012; Re-elected 6/24/09) 3rd Term (July 2012- June 2015; Re-elected 6/20/12)
3	Jennifer Bernacki Smith	[REDACTED]	Vice Chair/Vice President	Yes	Attorney, Parent	2 Terms - 1st Term (January 2013- June 2013; Filling the remainder of the term of Frank Housh, who resigned December 2012) 2nd Term (July 2013 - June 2016; Re-elected 6/19/13)
4	Roy Clay	[REDACTED]	Parent Representative	Yes	Parent	1 Term (July 2012 - June 2015)

5	Kathy Franklin-Adams	[REDACTED]	Trustee/Member	Yes	Educator	4 Terms - 1st Term (August 2006 - July 2008; Elected Aug. 2006) 2nd Term (August 2008 - June 2011; Re-elected 6/18/2008) 3rd Term ( July 2011 - June 2014; Re-elected 6/15/2011) 4th Term(June 2014-July 2016; Re-elected 5/2014)
6	Ingrid Knight	[REDACTED]	Parent Representative	Yes	Parent	1 Term (July 2014-June 2017; Elected 5/2014)
7	Andrew Mouw	[REDACTED]	Treasurer	Yes	Certified Public Accountant	Partial Term (March 2014 - June 2015 ; Elected 2/12/2014 - Fulfilling the remainder of Liz Evans' term)
8	Pamela Pollock	[REDACTED]	Secretary	Yes	Educator	3 Terms (August 2007 - June 2010; Elected 8/2007) 2nd Term (July 2010 - June 2013; Re-elected 6/24/10) 3rd Term (July 2013 - June 2016; Re-elected 6/19/13)
9	Matthew Ryan	[REDACTED]	Trustee/Member	Yes	Financial Advisor	2 Terms - 1st Term(July 2010 - June 2013; Elected 6/24/10) 2nd Term (July 2013 - June 2016; Re-elected 6/19/2013)
10	Natalie Stoyanoff	[REDACTED]	Trustee/Member	Yes	Strategic Planning	March 2014 - June 2015; Elected 2/12/14 - Filling an open board seat.
11						
12						
13						
14						
15						
16						
17						
18						

19						
20						

**2. Total Number of Members Joining Board during the 2014-15 school year**

1

**3. Total Number of Members Departing the Board during the 2014-15 school year**

1

**4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?**

11

**5. How many times did the Board meet during the 2014-15 school year?**

11

**6. How many times will the Board meet during the 2015-16 school year?**

11

**Thank you.**

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, August 20, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Ingrid Johnson-Jacobs, Pam Pollock, Matt Ryan

**Trustees Excused:** Andrew Mouw, Natalie Stoyanoff

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Colby Smith, EVCS Owner's Rep; Liz Evans, EVCS Operations Manager

Mimi Barnes-Coppola called the meeting to order at 6:05 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 June 18, 2014, were presented. **Matt moved and Jenn seconded that the minutes be accepted as presented. Approved unanimously.**

3. EXPANSION/FACILITIES UPDATE

EVCS Owner's Rep., Colby Smith, stated that there is much left to do including finishing off each of the rooms, and outdoor blacktop and concrete work. However, it is expected that necessary tasks will be completed on time for the opening of school. He cited some issues with the locks, as equipment was not specified for removable core and intruder locks. The problem is being remedied. To date there have been 37 change orders costing \$95,000 of the \$175,000 contingency fund. To put things into perspective, the job is approximately 70% complete and just over 50% of the contingency fund has been spent. All grant proposals have been submitted on time. Drafts for pay-outs 1-4 have also been submitted. Workers expect to clean up the landscaping prior to the opening of school. Relations with the neighbors remain generally good despite one complaint.

4. The Financial Report was tabled until the September meeting due to the unavailability of the Treasurer, Andrew Mouw.

5. BOARD OF TRUSTEE MEETING DATES - 2014-2015

The Board agreed on the following Wednesdays for the regular monthly meetings: Sept. 17, 2014; October 15, 2014; November 19, 2014; December 17, 2014; Jan. 21, 2015; Feb. 18, 2015; March 18, 2015; April 15, 2015; May 13, 2015; June 17, 2015; July, 2015 no meeting; Aug. 19, 2015.

6. CHARTER RENEWAL

Liz Evans, EVCS Operations Manager, reported that the Leadership Team has been working on the renewal application all year. Susan Gibbons, of the NY State Education Department, presented some additional changes to the application in May. These have been addressed. Liz reviewed the basic outline of the charter including some new goals which were written in the spirit of the new Common Core standards. Members of the Board noted several minor typographical errors in the printed copy of the Charter Application. **Pam moved and Matt seconded that the Charter Application be accepted with the correction of the few typographical errors. Approved unanimously.**

Several resolutions were presented to the Board for approval. They were as follow:

-Resolution Number One (prepared in consultation with Gary Moss, Attorney with Damon and Morey)

*At a meeting of the Board of Trustees duly held on August 20, 2014, be it*

**RESOLVED**, that **ELMWOOD VILLAGE CHARTER SCHOOL** (the “Company”) borrow the principal sum of up to \$1,400,000 (the “Mortgage Loan”) from **NORTHWEST SAVINGS BANK** (the “Bank”), generally on the terms set forth in that certain commitment letter dated May 30, 2014 from Bank (the “Commitment”); and be it further

**RESOLVED**, that to secure the payment of the Mortgage Loan, including payment of any principal, interest, fees, charge, cost or expense or otherwise, incurred as evidenced by two mortgage notes, the first in the sum of \$825,000.00 and the second in the sum of \$575,000.00 (the “Mortgage Notes”) collectively in the principal sum of up to \$1,400,000 the Company grant to the Bank ( i ) a first mortgage lien for an amount of \$ \$825,000.00 and a second mortgage lien in the amount of \$575,000.00 (the “Mortgages”) in real property commonly known at 40 Days Park, Buffalo, NY ( the “Premises”), ( ii ) an assignment in the leases and rents of the Premises, ( iii ) an assignment of contracts, licenses and permits, and ( iv ) a security interest in all fixtures, furniture, equipment, personalty and accounts relating to the Premises: and be it further

**RESOLVED**, that in connection with the foregoing transactions, any officer or the principal of the Company be, and he or she hereby is, authorized, directed and empowered, acting alone, in the name and on behalf of this Company, to execute and deliver to the Bank, the Mortgages, the Mortgage Notes, a Building Loan Agreement, an Assignment of Leases and Rents, UCC-1 Financing Statements, a Security Agreement, a Hazardous Substances Indemnity Agreement, an Assignment of Contracts, Licences and Permits, each such writing to be in such form and substance as he or she may approve, such approval to be conclusively by his or her execution and delivery thereof; and be it further

**RESOLVED**, that any officer or the principal of the Company be, and he or she hereby is, authorized, directed and empowered, acting alone, in the name and on behalf of the Company, to execute and deliver all such other writings ( including, but not limited to agreements, instruments, financing statements and certificates), and take all other actions, as may be necessary or appropriate in his or her judgement in connection with the foregoing transactions.

Mimi Barnes Coppola  
Chair, EVCS Board of Trustees

**Matt moved and Marguerite seconded that Resolution Number One be approved as stated. Approved unanimously.**

-Resolution Number Two      **Strengthening the EVCS Mission Statement**

**Whereas** EVCS’s original mission statement was crafted to include many concepts and outcomes to help define the school’s unique offerings as it opened its doors and;

*Whereas the school has used a condensed working version of the mission statement for publications and informational purposes because of the excessive length of the original mission statement and;*

*Whereas the school feels that a condensed version of the original mission statement highlighting the school's philosophy without excessive verbiage is more memorable and impactful for the school community and for broadcasting its mission;*

*Therefore be it resolved that the Elmwood Village Charter School Board of Trustees vote to approve the revised mission statement for the School's third charter term as follows:*

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

**Pam moved and Marguerite seconded that Resolution Number two be accepted as stated. Approved unanimously.**

#### **7. REPLICATION**

Liz will lead the Replication Task Force. Additional task force members will include John, Anne Wechsler, Mimi, Marguerite, Pam and Kathy. Liz, Mimi and Anne met with Anna Hall over the summer to begin discussion about replication. They felt the discussion was worthwhile and described Ms., Hall as a "good resource". More intense investigation will begin after the Charter renewal process has been completed.

#### **8. COMMUNITY ASSOCIATION TASK FORCE UPDATE**

John, Roy, Ingrid, Jenn, and Anne Wechsler met with a group from the Community Association. They noted that EVCS has a "phenomenal parent body" that never lacks for volunteers to lead and support events at the school. The current leadership crisis seems to be merely a result of failure to plan for the transition. The Board expressed confidence that the group will be able to come together for the new academic year. Roy and Ingrid, Parent Representatives, will make a call for nominations early next week. That is expected to result in a slate of candidates and allow for elections to be held at the September business meeting. It was suggested that each classroom select two "room parents" to help coordinate activities and represent the class at CA meetings. It was also suggested that each grade assume responsibility to make a report and provide refreshments at one CA meeting each year.

#### **9. NOMINATIONS COMMITTEE**

It was noted that there is one remaining vacant seat on the Board. There was some discussion about needs that might be filled: fund-raising potential, social and political connections to the community, specific knowledge or skills, etc. Whether the seat should be filled immediately or held for a specific candidate was also discussed. The committee will set a date in the near future to meet and discuss the issue further.

#### **10. DIRECTOR'S REPORT**

##### Personnel

John distributed resumes and requested approval to hire candidates to fill two positions:

-Paula Jargiello as second grade teaching assistant. Ms. Jargiello has a B.S. in education from Buffalo State College and a M.S. in Literacy from Medialle College and is an experienced teacher.

-Ebony Eison as kindergarten teacher's aide. Ms. Eison has had a variety of professional experiences and is currently enrolled Erie Community College.

**Marguerite moved and Matt seconded that hiring of the proposed candidates be approved. Approved Unanimously.**

Technology Disposal

John requested approval to discard old computer parts, estimated value of each part ranging from \$2 to \$58 for a total of \$1,068. **Marguerite moved and Ingrid seconded that the itemized list of computer parts to be discarded be approved. Approved unanimously.** Parts to be donated to Buffalo Reuse IT.

Professional Development Schedule

An ambitious professional development program is scheduled for August 19<sup>th</sup> -30<sup>th</sup> from 8:30 a.m. to 4:00 p.m. It will include presentation of the following: 2014 Data Overview and Gap Analysis for each Standard by Grade and Teacher; Mindset Works; Health and Safety; Responsive Classroom; Academic Intervention Services and Data; Accelerated Math; ELA, Math, Science and WritingScope and Sequence; the *Joy Factor* in learning; *No Opt Out* and *Cold Call* (from Teach like a Champion); Power School Training; CPR; and Utilizing Reports from Regional Information Center.

Report on 2014 Assessment Data

Good reports were generated by the BOCES Regional Information Center. There was much more useful information this year. There was a performance report which included a gap analysis by teacher. There was also a comparison of data between 2013 and 2014.

Areas of strength included:

- Economically disadvantaged students increased scores by 5.09%
- Increase in students performing in level IV range; increase in Gr. 3 ELA, Gr. 4 ELA;Gr. 5 ELA; Gr. 7 ELA; Gr. 8 ELA; Gr. 4 Math and Gr. 7 Math
- EVCS outperformed NYS, Erie County, and City of Buffalo in both Math and ELS performance levels
- With the exception of Gr. 6 ELA, EVCS scale scores were higher than Erie County average in both Math and ELA
- EVCS scale scores were significantly higher than the Buffalo School District average in both Math and ELA

Area of concern:

- Middle School ELA, especially the assimilation of students significantly below grade level who transferred into the school in 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades

Work in Progress

- Use newly released performance reports to identify gaps for each grade level and teacher
- Use newly released performance reports to identify gaps for each subgroup (economically disadvantaged students, students with special education needs, and students with limited English proficiency
- Review correct and incorrect responses based on newly released annotated test questions
- Use newly released annotated test questions to better align in-class assessments to Standards, especially in middle school
- Use scale scores to track progress of each student and each cohort from 2013 to 2014
- Use scale scores to track progress of each subgroup, including students with special education needs, and economically disadvantaged students
- In the spring of the 2013-2014 school year, all special education teachers received training on aligning IEP goals with Common Core Standards; this training will be implemented from the start of the 2014-2015 school year. All IEP goals are currently



aligned with the Common Core Standards.

- Use instructional reports to develop corrective action plan for middle school ELA that will include better alignment of in-class assessments to Standards in order to better track student progress during the course of the year, and enforce the use of common writing standards across the curriculum
- Place all students in grades five through seven in AIS at the beginning of the school year
- AIS for students in grades five through eight will consist of re-teaching and pre-teaching of core ELA content
- Meet with every teacher individually during August Professional Development to review data for their current students, and assist them in better utilizing this data to drive instruction from the start of the school year

#### Charts Provided

John provided the Board of Trustees with the following charts:

- Definitions of Performance Levels
- Scale Score Ranges Associated with Each Performance Level
- EVCS Performance Levels for Entire School
- EVCS Performance Levels by Grade Level
- Comparison of EVCS Performance Levels to those of State, County and City
- Comparison of EVCS Performance Levels to those of other High Performing Schools
- Comparison of EVCS Scale Scores to those of County and City
- Comparison of EVCS Scale Scores to those of other High Performing Schools

#### SED Charter Renewal Visit

The team from the New York State Education Department is scheduled to visit the school on October 7 and 8, 2014. It is expected that they will want to meet with Board members during that time.

#### 11. NEW BUSINESS/ ANNOUNCEMENTS

There were several announcements:

-New Parent Representative, Ingrid Johnson-Jacobs, informed the Board that, as a parent of a child in Buffalo, she is a claimant in a Lawsuit brought against the State of New York by New York Charter Schools.

-Natalie Stoyanoff plans to discuss Strategic Planning and Board Effectiveness at the September BOT meeting .

-The EVCS fund raising event, *Evening In Days Park*, will be held on Saturday, October 25, 2014. Marguerite will distribute packets of tickets to Board Members at the next meeting. BOT members should also be prepared to make their contribution on behalf of the Board. The money will be used to purchase raffle prizes for the event.

**Jenn moved and Kathy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Pamela Pollock

#### FUTURE DATES:

-Meetings at 6:00 p.m. - Sept. 17, 2014; Oct.15, 2014; Nov.19, 2014; Dec. 17, 2014; Jan. 21, 2015; Feb. 18, 2015; Mar. 18, 2015; Apr. 15, 2015; May 13, 2015; June 17, 2015; July 2015 no meeting; Aug. 19, 2015



**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, September 17, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Ingrid Johnson-Jacobs, Andrew Mouw, Pam Pollock, Matt Ryan, Natalie Stoyloff

**Trustees Excused:** None

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Colby Smith, EVCS Owner's Rep; Liz Evans, EVCS Operations Manager; Karen Burhans, CPA, Partner Kirisits & Associates; Michael Johnson, QPFC, Account Manager, Northwest Savings Bank

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 August 20, 2014, were presented. **Matt moved and Roy seconded that the minutes be accepted as presented. Approved unanimously.**

3. EXPANSION/FACILITIES UPDATE

EVCS Owner's Rep., Colby Smith, stated that 58 items on the punch list have been completed. Of the 23 remaining items, 7 are in the final phase. Spending from the contingency fund stands at \$115,000 of the budgeted \$179,000. Plans are being developed for mitigating water levels to reduce damage to the building. Efforts to avoid blockage of Cottage street continue. Construction is currently two days ahead of schedule.

4. OVERVIEW OF 403B SELECTION PROCESS

Karen Burhans, CPA, Partner, Kirisits & Associates, discussed employee retirement options with the Board. Only certain employees are allowed to join the NY State Teachers Retirement System. The Board and Leadership Team have expressed an interest in finding a suitable retirement program which might be offered to non-instructional full-time employees. Disadvantages of the NY State Employees Retirement system are that it is costly and it is not possible to exit the system once entered. Some 403B plans were discussed. A 403B plan is a tax deferred annuity. At EVCS the program would be 100% employee driven. Typically a third party administrator would be selected to administer the plan for the school. A financial advisor and custodian are also needed. Some 403 B plans offer all three. There is usually a one-time set-up fee for organization of the program. A Universal Notice of Availability is required to inform eligible employees annually.

5. NORTHWEST SAVINGS BANK PROPOSAL

Michael Johnson, QPFC, Account Manager for Northwest Savings Bank Retirement services, presented a 403B Plan designed with Elmwood Village Charter School employees in mind. He stated that the competitive advantage of this plan was its extremely low cost. After some discussion, Andrew and Matt agreed to do side-by-side comparisons of several 403 B Plans, with input from Liz and Karen, and present their findings to the Board.

6. FINANCIAL STATEMENTS

Financial Reports were delayed. **Marguerite moved and Kathy seconded that financial reports be tabled until the October meeting. Approved unanimously.** The annual financial audit will also be done next month.

7. DIRECTOR'S REPORT

#### Personnel Action Items(Maintenance Staff)

John proposed the following personnel actions:

- Accept the resignation of Nydia Quiles, part-time custodian.
- Approve the hiring of Yvonne Annariono, part-time custodian, at a pay rate of \$8.75 per hour, to increase to \$9.00 per hour after her 30-day probationary period. Full background clearance has been done.
- Increase Leroy Horne's (part-time custodian) rate of pay by \$.25 from \$9.75 per hour to \$10.00 per hour retroactive to September 1, 2014.

**Matt moved and Pam seconded that the preceding personnel actions be approved.**

**Approved unanimously.** John also recommended that John Grabowski, James Graham, and Leroy Horne be given bonuses of \$200 each for work above and beyond during the construction this summer. **Matt moved and Kathy seconded that the recommended bonuses be given.**

**Approved unanimously.**

#### Personnel Action Items (Instructional Staff)

The following actions regarding instructional staff were also proposed:

- Accept the resignation of Stephanie Krentz, Part-time Spanish teacher.
- Approve the hiring of Jessica Hills, part-time Spanish and ESL teacher at a salary of \$23, 625 for the remainder of the year.
- Approve the hiring of Alan Townsend as long-term substitute teacher for middle school science at the rate of pay of \$160 per day.
- Approve the hiring of Elizabeth Van Harken, per diem math teacher, for half days to assist with Integrated Algebra, at the rate of pay of \$80 per day.

**Matt moved and Jenn seconded that the proposed actions regarding instructional staff be approved. Approved unanimously.**

#### STAR Testing and Pre-Test SLO Testing

Both STAR testing and SLO testing began this week.

#### APPR (Annual Professional Performance Review)

In an attempt to make the Annual Professional Performance Review more meaningful for teachers, the Components of Professional Practice section, which is 60% of a teacher's total professional review, is now separated into three sections, or domains, instead of four. The three domains are:

- The Classroom Environment (creating an environment of respect and rapport, building community, managing student behaviors)
- Instruction and Planning (instructional practices, instructional planning, knowledge of students)
- Professional Responsibilities (flexibility, professionalism, communication, ability to make things happen)

This year John broke the instrument apart in order to discuss each domain separately, beginning with Classroom Environment, followed by Instruction, followed by Professional Responsibilities. This will allow everyone to focus on each area more thoroughly and accurately. He and the teachers can then discuss progress toward specific goals throughout the year.

John also included a description or "rubric" of a *highly effective teacher* for each of the three domains to assist with self-reflection and goal setting. The point system was simplified in order to make it easier to calculate and apply to the HEDI Scale. The HEDI Scale is now more precise in determining a teacher's category of performance.

The APPR instrument itself now has a built-in self-reflection component that is designed to facilitate discussion on areas of strength and weakness, as well as to aid each teacher in developing

his/her professional goals for the year.

John will be meeting with teachers individually next week for pre-evaluation conferences.

#### SED Charter Renewal Visit

The Renewal Visit is scheduled for Tuesday, October 7, and Wednesday, October 8. In addition to classroom observations, the team from SED will lead focus groups with the Board of Trustees, teachers, parents, students, and administrators.

The focus group with the BOT is scheduled for Tuesday, October 7, at 1:00 p.m.

The primary purpose of the charter renewal site visit, to charter schools authorized by the Board of Regents, is to conduct a detailed evaluation of the School's performance. (See attached site visit protocol.)

The charter renewal site visit report, along with other sources of evidence, informs the charter renewal decision, which is based on the School's performance over the term of the charter in three areas:

- the School's academic success and ability to operate in an educationally sound manner
- The School's organizational viability and its ability to operate in a fiscally sound manner
- The School's faithfulness to the terms of its charter and adherence to the applicable laws and regulations.

#### 8. REPLICATION TASK FORCE UPDATE

Liz reported that the Task Force met on Monday, September 15. A backward time-line of necessary tasks was created. In short, an application would be due in July, 2015 in order to open a school in September 2016. It was felt that it might be helpful for Task Force members to speak with representatives from a school that has already successfully replicated. Liz noted that the building formerly occupied by Pinnacle Charter School has been emptied and will be available. Task Force members are invited to meet with the owners for a tour of the building, at 115 Ash Street, on Friday, September 26, at 10:00 a.m. The Task Force will meet again on Friday, October 10, at 10:00 a.m.

#### 9. STRATEGIC CONVERSATION REGARDING REPLICATION

Natalie challenged the Board to think strategically. She asked the question, "How do our decisions support our mission and strategic goals?" The group agreed that the conversation was larger than the time available within the context of a regular business meeting. Liz will survey Board members regarding a possible date, prior to Thanksgiving, for a Saturday Board retreat to discuss the matter.

#### 10. COMMUNITY ASSOCIATION TASK FORCE UPDATE

Roy and Ingrid reported that parents had been notified by e-mail about the need for reorganization of the Community Association. There have been some volunteers to run for leadership positions. The group will meet on Wednesday, September 24, to re-organize and hold an election.

#### 11. NOMINATIONS COMMITTEE

Although there are no immediate plans to fill the vacant seat on the Board, prior to some strategic planning, the group will continue to meet. Jenn and Ingrid agreed to fill the positions on the committee left vacant by the departures of Leah Eagan-Stoddard and Concetta Ferguson.

#### 12. NEW BUSINESS/ ANNOUNCEMENTS

There was no new business.

-New Parent Representative, Ingrid Johnson-Jacobs, is a claimant in a Lawsuit brought against the State of New York by New York Charter Schools regarding inequity in funding. A picture of her daughter was featured prominently in a *Buffalo News* article discussing the lawsuit.

-The EVCS fund raising event, *Evening In Days Park*, will be held on Saturday, October 25, 2014. Roy distributed packets of tickets to Board Members. BOT members also made their

contributions on behalf of the Board. The money will be used to purchase raffle prizes for the event.

**Matt moved and Jenn seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m. - Oct.15, 2014; Nov.19, 2014; Dec. 17, 2014; Jan. 21. 2015; Feb. 18, 2015;

Mar. 18, 2015; Apr. 15, 2015; May 13, 2015; June 17, 2015; July 2015 no meeting;

Aug. 19, 2015

# The Elmwood Village Charter School

## Board of Trustees Meeting

Wednesday, October 15, 2014

**Trustees Present:** Mimi Barnes-Coppola, Andrew Mouw, Roy Clay, Kathy Franklin-Adams, Natalie Stoyanoff, Jennifer Bernacki-Smith, Matthew Ryan, Ingrid Johnson-Jacobs

**Trustees Excused:** Pam Pollock, Marguerite Battaglia

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Thomas Burns, Lumsden McCormick

Mimi Barnes-Coppola called the meeting to order at 6:04 pm

1. Mimi presented the meeting agenda. No changes. **Kathy moved and Andrew seconded that the agenda be accepted as presented. Approved unanimously**
2. Minutes from the Board of Trustees meeting held on September 17, 2014 were presented. **Kathy moved and Andrew seconded that the 9/17/2014 minutes be accepted as presented. Approved unanimously**
3. ANNUAL AUDIT:

Thomas Burns, CPA from Lumsden McCormick presented the Audit for FY 2014 (ending 6/30/2014). Copies distributed to the Board. Thomas stated:

- Another good year. In good financial standing
- All items received timely. Accountants and school managers executing as expected facilitating info.
- No material weaknesses.
- Auditors had discussion with treasurer Andrew as part of the audit to ensure he was aware of his duties. They were happy with his knowledge of the treasurer's responsibilities.
- Tested all cash flow mechanisms, including bank transactions, credit card transactions, etc. All passed.
- Recommendations:
  - o Tom suggested: with large cash balance in bank, consider investment policy and/or using cash to pay down debt. Mimi voiced question about whether investment was wise. Matt indicated that it would be wise to wait until construction is complete and budget back to normal before considering what to do with liquidity and it might be wise to have the finance committee look at a liquidity strategy to ensure we will have attractive options when the loan balloon payment comes due.
  - o Tom suggested: a more visible whistle blower policy. John Sheffield announced that this policy is easily found in the distributed manual.
  - o Tom suggested the board review the 'Nonprofit Revitalization Act 7/1/2014' for best practices.
- Ratio last year was 4.63%, now 2.8%. Still good. But shows the effect of the construction on our overall balance sheet.

- Form 990 draft will go to the CPA shortly. Will need to be reviewed by us and approved. Deadline for filing is 11/15. However, if needed, we can put on extension without issue.
- Q/A with Tom:
  - o Matt indicated all looked good and asked Tom if there is anything he thought we were missing. Tom said no. All looks as good as reflected in the report. Confident we are well informed.
  - o Mimi asked if anything in the audit pertinent to our recent State Ed review. John indicated, no but they will get a copy.

**Jen motioned and Natalie seconded to approve the Audit as presented. Approved unanimously**

#### 4. FACILITIES UPDATE:

Matt reported: committee met on 9/26/2014. Committee members Jen and Matt met with Colby Smith, Owners Rep; Liz Evans, EVCS Operations Manager; Ken, onsite supervisor with R&P; Matt, construction manager R&P.

- Steel to go up to the second story on the West side next week.
- West end should be enclosed by early Nov.
- Compressor up to roof mid Nov
- Punch list down to 16 from 23
- Looking to have construction complete by end Jan. Optimistic they will finish sooner.
- Update to the neighbors sent by Matt Ryan on 10/13
- Jenn reported the school's front sign was taken down and seemingly forgotten about. Will be put back up ASAP.
- John alerted the Board that the three bay sink was scraped. This sink is mandatory for the cafeteria prep work and was brand new. Colby working to have that replaced at expense of the construction company.

#### 5. FINANCE COMMITTEE:

- Andrew presented draft financial statements for June and July. He indicated that these were just received from our accounting firm today. Although he only had time to briefly review, he indicated they looked in good order. A couple minor variances between budget and actual, but nothing that appeared concerning.

**Andrew motioned, Roy seconded to approve the June and July financial statements. Approved unanimously**

- Andrew asked the Board what the typical time line was for FSs to be provided. Noting, this was tabled from last meeting. Now we have just June and July, which were only today provided. Still waiting on Aug and Sept.
  - o John indicated he was aware that the accounting firm had lost an employee putting additional work on the remaining and thus put them behind.
  - o Natalie expressed concern about our ability to govern if reports are not executed on a timely basis.
  - o Mimi stated that the expectation should be that the financial statements be to the treasurer no later than 1 week before the meeting date.
  - o Andrew will convey our expectation to the accounting firm
- Matt reported on the finance committee meeting held 10/11/2014. Present were Matt and Andrew.
  - o Reviewed the EVCS bank accounts. Noted \$530k in M&T savings earning less than .1%, also \$27k at M&T in a checking account. Apx \$200k at First Niagara earning apx .1%. NWSB savings is at apx \$729k earning .4%. We also have an escrow account with



NWSB of about \$500k, restricted based on our agreement for the pending final financing of the construction being done now.

- Suggested we keep \$75k at M&T as our 'closure fund'. Keeping this away from our primary banking/lending institution is prudent.
- Suggested moving the residual \$482k from M&T to NWSB
- Suggested closing our First Niagara banking, moving this balance to NWSB.
- Made the Board aware that by doing this, we will have balances at NWSB well over the limit of FDIC coverage. Suggested this be revisited in 2015 after construction financing is complete, budgets are settled and the finance committee reviews how to proceed with cash balances; as brought up under the audit report, possibly an investment policy or strategy to pay down debt.

**Ingrid moved and Kathy seconded to approve the suggested bank balance consolidation plan as described above. Approved unanimously**

- Presented side by side summary of 403b provider proposals. We need an advisor, a TPA and a provider. Went over side by side on the options presented along with the stated services, expenses and measures for ongoing review.
  - P&A cost of \$1,400 up front was a bit higher than the others, but the ongoing cost of \$640/year was lower. Natalie commented that she knew this company to do a good job.
  - Fiduciary : Northwest was the only one to present full fiduciary. Went over fiduciary warranty available through Principal. Also made board aware of what fiduciary responsibilities the Board and trustee on the plan has. We need to decide whether to hire, warranty or be sure to execute on our own. Jen asked if we could set up so the finance committee goes through that checklist annually. Matt indicated, that was within the committee's capacity. Mimi noted that it would be prudent to re-RFP the plan in several years if/when our plan balance and participation rate was higher.
  - American Funds had the best cost/value proposition. Only weakness was the one fund family set up. Natalie asked if that should be a concern. Matt indicated the funds available were well rounded, thus not difficult to provide a robust and prudent investment list.
  - Advisor Shane McCormick from AXA has been working with the employees for a number of years. John indicated he perceived the service to be good and the employees satisfied with this advisor.

**Jen moved and Natalie seconded to approve the use of AXA as advisor, P&A as TPA and American Funds as provider. Approved unanimously**

#### 6. DIRECTORS REPORT:

- Report on the status of teachers on medical leave and long-term substitute teachers
- Report of Academic Intervention Services
  - How the AIS needs are determined
  - How AIS is provided
  - Number of students receiving AIS in ELA and mathematics and how AIS is delivered
  - AIS and transfer students
- Students with an IEP, Section 504 Plan, or Limited English Proficiency
  - Definition of IEP and Section 504 Plan
  - Differences between an IEP and Section 504 Plan
  - How a child qualifies for a Section 504 Plan

- Academic and medical 504 Plans
- The CSE referral process
- How Response to Intervention (RTI) is used and how it relates to the referral process
- How special education billing is determined
- Explanation of special education services provided to students currently enrolled at EVCS
- Breakdown of special education services by minutes for each grade level
- How students are identified as limited English proficient (LEP)
- Explanation of how ESL teacher develops and delivers lessons that develop each student's ability to read, write, speak, and listen in all instructional areas.
- Announcement of the Charter Renewal Public Hearing before the Buffalo Board of Education
- Impressions of the Charter Renewal Visit

**Kathy moved and Ingrid seconded to accept the resignation of Yvonne Annarino, part time custodian. Approved unanimously**

7. REPLICATION TASK FORCE:
  - Report submitted by Liz Evans, chair of the task force
8. Community Association:
  - Ingrid and Roy reported:
    - 30 people attended the recent CA meeting
    - 
    - Room parents in place
    - CA leadership in place and aware of their roles and responsibilities
    - Family night is being set up
    - Evening in Days Park, 10/25, is coming together. Fund raising is going well.
9. Strategic Planning Session:
  - Mimi reported that the session is set for Saturday 11/1 at 37 Franklin St, suite 700.
  - Natalie reported that she will get with the committee to prepare an outline to lead the session.
  - Mimi will work with Liz Evans to get the survey results gathered up for digest at the session.
10. Announcements:
  - None

**Jen moved and Kathy seconded to adjourn. Approved unanimously**

The meeting was adjourned 8:30pm

Respectfully submitted,

Matthew Ryan- meetings at 6pm: November 19, 2014; Dec 17, 2014; Jan 21, 2015; Feb 18, 2015; March 18, 2015; Apr 15, 2015; May 13, 2015; June 17, 2015; July 2015 no meeting; Aug 19, 2015

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, November 19, 2014**

November Board Meeting cancelled due to inclement weather.

**The Elmwood Village Charter School  
Board of Trustees Meeting  
Wednesday, December 17, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Ingrid Johnson-Jacobs, Andrew Mouw, Pam Pollock, Matt Ryan, Natalie Stoynoff

**Trustees Excused:** None

**Trustees Absent:** None

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

Mimi Barnes-Coppola called the meeting to order at 6:10 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 October 15, 2014, were presented. **Roy moved and Andrew seconded that the minutes be accepted as presented. Approved unanimously.** The BOT meeting scheduled for November 19, 2014 was cancelled due to inclement weather. Hence there were no minutes for that date.
3. **EXPANSION/FACILITIES UPDATE**

EVCS Owner's Rep., Colby Smith, reported that the November storm resulted in a two-week delay in construction. Crews are gradually catching up. He expects to clean up the punch list by January, 2015. To date, only 70 percent of the contingency fund has been spent. There are plans to install a low static kit in order to reduce the noise of the HVAC (air and ventilation) system which has been a problem. A resident on the street ran over some construction debris which resulted in a flat tire. The school reimbursed the costs of replacement.

**4. FINANCIAL MATTERS**

-Karen Burhans, CPA, Partner, Kirisits & Associates, reviewed highlights of the 990 document which had been distributed to Board members via e-mail. This plan was prepared by the auditors and must be filed annually with the IRS. **Matt moved and Mimi seconded that the 990 document be accepted. Approved unanimously.**

-The question of the new "NY State Not-For-Profit Re-Vitalization Act" was raised. There was some confusion about this. Jenn volunteered to research the act and check whether the current EVCS By-Laws are in compliance.

-Andrew presented the financial statement for the four months ended October 31, 2014. This also included data from August and September. For the period, EVCS showed a decrease in net assets of \$209 vs. a budgeted decrease in net assets of \$404,301. The result was a favorable variance of \$404,092. A significant portion of this variance was attributable to the SSF (State Stimulus Fund) grant monies related to the building expansion. **Matt moved and Ingrid seconded that the October financial report be accepted. Approved unanimously.**

-Various 403(b) retirement plans for certain EVCS employees have been discussed and investigated. **Matt proposed and Natalie seconded the following:**

**Resolution to Adopt a Retirement Plan**

**Whereas,** The Board of Directors (the "Board") considered a proposal to establish a retirement program for the employees of the Elmwood Village Charter School; and

**Whereas,** after review of various presentations on plan design and service provider options, the Board agreed to adopt the following resolution:

**Resolved:** that the Elmwood Village Charter School 403(b) Plan is hereby adopted, effective January 1, 2015; and

**Resolved:** that Capital Bank and Trust Company is appointed to serve as the custodian of the plan, and

**Resolved** further, that John Sheffield is authorized to execute any legal documents necessary to establish the plan.

**The resolution was approved unanimously.**

-Matt raised the question about what laws, regulations and/or guidelines governed possible investments by charter schools. Karen noted that there was a guideline for non-profit organizations. However, she was not sure whether charter schools were included in this, or have a different set of guidelines. She noted that a good basic policy was to maintain a cash reserve of at least three months of operating expenses. She also suggested the formation of an investment committee. Matt stated that the financial committee would be responsible for investigating further at this time.

**5. DIRECTOR'S REPORT**

**Copier Lease Buyout**

As of November 11, 2014, EVCS is under a new 5 year lease agreement with United Business Systems which provides the school with all new copy machines including a fax. The lease agreement included a check to the school for \$23,902 to pay off the old machines which were leased from GE Capital through Western NY Imaging. The old machines are being stored at UBS until they can be payed off without prepayment penalties. This agreement puts all the machines on the same schedule and saves the school \$230 per month.

**Student Recruitment Efforts for 2015-2016**

John distributed a variety of materials demonstrating and describing efforts to recruit a diverse student population. Items included:

- a. Review of Recruitment and Retention Plan for
  - Students with Special Education needs
  - Students with Limited English Proficiency
  - Economically Disadvantaged Students
- b. Analysis of Efforts to Recruit Target Populations
  - Transportation
  - Proximity to Bilingual Centers
  - City-Wide Poverty Statistics
  - City-Wide Free Lunch and Breakfast Program
  - Success of Response to Intervention (RTI) Program
  - Academic 504 Plans
  - Retention of Students in Target Populations
  - Tracking Recruitment Efforts
- c. Advertisements Addressing Special Education and ESL
  - Western New York Family Magazine
- d. Letter to Pre-Schools and Service Organizations
  - Emphasize ESL and Special Education Services
- e. Outreach to Pre-Schools Serving Target Populations
- f. Contracts for Transportation Services
- g. Outreach to Hispanic Community Through Social Media
- h. School Informational Packet that Includes Information on Special Education and ESL Services

**Mimi moved and Kathy seconded that the Board commend John and the entire administration for the thorough efforts made throughout the year to recruit and retain a diverse population of students that accurately reflects the demographics of the city of Buffalo. Approved unanimously.**

## Academic Matters

- a. First Quarter Data Analysis Meetings
  - All first quarter data meetings have been completed
  - Teachers will continue to discuss data during PLC meetings
  - Mid-year STAR Assessments will be administered in January
- b. First Quarter Report Cards
  - These were the first report cards to use the new Student data management system (Powerschool).
  - EVCS continues to use a Standards-Based report card.
- c. Additional AmeriCorps members
  - Four additional AmeriCorps members will be assigned to EVCS
  - Members will serve in classrooms to assist with small group activities and to provide one-on-one and small group support
  - EVCS had originally budgeted for more AmeriCorps members than were available

## Burglary

On Sunday December 7, 2014, at approximately 6:25 a.m., two intruders broke into the building. Nothing was taken, although they tried to steal the laminating machine, a box of copier toner, and tools from the construction site. One of the two intruders was apprehended by the police. What was frightening about this break-in is how bold the two intruders were. They moved freely throughout the building even after John and the police conducted a search. They hid for two hours until they thought everyone was gone and then attempted to lower construction tools out of a second story window.

John will appear in court on Tuesday, December 23, 2014, to testify.

## 7. STRATEGIC PLANNING SESSION DISCUSSION

Natalie distributed summaries of the discussion and reviewed strengths and weaknesses. One of the weaknesses, lack of control of the current after school program, suggested a possible opportunity to “create a best-in-class after school program which would be aligned with the school vision/mission”. It was agreed that the Board would begin discussion of this opportunity at the January meeting.

## 8. REPLICATION TASK FORCE UPDATE

The Task Force met Monday, December 12, 2014. Liz presented a possible flow-chart showing which positions might be at each building and which might be shared. Some costs were available, but further cost information needs to be researched. Several possible building locations have been suggested. However, more information regarding actual availability and price is needed.

## 9. COMMUNITY ASSOCIATION UPDATE

The Community Association met on December 12, 2014. They have been planning events for the remainder of the school year. Roy noted that things have been going well under the new leadership. The re-institution of “room parents” has proved helpful. Ingrid noted that the Book Fair had been very successful.

## 10. NEW BUSINESS/ ANNOUNCEMENTS

-Liz announced a future BOCES training event on technology audits. She will follow up on this.

-Ingrid announced that she is being married on January 3, 2013. Her new name will be Ingrid Knight.

**Pam moved and Andrew seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m.: Jan. 21, 2015; Feb. 18, 2015; Mar. 18, 2015; Apr. 15, 2015; May 13, 2015; June 17, 2015; July 2015 no meeting; Aug. 19, 2015

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

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Andrew Mouw, Pam Pollock, Matt Ryan, Natalie Stoyloff

**Trustees Excused:** Ingrid Knight (formerly Ingrid Johnson Jacobs)

**Trustees Absent:** None

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

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 December 17, 2014, were presented.

**Matt moved and Marguerite seconded that the minutes be accepted as presented.**

**Approved unanimously.**

**3. FINANCIAL MATTERS**

-Andrew presented the financial report for the period ended November 30, 2014. During that period EVCS showed an increase in net assets of \$123,669 versus a budgeted decrease in net assets of \$351,730. The result is a favorable variance of \$475,399. A significant portion of this variance is attributable to the SSF grant monies related to the building expansion. **Matt moved and Roy seconded that the financial report be accepted as presented. Approved unanimously.**

-One of the goals of the fall Strategic Planning Retreat was to develop a policy for managing cash reserves, including possible investment of some of the assets. Finance Committee met, Saturday, January 17, 2015, with Karen Burhans of Kirisits & Associates, EVCS accountants, to discuss and develop an investment policy. The following policy was proposed:

**Policy: The Board of Trustees of the Elmwood Village Charter School may authorize the investment or reinvestment of funds which are not immediately needed for operation of the school. Such investments will comply with the NYS legal requirements, including, but not limited to, GML (General Municipal Law) and New York General Municipal #39, Investment Policies for Local Governments.**

Discussion of the policy and procedures by which it would be implemented followed. **Matt moved and Andrew seconded that the proposed policy be accepted. Approved unanimously.**

The Finance Committee will identify the amount of cash which will remain on reserve versus the amount available to invest.

**4. DIRECTOR'S REPORT**

**Personnel**

**- Employee Health Insurance**

John reported that EVCS will be changing the insurance provider from Independent Health to Blue Cross/Blue Shield. This allows the school to leave the Marketplace and return to a broker which is easier to manage. In addition, premiums will remain the same for staff but lower for the school. They also offer voluntary vision coverage. EVCS will continue to pay 100% for single coverage and 85% for a family plan.

**- Teacher Retirement System**

The EVCS Employer contribution to the NY State Retirement System will drop from 17.5% to 13% or 13.5%. As these are deferred payments, savings will be realized from November, 2015 to



November, 2016.

### Recruitment

Approximately 50 families attended the first EVCS open house which was held January 15, 2015. There was a noticeable increase in ESL families. The next open house will be held on February 5. John is working with John Starkey of the Internationals Network For Public School to arrange a tour of the school for members of the Burmese community. The school has received approximately 160 lottery applications to date (on track with last year for this time), and nine sibling applications for kindergarten to date.

### Charter Renewal

A Draft of the Site Visit Report was received in January 12, 2015. EVCS was given until January 19 to make factual corrections. These were made and submitted on time. The school is awaiting the final report. On Friday, January 16, Mimi received an e-mail from Susan Gibbons requesting that, by January 30, a letter be furnished from our school attorney certifying that a review of the discipline policy has been completed, and identifying revisions, if any, that are recommended. If revisions are recommended, Mimi is to send a signed letter to SED describing plans for the Board of Trustees review and adoption of the revised policy, or attaching BOT minutes showing that the revised policy has been adopted. The school retained the services of Bruce Goldstein, an attorney who specializes in educational law, to review the policy and make applicable recommendations. The school has been assured that the review will be completed by January 30.

### After-School Program

As a result of the BOT strategic planning session in November, John contacted representatives of the 21<sup>st</sup> Century Grant. Since EVCS is a co-recipient of the grant, the school is bound to the agreement through June, 2016. The Boys and Girls Club has been invited to approach the BOT to talk about their program, plans for developing the program, and to address any concerns. There have been some changes made to the Boys and Girls Club at EVCS. John provided a copy of a parent satisfaction survey that has been used in the past to solicit feedback from parents who have children enrolled in the program. **Pam moved and Jenn seconded that the survey be repeated. Approved unanimously.**

### Academics

-STAR Literacy Assessments are underway. Literacy tests are complete; math will be completed by the end of this week. The BOT will receive a report on the student growth percentile (SGP) between September and January.

-Data review meetings will commence once all STAR Assessments are complete. As always, data review teams consist of the director, the Academic Program Coordinator, the Student Services Coordinator, Title I AIS specialists, and classroom teaching teams. STAR reports provide line-item analysis of students' progress toward meeting CCLS (Common Core Learning Standards) benchmarks.

### 5. EVCS EXPANSION

Liz presented the report from Colby Smith, EVCS Owners' Rep. All new construction tasks will be completed on the final phase by the end of the week. Cleanup will begin on January 26<sup>th</sup> and be completed by the 28<sup>th</sup>. Punch list walkthrough is being coordinated for the 29<sup>th</sup> and 30<sup>th</sup>. The contingency balance sits at \$51,867.00 out of a total of \$179,569.00. It was recommended that several modifications be made that will solve the problems of water damage from a prior roof leak and replacement of a leaking water fountain. This would bring the contingency balance to \$45,630.00. Final landscaping and fence restoration will be completed in

early spring, as weather permits. No new community concerns have been reported. One neighbor complimented the school's design.

#### 6. REPLICATION TASK FORCE UPDATE

Liz is looking into the possibility of the Buffalo Public Schools ever sharing or giving space to Charter Schools. Several members of the Task Force met with a representative from McGuire Development informally to talk about the political landscape in Buffalo and the potential for use of former parochial schools. They also spoke with Bill Paladino of Ellicott Development.

#### 7. COMMUNITY ASSOCIATION UPDATE

Roy reported that the CA is looking into various activities such as the AmeriCorps French Club in order to maintain interest and momentum after school. There was good turnout for the Family Roller Skating Party. People seemed to like the new venue at Main and East Ferry and it was easier for some families to get there. Plans are underway for the Annual Campaign which is operated in conjunction with the United Way. Anne Wechsler will be coordinating the event this year.

#### 8. NEW BUSINESS/ ANNOUNCEMENTS

- Matt announced that the Days Park Block Club will be holding their meeting at EVCS on February 3, at 6:30 p.m. They will given an opportunity to tour the newly remodeled building. Representatives from EVCS are invited to attend.
- John and Liz invited Board members to join them for a tour of the building at the close of the meeting.

**Marguerite moved and Mimi seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Pamela Pollock

#### FUTURE DATES:

-Meetings at 6:00 p.m.: Feb.18, 2015; Mar. 18, 2015; Apr. 15, 2015; May 13, 2015; June 17, 2015; July 2015 no meeting; Aug. 19, 2015

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

**Trustees Present:** Mimi Barnes-Coppola, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Ingrid Knight, Andrew Mouw, Pamela Pollock, Natalie Stoyhoff

**Trustees Excused:** Matt Ryan, Marguerite Battaglia

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Colby Smith, EVCS Owners' Rep.

Mimi Barnes-Coppola called the meeting to order at 6:06 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 January 21, 2015, were presented. **Kathy moved and Jenn seconded that the minutes be accepted with the correction of the typographical error in section number six. Approved unanimously.**
3. CONSTRUCTION UPDATE

Colby Smith, EVCS Owners' Rep., reported that Phase II was completed on schedule despite being slowed by the large amount of snow this winter. Of 118 items on the punch list, 28 remain outstanding. A number of these involve exterior work and will be completed in the spring.

Walk through with the architect will be scheduled soon. Currently, there is \$43,000 left of the contingency fund, with those projects outstanding. Colby is working on close-out packages, warrantee sheets, materials data, etc. He will continue to monitor the project for one year to be sure that everything is performing according to warrantee. The Board expressed gratitude to Colby for his exemplary service as Owners' Rep.

4. FINANCIAL MATTERS

Andrew presented the financial reports for December, 2014, and January, 2015. For the seven months ended January 31, 2015, EVCS showed an increase in net assets of \$373,048 versus a budgeted decrease in net assets of \$241,040. The result is a favorable variance of approximately \$614,008. A significant portion of this variance is attributable to the SSF grant monies related to the building expansion. A question was raised about the fundraising expense line of the budget. Andrew will seek clarification from the accountant. **Ingrid moved and Natalie seconded that the financial reports for December, 2014, and January, 2015, be accepted as presented. Approved unanimously.**

5. STUDENT CODE OF CONDUCT

John distributed copies of the 2014/2015 Student Code of Conduct. Revisions were made in consultation with attorney Bruce Goldstein, in order to ensure that it was in compliance with NY State law. The Code retains the essence of the original EVCS covenant but states behaviors in specific terms and cites specific sections of NY State Education Law. A copy of the Code and a letter stating that it was in compliance with the law, were sent to Susan Gibbons of the NY State Education Department. **Kathy moved and Pam seconded a motion to approve the revised Student Code of Conduct as presented. Approved unanimously.**

6. ADMISSIONS POLICY

-It has come to the attention of school leaders that, although the standard NY State application and lottery process have been used since the school's inception, it has not resulted in the desired

demographic. EVCS has retained the services of Kevin Quinn, Albany based attorney, to assist in developing an equitable admissions policy which will fulfill the obligations of applicable charter school laws.

-A task force to work on developing such an equitable admissions policy was named. Members include: John Sheffield, Anne Wechsler, Liz Evans, Mimi Barnes-Coppola, Jennifer Bernacki-Smith and Pamela Pollock.

**-Pam moved and Ingrid seconded that the Board enter executive session in order to discuss legal matters. Approved unanimously.** Discussion followed. **Mimi moved and Kathy seconded that the Board exit executive session. Approved unanimously.**

#### 7. DISCUSSION 403(b)

Having approved a 403(b) retirement program for EVCS non-instructional personnel, the need remains to determine the school's contribution, if any. The Financial Committee will investigate the matter and report back to the Board.

#### 8. DIRECTOR'S REPORT

##### Personnel

John requested approval to grant Jennifer Seitz, Title I reading teacher, unpaid leave with no benefits until May 4, 2015. **Natalie moved and Andrew seconded that the leave be granted as requested. Approved unanimously.**

##### Weather Related Closings

-At this point, EVCS will be in compliance with our charter by tacking on days in June. Opening earlier than Buffalo after the November Storm helped to preserve instructional days.

-If the school has to close this week, John will recommend converting April 8 from a vacation day to an instructional day.

-John recommended that the school stay open Thursday and Friday, unless wind chill factors fall below -30 degrees.

-Parents have been informed that if the school is open on Thursday and Friday, that they will have to use their own good judgement as to whether or not their children should take the bus.

-Since EVCS is contracting with the bus this week, buses will run at the discretion of the school.

##### Academic Report

-Data meetings are being held this week and next.

-Teachers are using a wide range of reports from STAR (Standardized Test for the Assessment of Reading) including a standard-by-standard report that shows which students are exceeding, meeting, or falling below each of the Common Core Standards. Each assessment provides estimates of students' skills and comparison of Students' abilities to national norms. The State Standards Report aids in developing curriculum and instruction by providing feedback about student, classroom, and grade-level progress. When particular deficits are noted, teachers identify remedial strategies in their weekly lesson plans. Individual student's progress is monitored from the beginning of the year to the mid-year point; students who are not making adequate progress are referred to the Child Study Team for an intervention plan.

#### 9. COMMUNITY ASSOCIATION UPDATE

Roy reported that the CA is doing well. There is a new "Yoga and Meditation" enrichment group open to students in grades 5-8. A Glee Club will be starting soon. These special activities typically last for 8-10 weeks. He will be contacting Lisa Kirisits as he needs an updated Treasurer's Report.

#### 10. NEW BUSINESS/ ANNOUNCEMENTS

Ingrid reported that she, and another EVCS parent, Tanicka Shedrick, had attended Charter

School Advocacy Day in Albany. They met with various lawmakers attempting to dispel some of the many myths about charter schools and gain more support. Her general impression was that the legislators know very little about charter schools, partially because charter advocates have failed to educate them. Various strategies such as letter writing, inviting them to visit, etc. were discussed.

**Andrew moved and Roy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m.: Mar. 18, 2015; Apr. 15, 2015; May 13, 2015; June 17, 2015;  
July 2015 no meeting; Aug. 19, 2015

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

**Trustees Present:** Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Kathy Franklin-Adams, Ingrid Knight, Pamela Pollock, Natalie Stoyloff

**Trustees Excused:** Mimi Barnes-Coppola, Andrew Mouw, Matt Ryan,

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager; Anne Wechsler, EVCS Academic Program Coordinator, Anne Landrigan, Special Education Coordinator and the following parents of EVCS students: Andrea Rodriguez, David Rodriguez, Susan Smith, Colleen O'Mara, Melanie Lesswing, Kelly Barning, Todd Morth, Liz Santacrose

In the absence of Mimi Barnes-Coppola, EVCS Board Chairperson, Jennifer Bernacki-Smith, Vice Chairperson, called the meeting to order at 6:03 p.m.

1. Jenn presented the agenda for the meeting. There were no changes. Approved.
2. Admissions policy with Public Comment

Copies were distributed to Board members of three different options stating possible changes in policies and procedures designed to increase enrollment of economically disadvantaged students to levels targeted by the NY State Education Department. These options had previously been circulated to Board members on-line. Following oral summaries of the three options, the floor was opened for public comment. Speakers were united in expressing how much they valued the existing diversity of the EVCS community. Many stated ways in which failure to use the NY State open enrollment policy would have had a negative impact on their child and family. All agreed that continued use of the NYS open enrollment lottery procedure would provide the fairest access to both traditional and disadvantaged students, and maintain the culturally diverse organization that is so valued by all.

**Marguerite moved and Pam seconded that Option One be adopted.** Option one reads as follows:

**Whereas**, since its inception in 2006 as a small K-6 urban charter school, the Elmwood Village Charter School (hereinafter "EVCS"), has deeply valued 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 in at-risk categories;

**Whereas**, 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 implementing 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 2014-2015);

**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 programing (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 provided by BPS;

**Whereas,** EVCS 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 for all, before-school programming, after-school programming, special education services, services for English Language Learners, and academic intervention supports (Title I 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 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 increase in the past two years, while

maintaining fairness for all.

EVCS 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.

**The Elmwood Village Board of Trustees voted unanimously to adopt Resolution Option One as previously stated.**

3. Minutes from the Board of Trustees meeting held on February 18, 2015, were presented.

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

#### 4. FINANCIAL REPORT

As necessary data was not yet available, the financial report was tabled until the April meeting.

#### 5. DISCUSSION of 403(b) Plan

Discussion of EVCS's contribution to the 403(b) retirement program for EVCS non-instructional personnel was also tabled until next month. Matt was unavailable to present the options due to the recent birth of a daughter. Congratulations to Matt and his family were expressed.

#### 6. RE-BRANDING

Liz presented some options for up-dating the EVCS public image. She highlighted the need for a new logo and a more complete and user-friendly website. She presented several proposals, some of which included both tasks, others of which concentrated on one or the other. Discussion followed. **Natalie moved and Pam seconded that Julian Montague be asked to develop a new logo using input from the school. Approved unanimously.** Meanwhile, the possibility of updating the current website will be researched.

#### 7. DIRECTOR'S REPORT

##### Personnel

- ESL Teacher: Laura Battaglia, ESL teacher, resigned her position effective March 6, to take a job in a district school. John sought approval of the BOT to place Lynn Zendano in that position as the long-term substitute teacher until the end of the year. Ms. Zendano has been working in a variety of long-term substitute teacher positions at EVCS since September. She is certified in elementary education and literacy, and she is currently completing her ESL certification. She holds a Master of Education Degree from Medaille College, and a Bachelor of Science degree from SUNY College at Buffalo. Prior to coming to EVCS, she taught at St. Leo the Great School for nine years.

-Long-Term Spanish Substitute Teacher: Jessica Hills, Spanish teacher, went out on maternity leave effective March 12. The long-term substitute teacher who we had in place left that position to take a long-term substitute teacher position in the district. John asked approval of the BOT to appoint Denise Rich as long-term substitute teacher for that position. Ms. Rich holds a certification in Spanish for grades 7-12, earned her Master of Science degree in Foreign Language Education from SUNY College at Buffalo and a Bachelor of Arts degree in Spanish from SUNY New Paltz.

**Ingrid moved and Roy seconded that these individuals be hired as requested. Approved unanimously.**

Discussion and clarification of policy pertaining to weather-related closings and non-instructional staff was tabled due to time constraints.

Changes to calendar due to Weather-Related Closings



As discussed at the February meeting of the BOT, April 3, which was originally scheduled as the first day of spring break, will now be a half-day of instruction, with dismissal at 12:30 pm. EVCS will provide transportation and lunch on that day; however, the Boys and Girls Club After-school program will not be operating. Adjustments to the June calendar will be presented to the BOT at a future meeting.

#### Director's Annual Evaluation

-As part of the Director's Annual Evaluation, John and Kathy Franklin will meet within the next month to discuss progress toward the goals identified in the EVCS charter as well as specific professional goals. Kathy will make a report to the BOT regarding progress in preparation for contract renewal deliberations, which must be complete by May 30, 2015.

#### NYS Assessments

EVCS will once again be scoring with charter schools from Syracuse, Rochester, and Buffalo under the direction of ASAP Consulting. All scoring will be done in Rochester. In cases where teachers are scoring two consecutive days, overnight motel costs will be paid by the school. Teachers will be reimbursed for mileage.

#### Stipends

John requested the following stipends for staff members who have completed coaching assignments at the request of administration:

David Phillips, Boys Basketball Coach Coordinator	\$990
Rob Campbell, Girls Basketball Coach	\$860
Alicia Bowman, Assistant Girls Basketball Coach	\$200
Annie Shields, Girls on the Run Coach (fall)	\$250
Anne Landrigan, Administrative Presence at games	\$420

**Kathy moved and Ingrid Seconded that the requested stipends be approved. Approved unanimously.**

#### Budget

John and Lisa Kirisits will begin preliminary work on the 2015-2016 budget to be submitted to BOT Treasurer, Andrew Mouw, for review and input. The proposed budget for EVCS cannot be completed until it is known which of the three proposed New York State Budgets is passed; therefore, the budget proposal may not be presented to the full BOT until the May meeting. It is anticipated that the proposed budget for EVCS will not deviate significantly from the projected five-year budget; however the savings in employee health insurance and teachers' retirement will be favorable. John would like to discuss employee compensation and retirement contributions for non-instructional employees at the April meeting of the BOT.

#### **8. COMMUNITY ASSOCIATION UPDATE**

Roy reported that the CA has a variety of events planned, some of which will serve as fund raisers. He also noted that EVCS's capital campaign begins tomorrow with the United Way's "*Spring It On!*" campaign. Ingrid added that another Scholastic Book fair is under way.

#### **9. NEW BUSINESS/ ANNOUNCEMENTS**

There was no new business.

**Marguerite moved and Roy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:15 p.m.

Respectfully submitted,  
Pamela Pollock  
FUTURE DATES:

-Meetings at 6:00 p.m.: Apr. 15, 2015; May 13, 2015; June 17, 2015; July, 2015 no meeting;  
Aug. 19, 2015

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, April 15, 2015**

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

**Trustees Excused:** None

**Trustees Absent:** None

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

Mimi Barnes-Coppola called the meeting to order at 6:03 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 March 18, 2015, were presented. **Matt moved and Kathy seconded that the minutes be accepted. Approved unanimously.**

**3. FINANCIAL REPORT**

Andrew presented the financial report for the eight months ended February 28, 2015. For that period EVCS showed an increase in net assets of \$443,736 vs. a budgeted decrease in net assets of \$188,580. The result was a favorable variance of approximately \$632,316. A significant portion of this variance was attributed to the SSF grant monies related to the building expansion. The current ratio of the school's asset to liabilities was approximately 2.3 to 1. A ratio in excess of 2 to 1 is considered relatively good. Board members expressed confusion about several lines of the EVCS budget. Andrew will ask the accountant for a better breakdown. **Jenn moved and Marguerite seconded that the financial report be accepted. Approved unanimously.**

**4. PROPOSED 403(b) PLAN**

On behalf of the Board, Matt has been investigating the feasibility of instituting a 403(b) retirement program for non-instructional EVCS employees. He reported that the process has been set up and is ready to begin, contingent on BOT approval. He added that \$153,000 has been set aside to match employee contributions up to 4 percent. There was some discussion. Matt agreed to check further into details of the "last day rule". **Jenn moved and Natalie seconded that EVCS institute the 403(b) retirement program for eligible non-instructional employees, as described, at the end of the next fiscal year. Approved unanimously.**

**5. RENEWAL AND REPLICATION**

-Mimi affirmed that the New York State Board of Regents unanimously voted to grant EVCS a full five-year Charter renewal. It is not known exactly what effect last month's resolution regarding recruitment and retention had on that decision. The Board expressed appreciation to Ingrid for reaching out to new regent, Catherine Collins, and to assembly-woman, Crystal Peoples-Stokes. Both will be invited to visit EVCS in the near future.

-Replication conversations will resume. Liz has had one conversation with the SUNY Charter School Institute, the other Charter School authorizer. She will continue her investigation of matters concerning replication. The replication task force will meet soon.

**6. POTENTIAL BOARD VACANCIES**

Natalie and Andrew are serving terms which are due to expire in June. Natalie has agreed to serve a second term. Andrew finds that the responsibilities of business and new fatherhood prevent his serving another term. The nominating committee will be looking for a new board member who

can assume his role as treasurer. Roy's term as parent representative to the board will also expire in June. As the parent representative is limited to a single term, the Community Association has already requested applications from the parent body to fill this position.

## 7. DIRECTOR'S REPORT

### Academics

-Two students officially refused to take the New York State Assessment, and there was one medical exemption. That gave EVCS a "refusal rate" of 1%, and a total "not tested" rate of 1.5%.

It was projected that EVCS would have a 98.5% participation rate which would be above the required 95%. John credited the following: teachers helping students to develop a positive view of assessments; teachers and administrators creating a positive environment around testing; individual meetings with parents who indicated that they were opting their children out of state testing; and his letter to parents putting the issue of state testing into perspective. Overall, students approached the state assessments with confidence.

-Scoring of state assessments with schools from Rochester, Syracuse and Buffalo will take place in Rochester. EVCS teachers will travel to Rochester for scoring on April 20, 21, 28, 29, 30 and May 6.

-The leadership team is proposing removing the DIBELS assessment from the battery of assessments for screening and bench-marking students. After using STAR Early Literacy and STAR Reading for the last few years, the team has become confident with the accuracy of the data these assessments provide. The DIBELS does not give significantly different information and it is very time-consuming to administer, as it must be administered one-on-one. In situations where more information is necessary for diagnostic purposes, more useful data would be derived from using tools targeted toward specific areas of need for each individual student (e.g. a phonics inventory, the Qualitative Reading Inventory, etc.). **Ingrid moved and Kathy seconded that the DIBELS be suspended from the battery of assessments routinely used for screening and bench-marking students at EVCS. Approved unanimously.**

### Lottery

The lottery was held on Thursday, April 2, 2015. The total number of applications was 541.

Breakdown was as follows:

232 applications for kindergarten; 18 siblings; 32 seats to be filled from general lottery

309 applications for grades 1-8

541 total applications received for all grades

Names were drawn by Olivia Merisola, an employee of the Boys and Girls Club of Buffalo, who had no vested interest in the outcome of the lottery. Melanie Lesswing, a teacher at Elmwood Village Charter School; Anne Landrigan, Special Services Coordinator; and Lea Gladys, Office Manager, verified accuracy. Approximately 100 parents attended the public lottery. John expressed appreciation to Lea Gladys for efficiency and for, once again, running a flawless lottery.

### Recruitment

-As a means of assessing recruitment efforts, Parents of new students will be asked to voluntarily disclose whether or not their children may be eligible for free or reduced price lunch. This will give us an indication of the percentage of economically disadvantaged students entering the school before the official free or reduced lunch application is submitted in the fall.

-In the previous discussion of recruitment efforts and the cost already associated with recruitment of target populations, John failed to mention that the school currently spends \$2000 annually on advertisements that emphasize special education and ESL services at EVCS.

-Liz plans to meet with the Oshei Foundation in hopes of gaining clarification regarding Buffalo's child poverty statistics.

### Title I Audit

EVCS has been selected for a Title I desk audit for the 2013-2014 school year, with the possibility of a follow-up on-site audit. John and Mrs. Landrigan have been compiling the necessary documentation for the audit. The accountants are creating a required FS-10f long form (short form had been filed at the end of the 2013-2014 grant period). John engaged the services of Valerie Nolan, the consultant who assists EVCS with writing the Consolidated Application, to help.

### AmeriCorps

John has again applied for the AmeriCorps Grant, which provides cost sharing for AmeriCorps members serving in EVCS classrooms. Five members were requested. However, the grant is becoming increasingly competitive as more schools learn of the impact that this program has on student achievement.

### Director's Evaluation

-Due to John's busy schedule during the recent NY State Assessment period, he and Kathy Franklin-Adams have not yet met to discuss the Director's Annual Evaluation. A meeting has been scheduled for Tuesday, May 5, 2015.

-Since John serves as both Principal and Director, a portion of his evaluation is pre-determined by the State, based on assessment data. Currently, 20% of the overall evaluation is based on state assessments and 20% on other locally selected measures (STAR). It is likely that the percentage of his evaluation based on state assessment will increase to 50%.

### Proposed Academic Calendar

-John distributed copies of the calendar proposed for the 2015-2016 school year. The year would begin on August 17, 2015, with two weeks of professional development for staff. Students would return to school on Tuesday, September 1, and finish the year on Thursday, June 23, 2016.

**Marguerite moved and Jenn seconded that the proposed academic calendar for 2015-2016 be adopted. Approved unanimously.**

-John also discussed the possibility of changes to this year's calendar to make up for days lost to unusually severe winter weather. Instruction was originally scheduled to end Wednesday, June 24. However, school could continue as late as June 30. Details of the changes are still under consideration and will be announced at a later date.

### Personnel

-John expressed concern that the rate of pay for staff at EVCS has barely kept up with inflation. In some cases (depending on when a teacher joined the staff), salaries have failed to keep up with the rate of inflation due to the number of years when staff received no increase in pay, or an increase that fell below the calculated cost of living increase (Bureau of Labor and Statistics).

-At EVCS the current median pay for full-time teachers is \$40,800. This falls below the median salary for even the lowest paying school district in WNY. It falls \$12,500 below the median salary for the median paying district. The average teacher salary at EVCS is \$41,086.

Breakdown of salary ranges for full-time teachers is as follows:

\$35,000 - \$40,000	36%
\$40,000 - \$42,000	36%
\$42,000 - \$45,000	14%
\$45,000 - \$48,000	14%

In comparison to other charter schools, a seven-year veteran teacher at South Buffalo Charter School earned \$50,168 in the 2012-2013 school year.

-EVCS is in a good position to give staff a pay increase this year because the NYSTR percentage

has dropped from 17.5% to 13.5% (4%), which is 5.5% lower than the percentage that was budgeted for the 2015-2016 school year.

-Unlike traditional public school districts and many charter schools, teachers at EVCS do not receive step raises. Therefore, they do not automatically receive either pay increases or cost of living adjustments.

-Potential cost of Pay raises to the school would be as follow:

2% raise approximately \$43,000

3% raise approximately \$65,000

-Given a 3% increase, the median teacher salary at EVCS would increase from \$40,800 to \$41,616; the average salary would increase from \$41,086 to \$42,322.

**Jenn moved and Natalie seconded that EVCS teachers be granted a 3% salary increase effective for the 2015-2016 school year. Approved.** Pam abstained.

#### Three Proposed Salary Adjustments

-John proposed that, prior to any percentage increase, one teacher's pay be raised by \$2000, from \$41,000 to \$43,000. She is a veteran teacher who lags behind peers with the same experience due to the year she returned to EVCS from a leave of absence. She is a teacher in excellent standing.

**Matt moved and Pam seconded this proposed salary adjustment. Approved unanimously.**

-John proposed to raise the pay of a second teacher \$3,000, from \$35,000 to 38,000, before any percentage increase. Due to budget constraints at the time of her initial employment, she is lagging significantly behind others with comparable experience. **Marguerite moved and Natalie seconded the second proposed salary increase. Approved unanimously.**

-John proposed that, prior to any percentage increase, the salary of the Academic Program Coordinator be increased from \$31,215 to \$40,000 to adjust for the increase in hours from the time the position was created in 2006. There was some discussion. **Kathy moved and Roy seconded that the salary for the Academic Program Coordinator be adjusted to \$40,000. Approved.** Matt opposed. Pam abstained.

#### 8. COMMUNITY ASSOCIATION UPDATE

Ingrid reported that the Community Association is organizing for upcoming elections. Several officers have expressed willingness to remain in their positions. Parents interested in serving as C.A. representative to the Board of Trustees have been asked to submit resumes to the Nominating Committee.

Upcoming activities include a discussion of the "Opt Out" movement, a family rock climbing event, and the year end field day.

#### 9. NEW BUSINESS/ ANNOUNCEMENTS

-The Days Park Block Club will use the EVCS parking lot to raise funds by charging people to park their cars during the Allentown Art Festival. The CA will use the lot at the original Elmwood Avenue site for that purpose.

-Recent construction has been completed. Landscaping will be done as weather permits.

-Liz plans to schedule a meeting with the Oshei foundation to follow up statistics on actual child poverty in buffalo.

**Matt moved and Marguerite seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m.: May 13, 2015; June 17, 2015; July, 2015 no meeting; Aug. 19, 2015

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, May 13, 2015**

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

**Trustees Excused:** Andrew Mouw, Matt Ryan, Natalie Stoyanoff

**Trustees Absent:** None

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

Mimi Barnes-Coppola called the meeting to order at 6:05 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 April 15, 2015, were presented.

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

3. CONSTRUCTION STATUS REPORT

Owner's Representative, Colby Smith, stated that the final payout is this week. He has reviewed it and sent it to the bank. The final walk-through is scheduled for this Friday. There are several items left on the punch list which will be addressed. The Board expressed thanks to Colby and congratulated him on a job well done.

4. FINANCIAL REPORT

As Andrew was not available, Karen Burhans, CPA, presented the financial report for the ten months ended April 30, 2015. For that period EVCS showed an increase in net assets of \$639,139 vs. a budgeted decrease in net assets of \$73,932. The result was a favorable variance of approximately \$713,071. A significant portion of this variance was attributed to the SSF grant monies related to the building expansion. Ratios looked good. In response to confusion expressed about several lines of the EVCS budget, Karen stated that it might be more efficient if fund-raising expenses were listed separately for each event. She proposed a quarterly narrative.

**Pam moved and Marguerite seconded that the financial report be accepted. Approved unanimously.**

5. APPROVAL OF ANNUAL BUDGET

Karen also presented the proposed budget for 2015-2016. The announced reimbursement rate from New York State is \$12,355 per pupil. With the addition of an additional class next year, enrollment is expected to be 375 students. This, together with the reduced rate for workman's compensation insurance, should allow the school to come close to the break-even point. **Ingrid moved and Kathy seconded a motion to approve the proposed 2015-2016 EVCS Budget. Approved unanimously.** Karen will submit the approved budget to the New York State Education Department.

6. INVITATION TO JOIN NATIONAL COALITION OF DIVERSE CHARTER SCHOOLS

The National Coalition of Diverse Charter Schools is a group committed to establishing and maintaining diversity in charter schools throughout the country. The group was very supportive recently when questions arose regarding diversity at EVCS. They have invited the school to join. Liz presented further information about the group. There was discussion regarding potential pros and cons of membership. **Marguerite moved and Mimi seconded that EVCS join the National**



**Coalition of Diverse Charter Schools. Approved unanimously.**

**7. DIRECTOR'S EVALUATION AND CONTRACT RENEWAL**

Kathy Franklin-Adams met with John on May 5, 2015 to discuss this year's performance relative to his self-evaluation rubric. This research based rubric is from Kim Marshall's book, New Leaders for New Schools. It examines six performance areas. Based on the discussion, six goals were set for the upcoming school year. Following the discussion, John and Kathy toured the school to meet with students and teachers. Kathy expressed her pleasure at the professionalism of the teachers and the polite, engaged demeanor of the students. They enjoyed lunch with the 7<sup>th</sup> and 8<sup>th</sup> grade students. Following lunch, a contract for next year was discussed. John agreed in principle to a one-year contract which included a 3% raise in pay, bringing his annual salary to \$102,000. **Marguerite moved and Pam seconded that the proposed 2015-2016 contract for the Director be accepted. Approved unanimously.**

**8. DIRECTOR'S REPORT**

Academics

- One of John's goals for the school is to facilitate a paradigm shift regarding the relationship between assessments and instruction. EVCS has a standards based-report card, standards-based state assessments, and standards-aligned lesson plans; however, programmatic assessments (especially in ELA) are skills based and not explicitly linked to the standards. This gap between programmatic assessments and the standards is hindering ability to make timely judgements regarding which standards students are meeting and which ones they are not meeting. Consequently, teachers do not have all of the necessary data to adequately adjust or differentiate instruction in a timely manner. STAR Assessments help to narrow this gap, but teachers need "real-time" data.

A task force consisting of John, Anne Wechsler and one teacher from each grade level has been convened this week. They have begun to explore three possible options to alleviate the problem. These will be discussed more fully at a future meeting.

Personnel

-Recruitment and Retention Coordinator: John is currently developing a job description for the new part-time position of Recruitment and Retention Coordinator. This will be presented to the BOT at the June meeting. As per directives of the BOT, this will be a half-time position created to engage in extensive outreach to recruit students from target populations, to work with the Director and Operations Manager to create advertisements that will better reach target populations, and to work with the director to ensure that the Retention and Recruitment Plan is being fully implemented in all areas. John envisions this person doing extensive outreach, but also working with families of students who are currently enrolled to ensure that their needs are being fully met. This person can assist with arranging translation services for ELL students and their families, ensure appropriate transportation for children who are identified as homeless, and work with transfer students and their families to familiarize them with the Responsive Classroom model and the EVCS culture.

- 403(b) Plan: John and Liz have been talking extensively about the implementation of the 403(b) plan for non-instructional employees. Implementing a retirement benefit has been discussed for the past seven years. The process of establishing a 403(b) plan has been underway for the past two years. Asking these employees to wait until June 30 of 2016 before receiving their first contribution from the school seems unnecessary, given the fiscal health of the school as the end of the school year approaches. John proposed that the first installment, which will total approximately \$8000, be contributed on behalf of non-instructional employees on June 30, 2015,

and the second contribution be made on June 30, 2016. It is important to note that the majority of the employees who will be receiving this benefit have been with the school since it opened in 2006. **Mimi moved and Jenn seconded that 403(b) contributions for non-instructional employees be made annually beginning on June 30, 2015. Approved unanimously.**

9. RENEWAL AND REPLICATION

Liz announced that she has scheduled a meeting with Anna Hall of *Uncommon Schools* and a visit to Rochester Prep on June 11, 2015. Board members are invited to attend if they are able. A group will be leaving from EVCS at 8:30 a.m.

10. APPROVE STUDENT CODE OF CONDUCT

The following amendment to the student code of conduct was proposed:

**RESOLVED**, that in order to comply with federal regulations associated with E-Rate funding, the Acceptable Use policy in the Student Code of Conduct be amended with the following sentence: "EVCS employs Internet filtering software to restrict students' exposure to any inappropriate images and/or materials."

**Ingrid moved and Roy seconded that the proposed resolution be adopted. Approved unanimously.**

11. NOMINATING COMMITTEE REPORT

-Mimi reported that the C.A. has identified four outstanding candidates to replace Roy as Parent Representative to the Board of Trustees.

-Marguerite proposed the following slate of officers of the Board of Trustees for the 2015-2016 term:

Chairperson	Mimi Barnes-Coppola
Vice Chair	Jennifer Bernacki-Smith
Secretary	Pamela Pollock
Treasurer	open

Above members have agreed to serve, if elected. Board members have been asked to look for a new member with the skills to replace Andre Mouw as Treasurer when Andrew leaves the Board. Elections will be held at the June Meeting.

12. COMMUNITY ASSOCIATION UPDATE

-The C.A. elections were held earlier this month. Andrea Rodriguez will return as Community Association President. She will be supported by a strong slate of officers. The group seems to be focused and cohesive.

-The date for the *Evening In Days Park* fund raising event has been set for Saturday, October 17, 2015.

13. NEW BUSINESS/ ANNOUNCEMENTS

There was no additional new business and no further announcements.

**Marguerite moved and Jenn seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:17 p.m.

Respectfully submitted,  
Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m.: June 17, 2015; July, 2015 no meeting; Aug. 19, 2015



**The Elmwood Village Charter School    (DRAFT)**  
**Board of Trustees Meeting**  
**Wednesday, June 17, 2015**

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

**Trustees Excused:** None

**Trustees Absent:** None

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

Mimi Barnes-Coppola called the meeting to order at 6:06 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. **Matt moved and Natalie seconded that the minutes be accepted. Approved unanimously.**
3. FINANCIAL REPORT

Andrew stated that the June, 2015 financial report was not yet available from the accountant. **Jenn moved and Ingrid seconded that the May financial report be tabled until the next meeting in August. Approved unanimously.** The Board expressed thanks to Andrew for his service on the Board and for agreeing to accept the office of Board Treasurer which filled a significant void. Members expressed regret at his need to leave the Board and wished him well in future endeavors.

4. RENEWAL, REPLICATION, SCHOOL VISIT

Liz reported that several members of the Task force on Replication made a site visit to Rochester Prep which is part of the Uncommon Schools Network. Visitors were hosted by Anna Hall, CEO of a group of the Uncommon Schools. She provided a tour of the school and an explanation of the administrative, academic and financial structures used by Uncommon Schools.

5. NOMINATING COMMITTEE ACTION ITEMS

-Following interviews by the Nominating Committee, Marguerite recommended Matthew Moscati to become a member of the EVCS Board of Trustees. Mr. Moscati is an architect with expertise in School buildings. He has also some had some experience in business and financial matters. **Marguerite moved and Pam seconded that, on the recommendation of the Nominating Committee, Matthew Moscati be approved as a member of the EVCS Board of Trustees. Approved unanimously.**

-On behalf of the Nominating Committee, Marguerite presented the following slate to serve as officers of the EVCS Board of Trustees for the 2015-2016 term:

Chairperson	Mimi Barnes-Coppola
Vice Chair	Jennifer Bernacki-Smith
Secretary	Pamela Pollock
Treasurer	Matthew Moscati (pending SED's approval of his Board membership)

**Matt moved and Andrew seconded that the entire slate of officers be accepted as proposed. Approved unanimously.**

-The Nominating Committee also interviewed a number of interested parents to serve as Parent Representative to the Board of Trustees. The Committee recommended Elizabeth Santacrose to succeed Roy Clay as Parent Representative. On the Committee's recommendation the Board Passed the following resolution:

**Resolution of the Elmwood Village Charter School (EVCS)**  
**Board of Trustees**

**At a meeting of the Board of Trustees duly called and held on June 17, 2015 be it**

RESOLVED that the Elmwood Village Charter School BoT voted to select Elizabeth Santacrose as the final candidate to its BoT with a term expiring on 6/30/2018 pending approval by SED. The resolution approving Elizabeth Santacrose is formally adopted upon SED's approval.

Mimi expressed thanks to Roy for his service on the Board and around the school. Board members expressed individual thanks and good wishes.

**6.DIRECTOR'S REPORT**

**Change to Trimesters**

After consulting with teachers, the Leadership Team proposes a change from quarters to trimesters for the following reasons:

- The first quarter ends so early in the year that there is often insufficient data, especially for younger students.
- Since EVCS has a standards based report card, the time that it takes for teachers to complete report cards and the director to review report cards, is extensive.
- A trimester system would align report cards to intermittent assessments.
- A trimester system would allow EVCS to schedule parent-teacher conferences at the mid-trimester point so that teachers could discuss work samples with parents instead of taking time to answer report card questions.

**Pam moved and Kathy seconded that the proposal to grade students on a trimester schedule be approved. Approved unanimously.**

**Teacher Search**

-Rob Campbell, EVCS middle school social studies teacher and eighth grade class advisor, will be moving to San Diego at the end of the school year. The Hiring Team, made up of Kathy Franklin, BOT representative; Anne Wechsler, Academic Program Coordinator; Anne Landrigan, Student Services Coordinator; Shannon Krukowski, middle school ELA teacher; and the Director interviewed three candidates to fill the middle school social studies position. The team ranked each candidate using a five-point rubric. The position has been offered to the lead candidate, and the team is awaiting his response.

-The Team is also interviewing candidates for the new fifth grade classroom. There may also be some internal movement between positions. Applications are being accepted for a school counselor in the event that the school cannot negotiate an acceptable agreement with Catholic Charities, and for Recruitment and Retention Coordinator.

- All positions were posted on statewide teacher recruitment web sites and *Buffalo Job Finder*.

**Recruitment and Retention Coordinator**

This new, half-time position will focus on outreach to assist in recruitment of target populations. There will also be outreach to families of current students from target populations to ensure that their needs are being met, that there is frequent and purposeful communication between the school and home, that students and their families become more fully engaged in the life of the school community and that they are assisted with social challenges that may affect a child's education. The person will work with the Director of the school to ensure that there is representation at all student recruitment fairs, that daycare and pre-school providers thoroughly

understand EVCS's programs and the services offered, that there is outreach from EVCS at community events to bring families of target populations into the school, to assist families with the application process and to connect them with appropriate personnel (ESL Teacher, Special Education Coordinator, Title I Coordinator, McKinney-Vento Liason, Transportation Coordinator, etc.).

#### Business First Rankings

In the annual school rankings prepared and published by the magazine *Business First*, the EVCS elementary school was ranked as the highest performing elementary school in Buffalo (public and private) and number eight out of 262 elementary schools in Western New York, which encompasses Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, and Wyoming counties. The EVCS middle school was ranked as the second highest performing public middle school in Buffalo, second only to City Honors. The EVCS middle school ranked as the fifth highest performing middle school, overall, in Buffalo (public and private), and 72 out of 194 middle schools in all Western New York, outranking even Olmsted, a criterion based school ranked at (102). These rankings were based on a four-year average and EVCS has had a full middle school for only two out of the past four years. Despite losing many of the highest achieving students to City Honors after fourth grade, the EVCS middle school increased sixteen places in the rankings from the last year.

#### End of the year STAR Assessments

End of the year STAR Assessments have been completed. Data is currently being reviewed, and student growth percentiles will be calculated in preparation for teachers' summative evaluations. Line-item analysis will be used to assess curriculum alignment. The end of the year STAR is also one of the tools used to develop individual students AIS plans for the next school year.

#### Summer Programming

This summer, Boys and Girls Club will be running a summer program at EVCS. AmeriCorps will be providing summer tutoring and the school is running a summer art camp.

#### Community Outreach

As part of the community outreach effort, EVCS is sponsoring a school supplies and clothing drive that will be made available to people on the West Side of Buffalo. Families will be invited to come into the school for gently used school clothes and school supplies. A recruitment table will be set up at the give-away to make parents of children in the community aware of the school and the programs offered.

#### Change in Leadership at the Charter School Office

John received an e-mail from Bill Clarke. He has resigned his position at SED to take a position at a not-for-profit school turnaround organization. There is currently no word regarding who will replace him.

#### School Attorney

EVCS has received word that its law firm, Damon-Morey has merged with Hiscock and Barclay to become Barclay Damon. Steps will be taken to determine what impact this may have on the school.

#### **7. PROPOSED CAPITAL PURCHASES for end of 2014-15**

Karen Burhans, Accountant, has noted that EVCS currently has a budget surplus of nearly \$600,000. She added that, given funding formulae, it is likely to be this largest surplus for some time, and added that it might be wise to use it for some capital investments. The following items were proposed:

<u>Department</u>	<u>Item(s)</u>	<u>Unit Price</u> <u>Total</u>	<u>Number</u>
Middle School ELA	Class Set of Chromebooks	\$300	26
		\$7,800	
Instructional	Laptops/Desktops	\$750	34
		\$27,500	
First Grade	Smartboard	\$5,000	2
		\$10,000	
Second Grade	Smartboard	\$5,000	2
		\$10,000	
Library	Shelving	\$2,500	1
		\$2,500	
Library	Laptops for Tech. Center	\$750	26
		\$19,500	
Dance	Classroom Mirrors	\$500	6
		\$3,002	
Gym	Mat Installation	\$1000	1
		\$1,000	

Other purchases to be made with funds primarily raised through the capital campaign include:

	Gym		
	Soundproofing		
		\$17,000	1
			\$17,000
Gym	New Sound System	\$4,578	1
		\$4,578	

**Marguerite moved and Matt seconded that the proposed capital purchases be authorized. Approved unanimously.**

#### 8. COMMUNITY ASSOCIATION UPDATE

-The C.A. elections were held last month. Results were:

President	Andrea Rodriguez
Vice President	Stacey Geiger
Secretary	Lisa Cahill
Treasurer	Adrianna Huynh-Sciuto

-The C.A. donated \$1200 to the Days Park Block Club to assist with beautification of the park. They earned \$800 from Allentown Art Festival parking.

-Upcoming year-end activities include Field Day and Teacher Appreciation Day.

#### 9. NEW BUSINESS/ ANNOUNCEMENTS

-The EVCS Board of Trustees selected meeting dates for the upcoming year:

August 19, 2015; September 16, 2015; October 21, 2015; November 18, 2015; December 16, 2015; January 20, 2016; February 17, 2016; March 16, 2016; April 20, 2016; May 11, 2016; and June 15, 2016.

-The eighth grade Moving Up Ceremony will be held Tuesday June 23, 2015, at 6 p.m. at Asbury Hall. Board members are invited to attend.

**Marguerite moved and Matt seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Pamela Pollock

**FUTURE DATES:**

-Meetings at 6:00 p.m.: Aug. 19, 2015; 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



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

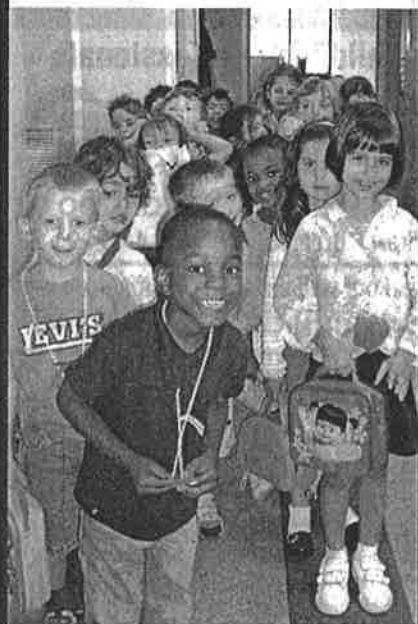


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- Occupational Therapy
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- Physical Therapy
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- Programs for Students with Limited English Proficiency

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BUFFALO, NY 14201**

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

# 10 Ways to Help Your Baby Blossom through Play

— by Karyn Robinson-Renaud MSW, RSW

**T**he 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](mailto: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: 886-4581

Fax: 348 3707

E-Mail: [jsheffield@elmwoodvillageschool.org](mailto:jsheffield@elmwoodvillageschool.org)

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 # \_\_\_\_\_  
Description Recreation  
Grant \_\_\_\_\_  
Approved by [Signature]  
Date Paid \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount \_\_\_\_\_

Terms: Net 15 1.5% per month

Current As of Mar 26, 2015	31-60 Days	61-90 Days	91-120 Days	Over 120
\$ 465.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Invoice Total: \$ 465.00

Previous Balance: \$ 0.00

Amount Due: \$ 465.00

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If the "Previous Balance" has already been paid, please pay "Invoice Total".

Please cut along above line and submit with payment.

Advertiser: 1589, Elmwood Village Charter School

Invoice # 12868

Invoice Total: \$ 465.00

Previous Balance: \$ 0.00

Amount Due: \$ 465.00

Amount Paid:

Payment Method: ☐ Credit Card ☐ Check ☐ Other: \_\_\_\_\_

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

Name on Card: \_\_\_\_\_ Number: \_\_\_\_\_ CVV: \_\_\_\_\_

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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

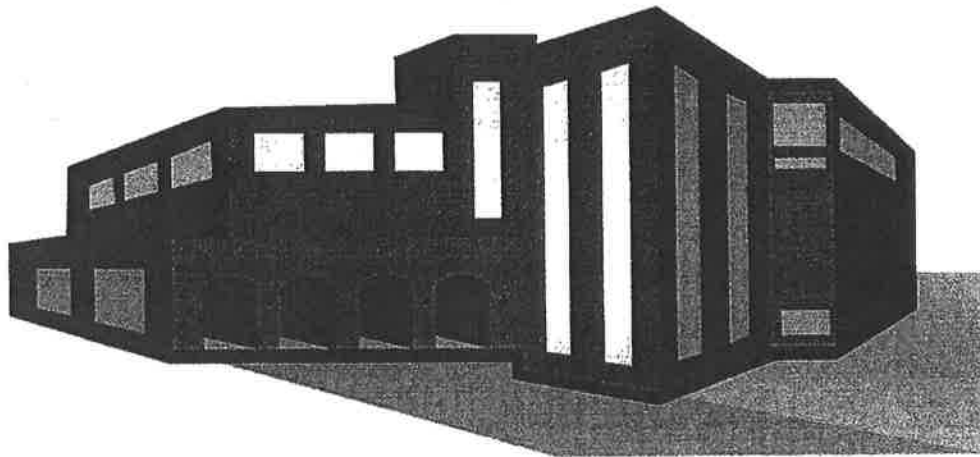
Elmwood Village Charter School began as a vision of a parent living in the Elmwood Village area of Buffalo. She...  
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## ***Charter School Extravaganza***

***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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## 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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**2014 Strategic Plan**

**THINK AGAIN**  
with L. Nathan Hale

**THE PROFILES SERIES**  
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**Employment & Training's Internship Program Information**

**Think Again!**  
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**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>



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 Bassett Elementary School Bassett, 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: blin@bnriverkeeper.org  
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

DE

BUFFALO

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7 Mutual Friends






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ABOUT







Lives in [Buffalo, New York](#)

From [Buffalo, New York](#)

PHOTOS

FRIENDS · 816 (7 Mutual)

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

[ELMWOODVILLAGESCHOOL.ORG](http://ELMWOODVILLAGESCHOOL.ORG)

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Hispanos Unidos

added 46 new photos to the album [HUB 2014 Restaurant and Banquets.](#)

Chat (Off)

December 10 at 2:41pm ·

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2013

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 Open enrollment making head spin? Let us provide to help make the process easier

<https://www.facebook.com/hispanos.unidos.94?ref=ts>

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

■  
Arts Integration

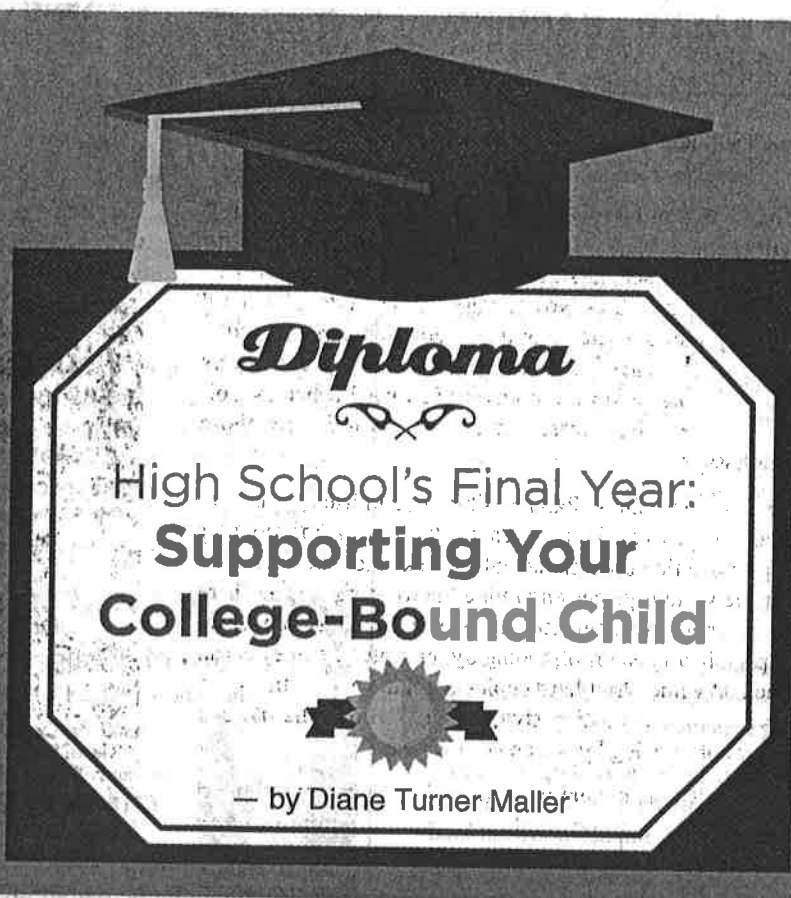
■  
Emphasis on  
Social Responsibility

■  
Before and After  
School Care Available

■  
Services for Students with  
Special Education Needs  
and Limited English Pro-  
ficiency

**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



[illegible]

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.

---

*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*





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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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*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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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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*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 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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*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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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.

---

*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)*





## 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:

John Sheffield Director

Elmwood Village Charter School

40 Days Park, Buffalo NY 14201

716-886-4581

## 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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*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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**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

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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)

### 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	
Email	
Contact Person for Billing	Wen Gladysz
Billing Address	40 Days Park
Suite/Bldg	-
City/State/Zip	Buffalo, N.Y. 14201
Phone/Extension	
Fax	
Email	
Customer Required Information with Billing Information (e.g Purchase Order Number, Referral Form, etc.)	Ms Laura Botaglia 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.



# Appendix I: Teacher and Administrator Attrition

Last updated: 07/15/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

## Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

### 2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	32	6	0

### 2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	4	0	0

Thank you



## Appendix J: Uncertified Teachers

Last updated: 07/15/2015

"thirty per centum or 5 teachers, whichever is less"

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

### Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many **UNCERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

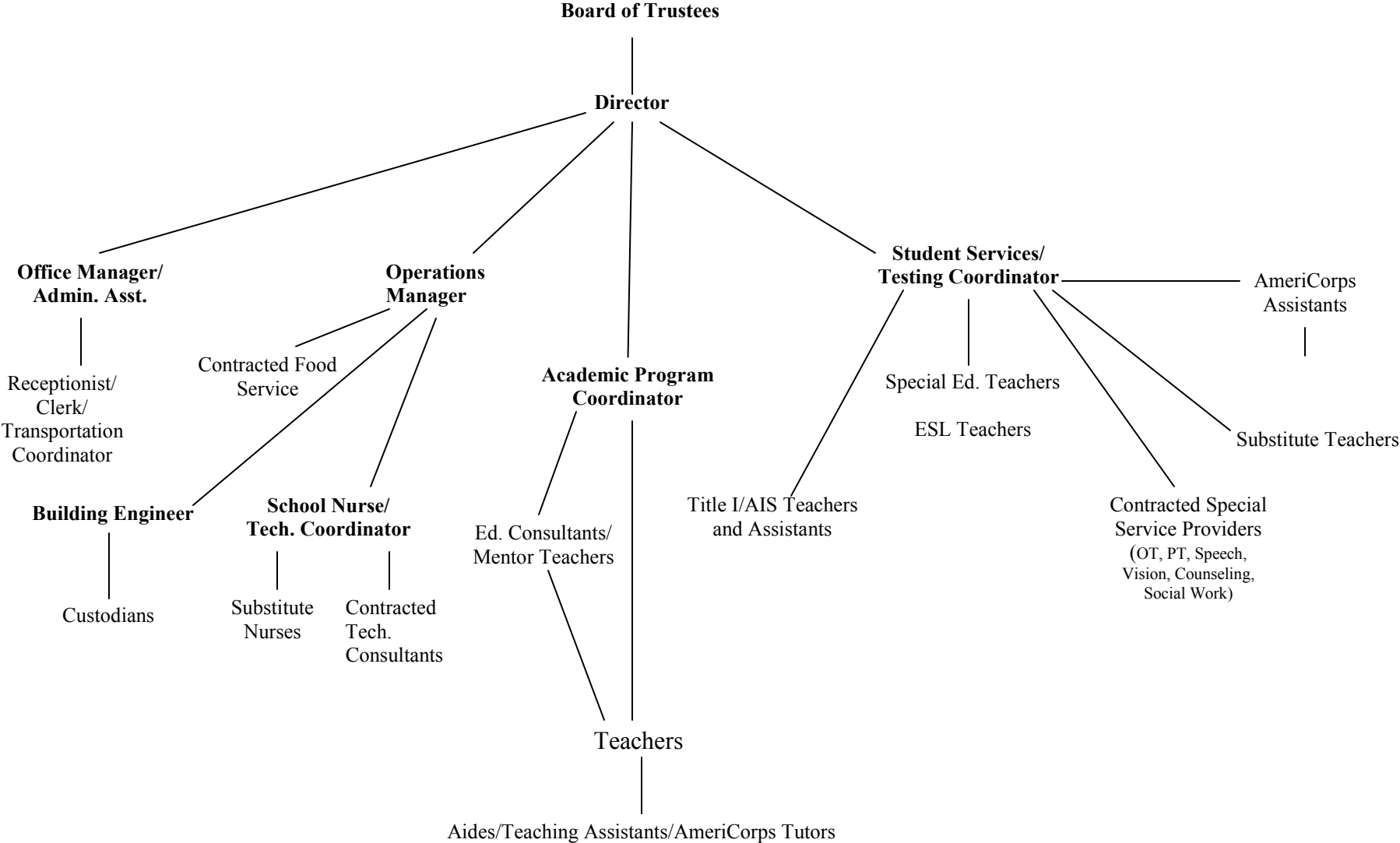
For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	1
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
Total	1.0

How many **CERTIFIED** Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

38

Thank you.



## **Elmwood Village Charter School Mission and Key Design Elements**

### **Mission Statement:**

The Elmwood Village Charter School (EVCS) 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. It will aim to meet or exceed state performance standards through a strong curriculum and a rigorous academic program that will be enhanced by the school's focus on social responsibility and community. We will achieve this by offering smaller class sizes, valuing individual learning styles and implementing both the Responsive Classroom approach to teaching and the Cooperative Discipline model developed by Rudolph Dreikurs. Fostering students' social and emotional development is a prerequisite for academic success. In order to enhance students' sense of connection to school and community life, EVCS will draw on the rich, cultural, historical, and educational resources available in Buffalo and the region. By creating a sense of belonging, it will generate a vital school culture where the teaching of classic academics becomes highly effective. EVCS believes that all students can and will learn at high levels when provided with the right learning conditions.

### **Key Design Elements:**

- **Small Class Size:** 25 Students per class
- **Student – Teacher Ratio:** Each classroom in grades K-8 has a General Education Teacher and a Teaching Assistant. Each grade level has a Special Education Teacher and 3 Reading Specialists that work with the K-8 students.
- **Community Alliances:** Allows for student interaction with community leaders, institutions, and artists as well as the use of community resources. The school also partners with Boys and Girls Club, Ameri-Corps – ABLE Program, Buffalo State College and Medaille College.
- **Longer Daily Schedule and School Year:** Elmwood Village Charter School begins the day at 8:00am and ends at 3:30pm. The school year has 185 instructional days. This equals an extra instructional day a week when compared to the district of residence.
- **More Time on Task:** Longer daily periods provided for the core subjects along with education, library and technology are implemented throughout the week.
- **Interdisciplinary Curriculum:** Cross-curricular educational development where the connection between different fields of knowledge is shown through theme-based and project-based instruction.
- **Arts Integration:** Arts will be 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.

- **Parental Involvement:** Children do better in school when parents communicate with teachers and become involved in the school. EVCS will develop added opportunities for parent-teacher communication and for parental participation in school activities and events.
- **Technology Integration:** EVCS is committed to using educational technologies in support of student success. The curriculum will develop computer and software knowledge and media and information literacy through both the classroom teacher and the librarian.

# I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, June 17, 2014

Updated Wednesday, June 18, 2014

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## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

140600860896 ELMWOOD VILLAGE CS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Buffalo

### 4. SCHOOL INFORMATION

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

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	John Sheffield
Title	Director
Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

www.elmwoodvillageschool.org

### 6. DATE OF INITIAL CHARTER

2006-01-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2006-09-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

## 9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

• K
• 1
• 2
• 3
• 4
• 5
• 6
• 7
• 8

## 10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes/No	Name of CMO/EMO
No	



## 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	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	Yes	Own

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	John Sheffield	716-886-4581		
Operational Leader	Liz Evans	716-886-4581		
Compliance Contact	John Sheffield			
Complaint Contact	John Sheffield			

## 13. Are the School sites co-located?

(No response)

13a. Please list the terms of your current co-location.

Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
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14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

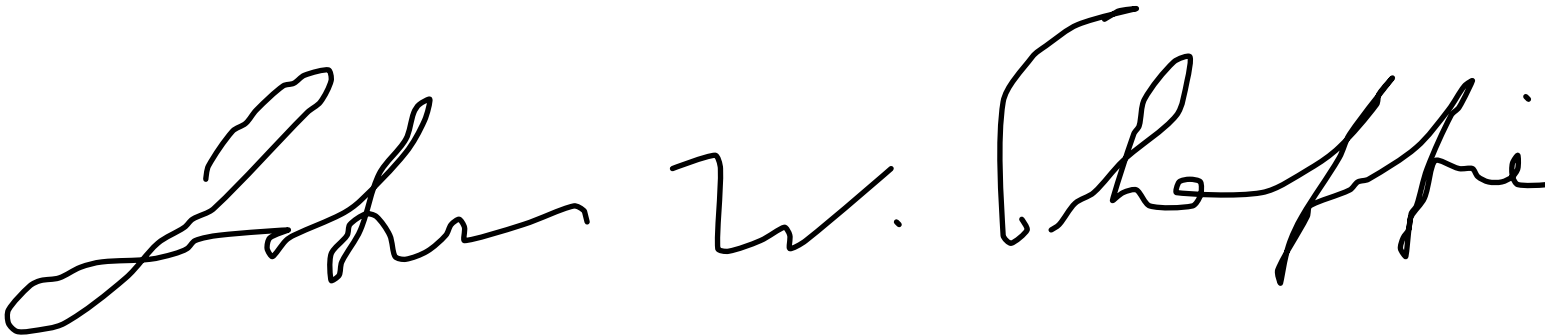
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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 use the mouse on your PC or the stylus on your mobile device to sign your name).

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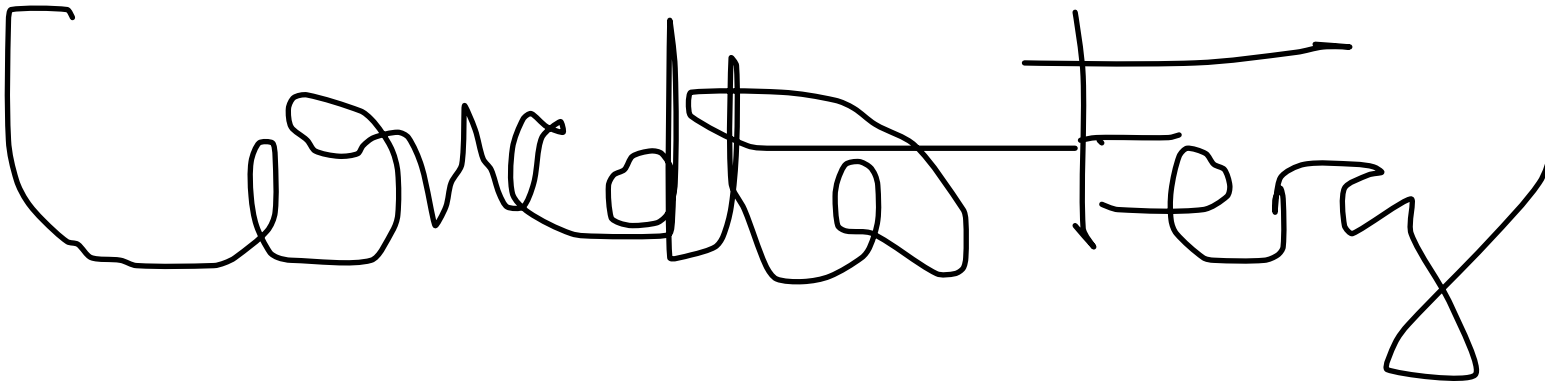
• Yes

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Signature, Head of Charter School

A handwritten signature in black ink, reading "John W. Chaffin". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Chaffin".

Signature, President of the Board of Trustees

A handwritten signature in black ink, reading "Leonardo Terry". The signature is very stylized and cursive, with the first name "Leonardo" being more prominent than the last name "Terry".

Thank you.

# Appendix A: Progress Toward Goals

Created Tuesday, July 08, 2014

## Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

### 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).

<http://data.nysed.gov/profile.php?instid=800000059315>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	1. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required ELA state assessments each year.	1. New York State English Language Arts Assessment		
	2. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required Math state assessments each year.	2. New York State Mathematics Assessment		
Academic Goal 2	3. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required ELA state assessments each year.	3. New York State English Language Arts Assessment		
	4. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required Math state assessments each year.	4. New York State Mathematics Assessment		

Academic Goal 3	5. EVCS will increase its scores according to the Commissioner's Performance Index for AYP each year.	5. Commissioner's Performance Index and the New York State ELA and Math Assessments.
	6. Students who do not participate in the NYS assessment exams because of IEP prescriptions will demonstrate continuous yearly improvement on those tests and assessments taken in accordance with their IEP's.	6. N/A
Academic Goal 4	7. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	7. New York State English Language Arts Assessment
	8. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	8. New York State English Language Arts Assessment
Academic Goal 5	9. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	9. New York State English Language Arts Assessment
	10. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	10. New York State English Language Arts Assessment
Academic Goal 6	11. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	11. New York State English Language Arts Assessment
	12. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	12. New York State English Language Arts Assessment
Academic Goal 7	13. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	13. New York State Mathematics Assessment

	14. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	14. New York State Mathematics Assessment
Academic Goal 8	15. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	15. New York State Mathematics Assessment
	16. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	16. New York State Mathematics Assessment

## 2a1. Do have more academic goals to add?

Yes

## 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9	17. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	17. New York State Mathematics Assessment		
	18. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	18. New York State Mathematics Assessment		
Academic Goal 10	19. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	19. New York State English Language Arts Assessment		
	20. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	20. New York State English Language Arts Assessment		

Academic Goal 11	21. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	21. New York State English Language Arts Assessment
	22. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	22. New York State English Language Arts Assessment
Academic Goal 12	23. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	23. New York State English Language Arts Assessment
	24. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	24. New York State English Language Arts Assessment
Academic Goal 13	25. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	25. New York State Mathematics Assessment
	26. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	26. New York State Mathematics Assessment
Academic Goal 14	27. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	27. New York State Mathematics Assessment
	28. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	28. New York State Mathematics Assessment
Academic Goal 15	29. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math	29. New York State Mathematics Assessment

assessments.

30. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.

30. New York State Mathematics Assessment

Academic Goal 16

31. By the end of the 2nd full charter term, 4th Grade students who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Science assessments.

31. New York State 4th Grade Science Assessment.

32. By the end of the 2nd full charter term, 8th Grade students who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Science assessment.

32. New York State 8th Grade Science Assessment

2a2. Do have more academic goals to add?

Yes

## 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 17	33. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	33. New York State English Language Arts Assessment		
	34. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	34. New York State English Language Arts Assessment		
Academic Goal 18	35. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	35. New York State English Language Arts Assessment		
	36. 75% of the students in grade 6 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	36. New York State English Language Arts Assessment		
Academic Goal 19	37. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a	37. New York State English Language Arts Assessment		

	Level 4 on the NYS ELA assessment.	
	38. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	38. New York State English Language Arts Assessment
Academic Goal 20	39. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	39. New York State Mathematics Assessment
	40. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	40. New York State Mathematics Assessment
Academic Goal 21	41. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	41. New York State Mathematics Assessment
	42. 75% of the students in grade 6 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	42. New York State Mathematics Assessment
Academic Goal 22	43. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	43. New York State Mathematics Assessment
	44. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	44. New York State Mathematics Assessment



## 2b. ORGANIZATIONAL GOALS

### 2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Once enrolled in EVCS, 80% of students will re-enroll for the following year, as measured by yearly enrollment data.	Yearly Enrollment Data	96% of the students re-enrolled for the following year.	
Org Goal 2	80% of responding parents will report they are satisfied with EVCS, as measured by an annual survey.	Annual Parent Survey  Done independently through survey monkey.	99% of responding parents reported that they are satisfied with EVCS.	

### 2b.1 Do you have more organizational goals to add?

No

## 2c. FINANCIAL GOALS

### 2013-14 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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# Appendix A: Progress Toward Goals

Created Tuesday, July 29, 2014

Updated Monday, November 03, 2014

## Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

### 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).

<http://data.nysed.gov/reportcard.php?year=2013&instid=800000059315>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	1. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required ELA state assessments each year.	1. New York State ELA Assessment	1. Grade 3: Increase of 7% (No) Grade 4: Increase of 12% (No) Grade 5: Decrease of 4% (No) Grade 6: Increase of 21% (No)	1. & 2. These goals were developed prior to the baseline and the assessment changes. In ELA and Math EVCS had an increase in 1's but also increased the number of students in 3's and 4's combined. Grade 6 changed the ELA curriculum to better address the learning needs and time constraints of a departmentalized middle school.
	2. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required Math state assessments each year.	2. New York State Math Assessment	Grade 7: Decrease of 22% (Yes) Grade 8: Decrease of 7% (No) 2. Grade 3: Increase of 8% (No) Grade 4: Decrease of 8% (No) Grade 5: Stayed the Same (No) Grade 6: Increase of 38% (No) Grade 7: Decrease of 31%	

			(Yes) Grade 8: Increase of 6% (No)	
Academic Goal 2	3. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required ELA state assessments each year.	3. New York State ELA Assessment	3. Grade 3: Decrease of 1% (No) Grade 4: Decrease of 16% (No) Grade 5: Decrease of 4% (No)	3. & 4. These goals were developed prior to the baseline and the assessment changes. EVCS did decrease in the number of 3's in ELA, with the exception of grade 8, however the Percentage of 3's & 4's combined increased in most areas. In math, we increased our 3's in grades 3-5 and increased our 4's in all grades with the exception of grade 8. Curriculum changes have been addressed: ex: switching the curriculum for grade 6, and increasing the use of ELA strategies such as "close reading" in all content areas using non-fiction texts. In Math, we are increasing the use of Accelerated Math in all classrooms.
	4. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required Math state assessments each year.	4. New York State Math Assessment	Grade 6: Decrease of 9% (No) Grade 7: Decrease of 9% (No) Grade 8: Increase of 3% (No) 4. Grade 3: Increase of 2% (No) Grade 4: Increase of 6% (No) Grade 5: Increase of 23% (Yes) Grade 6: Decrease of 12% (No) Grade 7: Decrease of 6% (No) Grade 8: Decrease of 5% (No)	
Academic Goal 3	5. EVCS will increase its scores according to the Commissioner's Performance Index for AYP each year.	5. New York State Assessment Results and the Commissioner's Performance Index	5. Elmwood Village Charter School continues to be "In Good Standing".	5. N/A
	6. Students who do not participate in the NYS assessment exams because of IEP prescriptions will demonstrate continuous yearly improvement on those tests and assessments taken in accordance with their IEP's.	6. N/A - This year	6. N/A - This year	6. N/A
Academic Goal 4	7. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	7. New York State ELA Assessment	7. Grade 3: Elmwood Village Charter : 53% Buffalo Public: 13%  EVCS met this goal with an increase of 40% over the district of location .	7. N/A
	8. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at	8. New York State ELA Assessment	8. Grade 4: Elmwood Village Charter : 69% Buffalo Public: 15%	8. N/A

	EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.		EVCS met this goal with an increase of 54% over the district of location .	
Academic Goal 5	9. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	9. New York State ELA Assessment	9. Grade 5: Elmwood Village Charter : 42% Buffalo Public: 9%	9. N/A
	10. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	10. New York State ELA Assessment	EVCS met this goal with an increase of 33% over the district of location .  10. Grade 6: Elmwood Village Charter : 20% Buffalo Public: 10%  EVCS did not meet this goal with an increase of only 10% over the district of location .	10. While we continued to exceed the district of location in this area, EVCS has implemented the Lucy Calkins Writing Program for Middle School. EVCS has also employed the use of Accelerated reader to enable us to track reading skills, and how often the student is reading. This data will help to continue to drive instruction. EVCS has also implemented "Brainology" to help foster a growth mindset in our middle school students.
Academic Goal 6	11. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	11. New York State ELA Assessment	11. Grade 7: Elmwood Village Charter : 24% Buffalo Public: 11%	11. While we continued to exceed the district of location in this area, EVCS has implemented the Lucy Calkins Writing Program for Middle School. EVCS has also employed the use of Accelerated reader to enable us to track reading skills, and how often the student is reading. This data will help to continue to drive instruction. EVCS has also implemented "Brainology" to help foster a growth mindset in our middle school students.
	12. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	12. New York State ELA Assessment	12. Grade 8: Elmwood Village Charter : 38% Buffalo Public: 14%  EVCS met this goal with an increase of 24% over the district of location.	12. N/A
Academic Goal 7	13. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	13. New York State Math Assessment	13. Grade 3: Elmwood Village Charter : 62% Buffalo Public: 16%	13. N/A
	14. By the end of the 2nd	14. New York State Math Assessment	EVCS met this goal with an increase of 46% over the district of location.  14. Grade 4: Elmwood Village Charter :	14. N/A

	full charter term, students in grade 4 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.		73% Buffalo Public: 16%  EVCS met this goal with an increase of 57% over the district of location.	
Academic Goal 8	15. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	15. New York State Math Assessment	15. Grade 5: Elmwood Village Charter : 46% Buffalo Public: 13%  EVCS met this goal with an increase of 33% over the district of location	15. N/A
	16. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	16. New York State Math Assessment	16. Grade 6: Elmwood Village Charter : 42% Buffalo Public: 15%  EVCS met this goal with an increase of 27% over the district of location	16. N/A

## 2a1. Do have more academic goals to add?

Yes

## 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9	17. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	17. New York State Math Assessment	17. Grade 7: Elmwood Village Charter : 38% Buffalo Public: 10%  EVCS met this goal with an increase of 28% over the district of location	17. N/A
	18. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	18. New York State Math Assessment	18. Grade 8: Elmwood Village Charter : 38% Buffalo Public: 9%  EVCS met this goal with an increase of 29% over the district of location	18. N/A
Academic Goal 10	19. By the end of the 2nd full charter term, students	19. New York State ELA Assessment	19. Grade 3: Elmwood Village Charter :	19. N/A

	in grade 3 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	20. New York State ELA Assessment	53% New York State: 32%  EVCS met this goal with an increase of 21% over New York State.	20. N/A
	20. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.		20. Grade 4: Elmwood Village Charter : 69% New York State: 33%  EVCS met this goal with an increase of 36% over New York State.	
Academic Goal 11	21. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	21. New York State ELA Assessment	21. Grade 5: Elmwood Village Charter : 42% New York State: 30%  EVCS met this goal with an increase of 12% over New York State.	21. N/A
	By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	22. New York State ELA Assessment	22. Grade 6: Elmwood Village Charter : 20% New York State: 29%  EVCS did not meet this goal with an decrease of 9% when compared to New York State.	22. EVCS has implemented the Lucy Calkins Writing Program for Middle School. EVCS has also employed the use of Accelerated reader to enable us to track reading skills, and how often the student is reading. This data along with other data, will help to continue to drive instruction. EVCS has also implemented "Brainology" to help foster a growth mindset in our middle school students.
Academic Goal 12	23. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	23. New York State ELA Assessment	23. Grade 7: Elmwood Village Charter : 24% New York State: 29%  EVCS did not meet this goal with a decrease of 5% over New York State.	23. EVCS has implemented the Lucy Calkins Writing Program for Middle School. EVCS has also employed the use of Accelerated reader to enable us to track reading skills, and how often the student is reading. This data along with other data, will help to continue to drive instruction. EVCS has also implemented "Brainology" to help foster a growth mindset in our middle school students.
	24. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	24. New York State ELA Assessment	24. Grade 8: Elmwood Village Charter : 38% New York State: 36%  EVCS met this goal with an increase of % over New York State.	24. N/A
Academic Goal 13	25. By the end of the 2nd full charter term, students in grade 3 who have been	25. New York State Math Assessment	25. Grade 3: Elmwood Village Charter : 62%	25. N/A

	continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.		New York State: 42%	
			EVCS met this goal with an increase of 20% over New York State.	26. N/A
	26. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	26. New York State Math Assessment	26. Grade 4: Elmwood Village Charter : 73% New York State: 43%	
			EVCS met this goal with an increase of 30% over New York State.	
Academic Goal 14	27. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	27. New York State Math Assessment	27. Grade 5: Elmwood Village Charter : 46% New York State: 40%	27. N/A
		28. New York State Math Assessment	EVCS met this goal with an increase of 6% over New York State.	28. N/A
	28. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.		28. Grade 6: Elmwood Village Charter : 42% New York State: 38%	
			EVCS met this goal with an increase of 4% over New York State.	
Academic Goal 15	29. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	29. New York State Math Assessment	29. Grade 7: Elmwood Village Charter : 38% New York State: 33%	29. N/A
		30. New York State Math Assessment	EVCS met this goal with an increase of 5% over New York State.	30. N/A
	30. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.		30. Grade 8: Elmwood Village Charter : 38% New York State: 22%	
			EVCS met this goal with an increase of 16% over New York State.	
Academic Goal 16	31. By the end of the 2nd full charter term, 4th Grade students who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS	31. New York State Science Assessment	31. 96% of the 4th grade students at EVCS scored at the proficiency or mastery levels. The State average results were	31. The state average was not published yet for Science.

Science assessments.	32. New York State Science Assessment	32. 66% of the 8th grade students at EVCS scored at the proficiency or mastery levels. The State average results were	32. The state average was not published yet for Science.
32. By the end of the 2nd full charter term, 8th Grade students who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Science assessments.			

## 2a2. Do have more academic goals to add?

Yes

## 2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 17	33. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	33. New York State ELA Assessment	33. 2013 - 50% at a level 3 or level 4 2014 - 53% at a level 3 or level 4  Increase of 3% EVCS did not meet this goal.	Goals 33 - 44 were developed prior to New York State's implementation of Common Core, the new benchmarks and the new assessments. EVCS continued to demonstrate improvement in all grades in ELA with the exception of grade 6 (see efforts to be taken above). EVCS has shown improvement in grades 3-5 in math. In grades 6-8, the students have decreased from last year; however, individual cohorts did make gains. EVCS has now implemented the accelerated math program, has worked hard to aligned the curriculum with the common core standards, has implemented more strategies to differentiate skill building in the classroom.
	34. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	34. New York State ELA Assessment	34. 2013 - 62% at a level 3 or level 4 2014 - 69% at a level 3 or level 4  Increase of 7% EVCS did not meet this goal.	
Academic Goal 18	35. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	35. New York State ELA Assessment	35. 2013 - 31% at a level 3 or level 4 2014 - 42% at a level 3 or level 4  Increase of 11% EVCS did not meet this goal.	35. See Above.
	36. 75% of the students in grade 6 who are	36. New York State ELA Assessment	36. 2013 - 38% at a level 3	36. See Above.



	continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.		or level 4 2014 - 20% at a level 3 or level 4  Decrease of 18% EVCS did not meet this goal.	
Academic Goal 19	37. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	37. New York State ELA Assessment	37. 2013 - 23% at a level 3 or level 4 2014 - 24% at a level 3 or level 4  Increase of 1% EVCS did not meet this goal.	37. See Above
		38. New York State ELA Assessment		38. See Above
	38. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.		38. 2013 - 30% at a level 3 or level 4 2014 - 38% at a level 3 or level 4  Increase of 8% EVCS did not meet this goal.	
Academic Goal 20	39. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	39. New York State Math Assessment	39. 2013 - 73% at a level 3 or level 4 2014 - 62% at a level 3 or level 4  Decrease of 11% EVCS did not meet this goal.	39. See Above
		40. New York State Math Assessment		40. See Above
	40. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.		40. 2013 - 60% at a level 3 or level 4 2014 - 73% at a level 3 or level 4  Increase of 13% EVCS did not meet this goal.	
Academic Goal 21	41. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	41. New York State Math Assessment	41. 2013 - 38% at a level 3 or level 4 2014 - 46% at a level 3 or level 4  Increase of 8% EVCS did not meet this goal.	41. See Above
		42. New York State Math Assessment		42. See Above
	42. 75% of the students in grade 6 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.		42. 2013 - 56% at a level 3 or level 4 2014 - 42% at a level 3 or level 4  Decrease of 14% EVCS did not meet this goal.	

Academic Goal 22	43. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	43. New York State Math Assessment	43. 2013 - 27% at a level 3 or level 4 2014 - 24% at a level 3 or level 4  Decrease of 3% EVCS did not meet this goal.	43. See Above
	44. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	44. New York State Math Assessment	44. 2013 - 52% at a level 3 or level 4 2014 - 38% at a level 3 or level 4  Decrease of 14% EVCS did not meet this goal.	44. See Above

## 2b. ORGANIZATIONAL GOALS

### 2013-14 Progress Toward Attainment of Organizational Goals

Organizational Goal		Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Once enrolled in EVCS, 80% of students will re-enroll for the following year, as measured by yearly enrollment data.	Yearly enrollment data	95% of the students enrolled in 2013-14 school year re-enrolled for the 2014-15 school year.	
Org Goal 2	80% of responding parents will report they are satisfied with EVCS, as measured by an annual survey.	Annual Parent Survey	99.2% of the responding parents report that they are satisfied with EVCS.	

### 2b.1 Do you have more organizational goals to add?

No

## 2c. FINANCIAL GOALS

### 2013-14 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Tuesday, July 08, 2014

Updated Tuesday, July 29, 2014

## Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

### B. 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 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child   Line 1: Total Expenditures	4031534
1. Total Expenditures Per Child   Line 2: BEDS Day Pupil Count	323
1. Total Expenditures Per Child   Line 3: Divide Line 1 by Line 2	12482

#### 2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. 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 officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. 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.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 1: Relevant Personnel Services Cost (Row)	370893
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 2: Management and General Cost (Column)	419763
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 3: Sum of Line 1 and Line 2	790656
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 4: BEDS Day Pupil Count	323
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 5: Divide Line 3 by the BEDS Day Pupil Count	2448

Thank you.



## Financial Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**School Name:** Elmwood Village Charter School

**Date:** July 22, 2014

**School Fiscal Contact Name:** Lisa M Kirisits, CPA  
**School Fiscal Contact Email:** [REDACTED]  
**School Fiscal Contact Phone:** [REDACTED]  
**District of Location:** Buffalo  
**Authorizer:** NYSED  
**Years of Operation:** 8  
**Facility:** Private  
**Grades Currently Served:** K-8  
**Planned Grades at Full Capacity:** K-8  
**Enrollment:** 324.1284  
**Max Enrollment:** 450  
**Year of Most Recent Data:** 2014  
**School Fiscal Contact Phone:** 716-881-0089 X 302

**School Audit Firm Name:** Lumsden & McCormick, LLP  
**School Audit Contact Name:** Donna Gonser  
**School Audit Contact Email:** dgonser@lumsden CPA.com  
**School Audit Contact Phone:** 716-856-3300

**Latest Audit Period (through June 30):** 2013

**Do Not Use this Box** Elmwood Village Charter School 2013



# FILL IN GRAY CELLS

## Elmwood Village Charter School

### STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<b>2014</b>	<b>2013</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$3,012,443	\$2,674,696
Grants and contracts receivable	80,629	39,258
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	69,238	57,122
Contributions and other receivables	-	-
Other	<u>17,353</u>	<u>-</u>
<b>TOTAL CURRENT ASSETS</b>	\$3,179,663	\$2,771,076
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	3,964,606	3,430,394
Restricted Cash	<u>-</u>	<u>-</u>
<b>OTHER ASSETS</b>	\$3,964,606	\$3,430,394
<b>TOTAL ASSETS</b>	\$7,144,269	\$6,201,470
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$439,730	\$40,405
Accrued payroll and benefits	479,408	388,061
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	167,387	169,665
Short Term Debt - Bonds, Notes Payable	-	-
Other	<u>27,214</u>	<u>-</u>
<b>TOTAL CURRENT LIABILITIES</b>	\$1,113,739	\$598,131
<b>LONG-TERM DEBT, net current maturities</b>	\$2,250,469	\$2,445,227
<b>TOTAL LIABILITIES</b>	\$3,364,208	\$3,043,358
<b>NET ASSETS</b>		
Unrestricted	\$3,779,611	\$3,158,112
Temporarily restricted	450	-
<b>TOTAL NET ASSETS</b>	\$3,780,061	\$3,158,112
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$7,144,269	\$6,201,470

*Check*

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# FILL IN GRAY CELLS

## Elmwood Village Charter School

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

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$4,257,538	\$-	\$4,257,538	\$3,874,805
Federal - Title and IDEA	-	102,358	102,358	93,160
Federal - Other	-	-	-	-
State and City Grants	-	-	-	57,399
Contributions and private grants	32,356	-	32,356	26,716
After school revenue	-	-	-	-
Other	253,940	-	253,940	233,670
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	<b>\$4,543,834</b>	<b>\$102,358</b>	<b>\$4,646,192</b>	<b>\$4,285,750</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$2,253,085	\$-	\$2,253,085	\$2,156,689
Special Education	700,645	-	700,645	595,373
Other Programs	144,246	-	144,246	94,354
Total Program Services	\$3,097,976	\$-	\$3,097,976	\$2,846,416
Supporting Services				
Management and general	\$933,556	\$-	\$933,556	\$676,170
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,031,532</b>	<b>\$-</b>	<b>\$4,031,532</b>	<b>\$3,522,586</b>
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	<b>\$512,302</b>	<b>\$102,358</b>	<b>\$614,660</b>	<b>\$763,164</b>
Contributions				
Foundations	0	0	\$-	0
Individuals	0	0	-	0
Corporations	0	0	-	0
Fundraising	0	0	-	0
Interest income	7289	0	7,289	6005
Miscellaneous income	0	0	-	0
Net assets released from restriction	101908	-101908	-	0
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>\$109,197</b>	<b>\$(101,908)</b>	<b>\$7,289</b>	<b>\$6,005</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$621,499</b>	<b>\$450</b>	<b>\$621,949</b>	<b>\$769,169</b>
NET ASSETS BEGINNING OF YEAR	\$3,158,112	\$-	\$3,158,112	\$2,388,943
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$3,779,611</b>	<b>\$450</b>	<b>\$3,780,061</b>	<b>\$3,158,112</b>

**ELMWOOD VILLAGE CHARTER SCHOOL**

**FINANCIAL STATEMENTS  
WITH ADDITIONAL INFORMATION**

**June 30, 2014**

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June 30, 2014

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**Financial Statements**

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**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, 2014 and 2013, 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 the 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, 2014 and 2013, 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 15, 2014 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.



October 15, 2014

ELMWOOD VILLAGE CHARTER SCHOOL

**Balance Sheets**

June 30,	2014	2013
<b>Assets</b>		
Current assets:		
Cash	\$ 3,012,443	\$ 2,674,696
Grants and other receivables (Note 2)	79,994	39,258
Prepaid expenses and other	86,174	57,122
	<u>3,178,611</u>	<u>2,771,076</u>
Property and equipment, net (Note 3)	<u>3,968,164</u>	<u>3,430,394</u>
	<u>\$ 7,146,775</u>	<u>\$ 6,201,470</u>
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Current portion of long-term debt (Note 5)	\$ 178,421	\$ 169,665
Accounts payable	431,929	40,405
Accrued expenses	519,270	388,061
	<u>1,129,620</u>	<u>598,131</u>
Long-term debt (Note 5)	2,266,649	2,445,227
<b>Net assets:</b>		
Unrestricted	<u>3,750,506</u>	<u>3,158,112</u>
	<u>\$ 7,146,775</u>	<u>\$ 6,201,470</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOL

**Statements of Activities**

For the years ended June 30,	2014	2013
<b>Changes in unrestricted net assets:</b>		
Support and revenue:		
Public school districts:		
Revenue - resident student enrollment	\$ 3,874,720	\$ 3,555,875
Revenue - students with disabilities	382,818	318,930
Federal grants	90,473	93,160
State grants	11,250	57,399
Contributions	32,356	26,716
Special event revenues, net of expenses of \$22,896 and \$19,589	22,838	22,002
Rental income	214,579	196,697
Other income	23,813	20,976
Total support and revenue	<u>4,652,847</u>	<u>4,291,755</u>
Expenses:		
Program expenses:		
Regular education	2,273,669	2,156,689
Special education	701,377	595,373
Other program	324,078	94,354
Supporting services:		
Management and general	761,329	676,170
Total expenses	<u>4,060,453</u>	<u>3,522,586</u>
<b>Change in net assets</b>	<b>592,394</b>	<b>769,169</b>
Net assets - beginning	<u>3,158,112</u>	<u>2,388,943</u>
Net assets - ending	<u>\$ 3,750,506</u>	<u>\$ 3,158,112</u>

ELMWOOD VILLAGE CHARTER SCHOOL

**Statements of Cash Flows**

For the years ended June 30,	2014	2013
<b>Operating activities:</b>		
Change in net assets	\$ 592,394	\$ 769,169
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	226,787	204,356
Amortization	5,008	3,755
Loss on disposal of property and equipment	-	3,716
Changes in other operating assets and liabilities:		
Grants and other receivables	(40,736)	45,856
Prepaid expenses and other	(34,060)	18,978
Accounts payable	485,188	(79,209)
Accrued expenses	131,209	89,631
<b>Net operating activities</b>	<b>1,365,790</b>	<b>1,056,252</b>
<b>Investing activities:</b>		
Property and equipment expenditures	(858,221)	(2,559,737)
<b>Financing activities:</b>		
Proceeds from issuance of long-term debt	-	2,647,087
Principal payments on long-term debt	(169,822)	(83,996)
<b>Net financing activities</b>	<b>(169,822)</b>	<b>2,563,091</b>
<b>Net change in cash</b>	<b>337,747</b>	<b>1,059,606</b>
Cash - beginning	2,674,696	1,615,090
Cash - ending	\$ 3,012,443	\$ 2,674,696

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) approved by the New York State Education Department Board of Regents. The School currently offers classes from kindergarten through eighth grade. The School has been chartered through June 2015 and continued operations are contingent upon approval of its charter renewal.

**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, 2014 and 2013.

**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 2011.

### Subsequent Events:

The School has evaluated events and transactions for potential recognition or disclosure in the financial statements through October 15, 2014 (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:

	2014	2013
Grants	\$ 27,246	\$ 20,599
Other	52,748	18,659
	<u>\$ 79,994</u>	<u>\$ 39,258</u>

### 3. Property and Equipment:

	2014	2013
Buildings and improvements	\$ 3,342,196	\$ 3,338,746
Leasehold improvements	140,806	140,806
Instructional equipment	346,113	286,980
Office equipment	124,801	124,005
Construction in progress	701,178	-
	<u>4,655,094</u>	<u>3,890,537</u>
Less accumulated depreciation	686,930	460,143
	<u>\$ 3,968,164</u>	<u>\$ 3,430,394</u>

The School expects to spend \$2,500,000 in total on additional building improvements, of which \$701,178 has been expended and recorded as construction in progress, and has obtained a bank construction loan to partially finance these activities (see Note 5).

### 4. Short-Term Borrowings:

At June 30, 2014, 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 lines of credit at June 30, 2014 and 2013.

### 5. Long Term Debt

	2014	2013
Bank mortgage notes payable, monthly installments of \$23,348 including interest at 4.75%, secured by related building and equipment, balloon payment of approximately \$1,875,000 due August 2017.	\$ 2,417,856	\$ 2,577,370
Equipment loans, varying monthly installments and interest rates, secured by related equipment, through November 2017.	27,214	37,522
	<u>2,445,070</u>	<u>2,614,892</u>
Less current portion	178,421	169,665
	<u>\$ 2,266,649</u>	<u>\$ 2,445,227</u>

Aggregate maturities on long-term debt subsequent to June 30, 2014 are:

2015	\$ 178,421
2016	184,387
2017	2,080,651
2018	1,611
	<u>\$ 2,445,070</u>

On May 21, 2014, the School obtained additional bank financing of \$1,400,000 in connection with the renovation of a building. Interest only payments are expected to commence in September 2014 at 4.75%; principal and interest payments are expected to commence on February 1, 2016, with a balloon payment due August 2017. The debt is secured by essentially all assets of the School through three mortgages and other security interests.

## 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 16.25% of the annual covered payroll for the year ended June 30, 2014, and 11.84% for the year ended June 30, 2013.

The School's required contributions for the years ended June 30, 2014 and 2013 were \$262,838 and \$168,885.

## 7. Operating Lease:

The School leases property under the terms of a non-cancelable operating lease. Rental expense under this lease was \$252,722 and \$255,796 for the years ended June 30, 2014 and 2013. 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:

2015	\$ 241,100
2016	241,100
2017	265,100
2018	265,100
2019	265,100
Thereafter	1,976,200
	<u>\$ 3,253,700</u>

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

2015	\$ 214,600
2016	214,600
2017	214,600
2018	232,400
2019	235,900
Thereafter	19,700
	<u>\$ 1,131,800</u>

## 8. Cash Flows Information

Net cash flows from operating activities reflect cash payments for interest of \$122,678 and \$81,655 for the years ended June 30, 2014 and 2013.

Noncash investing and financing activities excluded from the 2013 statement of cash flows include \$15,828 of equipment acquired through long-term debt financing.

In 2014 and 2013, the statement of cash flows excludes the effect of property and equipment additions included in accounts payable totaling \$385,635 and \$479,299 at June 30, 2014 and 2013.

ELMWOOD VILLAGE CHARTER SCHOOL

**Additional Information  
Schedules of Expenses**

For the year ended June 30, 2014 (with comparative totals for 2013)

		2014					2013
		Regular Education	Special Education	Other Program	Management and General	Total	Total
Salaries	No. of Positions						
Administrative Staff	5	\$ -	\$ -	\$ -	\$ 258,170	\$ 258,170	\$ 204,557
Instructional	46	1,181,982	373,393	-	-	1,555,375	1,327,290
Non-Instructional	8	-	-	203,870	-	203,870	203,863
Total Salaries	59	1,181,982	373,393	203,870	258,170	2,017,415	1,735,710
Employee benefits and taxes		452,512	142,950	78,050	98,838	772,350	593,887
Advertising		-	-	-	3,247	3,247	3,422
Contracted services		97,878	113,018	-	-	210,896	192,204
Dues and subscriptions		3,235	1,022	558	707	5,522	4,993
Fieldtrips		30,124	-	-	-	30,124	24,769
Insurance		-	-	-	72,327	72,327	77,820
Interest		-	-	-	122,678	122,678	81,655
Occupancy		148,067	46,775	25,539	32,341	252,722	255,796
Postage		-	-	-	3,070	3,070	2,388
Student activities		1,526	-	-	-	1,526	3,626
Printing		-	-	-	1,433	1,433	1,367
Supplies and materials		25,219	-	-	-	25,219	26,371
Office expense		-	-	-	17,568	17,568	16,753
Other expenses		761	60	33	11,161	12,015	34,062
Professional fees		-	-	-	63,852	63,852	66,511
Repairs and maintenance		35,934	11,352	6,198	7,848	61,332	70,417
Staff development		5,425	-	-	-	5,425	3,931
Technology		21,641	-	-	-	21,641	29,233
Telephone		4,201	1,327	725	918	7,171	7,783
Testing and assessments		11,496	-	-	-	11,496	7,533
Textbooks		32,434	-	-	-	32,434	25,345
Travel		973	-	-	-	973	2,430
Transportation		14,195	-	-	-	14,195	-
Utilities		36,341	11,480	6,268	7,938	62,027	46,469
		2,103,944	701,377	321,241	702,096	3,828,658	3,314,475
Depreciation and amortization		169,725	-	2,837	59,233	231,795	208,111
Total		\$ 2,273,669	\$ 701,377	\$ 324,078	\$ 761,329	\$ 4,060,453	\$ 3,522,586

**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, 2014, 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 15, 2014.

**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.



October 15, 2014

# New York State Education Department

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

### Budget and Cash Flow Templates for the 2013 New Charter Applications

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

1	Complete ALL SIX tabs in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells labeled in <b>ORANGE</b> contain guidance pertaining to that tab
4	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
5	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.
6	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 2014-2015**

**July 1, 2014 to June 30, 2015**

**Assumptions**

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	4,512,129	309,800	-	-	-	4,821,929
Total Expenses	2,689,865	864,885	167,121	-	1,081,099	4,802,970
Net Income	1,822,264	(555,085)	(167,121)	-	(1,081,099)	18,959
Actual Student Enrollment	350	22				-
Total Paid Student Enrollment						-

CSI:  
This line should show how many students a school intends to be paid for.

For Example:  
If a school plans on enrollment of 100 students however is budgeting to only receive 95% of those students

CSI:  
Enter in the Per Pupil Rate (PPR) for the Current Year (CY).

For Example:  
If this application is being submitted in 2009-10 for a school opening in 2011-12, enter in the 2009-10 PPR for that district in the cells below. If a higher PPR is assumed indicate that % increase in the ASSUMPTION column. Refer to the State Aid website for the tuition rates. <https://stateaid.nysed.gov/charter/>

**SUPPORT SERVICES**

FUNDRAISING      MANAGEMENT & GENERAL      TOTAL

<b>REVENUE</b>						
<b>REVENUES FROM STATE SOURCES</b>						
Per Pupil Revenue						
Buffalo	CY Per Pupil Rate \$12,005.00					
School District 3 (Enter Name)						4,201,750
School District 3 (Enter Name)						-
School District 4 (Enter Name)						-
School District 5 (Enter Name)						-
Special Education Revenue						276,800
Grants						-
Stimulus						-
Other						-
Other State Revenue						-
<b>TOTAL REVENUE FROM STATE SOURCES</b>		4,201,750	276,800	-	-	4,478,550
<b>REVENUE FROM FEDERAL FUNDING</b>						
IDEA Special Needs			33,000	-	-	33,000
Title I		78,600	-	-	-	78,600
Title Funding - Other		-	-	-	-	-
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	33,000	-	-	111,600
<b>LOCAL and OTHER REVENUE</b>						
Contributions and Donations, Fundraising		-	-	-	-	-
Erate Reimbursement		-	-	-	-	-
Interest Income, Earnings on Investments		2,200	-	-	-	2,200
NYC-DYCD (Department of Youth and Community Developm.)		-	-	-	-	-
Food Service (Income from meals)		-	-	-	-	-
Text Book		-	-	-	-	-
Other Local Revenue		229,579	-	-	-	229,579
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		231,779	-	-	-	231,779
<b>TOTAL REVENUE</b>		4,512,129	309,800	-	-	4,821,929

<b>EXPENSES</b>						
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>						
Executive Management	CSI: Sample titles that fall under this line: Director, Deans, Coordinators of: - Curriculum	-	-	-	97,400	97,400
Instructional Management	CSI: Sample titles that fall under this line: - Secretary	-	-	-	56,000	56,000
Deans, Directors & Coordinators	CSI: Sample titles that fall under this line: Content/Subject Area Teachers: - ELA - Math - Social Studies	-	-	-	72,000	72,000
CFO / Director of Finance	CSI: Sample titles that fall under this line: - Speech Therapists - Social Workers	-	-	-	225,400	225,400
Operation / Business Manager	CSI: Sample titles that fall under this line: - Foreign Languages - Photography - Ceramics	-	-	-	-	-
Administrative Staff	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>		-	-	-	-	-
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Teachers - SPED	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Substitute Teachers	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Teaching Assistants	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Specialty Teachers	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Aides	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Therapists & Counselors	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Other	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>		421,800	-	-	-	1,652,470
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Librarian	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Custodian	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Security	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Other	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>		-	-	-	138,400	226,700
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>		1,261,270	421,800	88,300	-	2,135,170
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Fringe / Employee Benefits	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Retirement / Pension	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Unemployment	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Other	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		1,867,080	629,436	131,767	-	3,186,230
<b>TOTAL PERSONNEL SERVICE COSTS</b>						
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Legal	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Management Company Fee	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Nurse Services	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Food Service / School Lunch	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Payroll Services	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Special Ed Services	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Titlment Services (i.e. Title I)	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Other Purchased / Professional / Consulting	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>		98,800	143,000	-	94,700	336,500
<b>SCHOOL OPERATIONS</b>						
Board Expenses	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Classroom / Teaching Supplies & Materials	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Special Ed Supplies & Materials	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Textbooks / Workbooks	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Supplies & Materials other	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Equipment / Furniture	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Telephone	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Technology	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Student Testing & Assessment	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Field Trips	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Transportation (student)	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Student Services - other	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Office Expense	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Staff Development	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Staff Recruitment	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Student Recruitment / Marketing	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
School Meals / Lunch	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Travel (Staff)	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Fundraising	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
Other	CSI: Sample titles that fall under this line: - ELA - Math - Social Studies	-	-	-	-	-
<b>TOTAL SCHOOL OPERATIONS</b>		12,089	2,686	563	-	442,960

List exact titles and staff FTE's ( Full time equivalent)



PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,512,129	309,800	-	-	-	4,821,929	
Total Expenses	2,689,865	864,885	167,121	-	1,081,099	4,802,970	
Net Income	1,822,264	(555,085)	(167,121)	-	(1,081,099)	18,959	
Actual Student Enrollment	350	22				-	
Total Paid Student Enrollment							
<b>CSI:</b> This line should show how many students a school intends to be paid for.  For Example: If a school plans on enrollment of 100 students however is budgeting to only receive 95% of those							
				SUPPORT SERVICES			
				FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance					62,900	62,900	
Janitorial	51,517	17,657	3,696		16,510	89,380	
Building and Land Rent / Lease	67,496	50,553	10,583		47,268	255,900	
Repairs & Maintenance						-	
Equipment / Furniture						-	
Security						-	
Utilities						-	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	251,696	89,763	18,791	-	146,830	517,280	
<b>DEPRECIATION &amp; AMORTIZATION</b>							
DISOLUTION ESCROW & RESERVES / CONTINGENCY			16,000		64,000	320,000	
<b>TOTAL EXPENSES</b>			167,121	-	1,081,099	4,802,970	
<b>NET INCOME</b>			(167,121)	-	(1,081,099)	18,959	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>  <b>TOTAL ENROLLED</b> Buffalo 372 School District 3 (Enter Name) - School District 3 (Enter Name) - School District 4 (Enter Name) - School District 5 (Enter Name) - <b>TOTAL ENROLLMENT</b> 350 22 372  <b>REVENUE PER PUPIL</b> 12,892 14,062 -  <b>EXPENSES PER PUPIL</b> 7,685 39,313 449							

# Appendix E: Disclosure of Financial Interest Form

Created Monday, July 21, 2014

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## Page 1

140600860896 ELMWOOD VILLAGE CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.  
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 09, 2014

## Page 1

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### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Mimi Barnes-Coppola	Member	Yes	Founder	3 terms Aug. 2007-June 2010 (elected 8/15/07) July 2010-June 2013 (re-elected 6/24/10) July 2013-June 2016 (re-elected 6/19/2013)	
2	Marguerite Battaglia-Evans	Member	Yes	Founder	3 terms June 2006-June 2009 (elected 6/2006) July 2009-June 2012(re-elected 6/24/09) July 2012 – June 2015 (re-elected 6/20/12)	
3	Jennifer Bernacki Smith	Member	Yes	Attorney	2 terms January 2013-June 2013 (filling the remainder of the term of Frank Housh, who resigned December 2012) July 2013-June 2016 (re-elected 6/19/2013)	
4	Roy Clay	Parent Rep	Yes		1 term July 2012-June 2015	
5	Leah Eagan-Stoddard	Vice Chair/Vice President	Yes	Parent Representative	1 term July 2011-June 2014 (elected 6/15/11)	
6	Concetta Ferguson	Chair/President	Yes		2 terms July 2009-June 2012 (as parent rep, elected 6/24/09)  July 2012-June 2014 (elected 6/20/2012 to fulfill the remainder of Catherine Herrick's term)	
7	Kathy Franklin-Adams	Member	Yes	Educator	3 terms August 2006-July 2008 (elected 8/06) August 2008-June 2011 (re-elected 6/18/2008), July 2011-June 2014 (re-elected 6/15/11)	
8	Andrew Mouw	Treasurer	Yes		March 2014-June 2015 (fulfilling the remainder of Liz Evans' term) Elected 2/12/2014	
9	Pamela Pollock	Secretary	Yes		3 terms August 2007-June 2010 (elected 8/07)	

				July 2010-June 2013 (re-elected 6/24/10) July 2013-June 2016 (re-elected 6/19/13)
10	Matthew Ryan	Member	Yes	2 terms July 2010-June 2013 July 2013-June 2016 (re-elected 6/19/2013)
11	Natalie Stoyanoff	Member	Yes	March 2013-June 2015 (filling an open board seat) Elected 2/12/2014

2. Total Number of Members Joining Board during the 2013-14 school year

2

3. Total Number of Members Departing the Board during the 2013-14 school year

0

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

11

5. How many times did the Board meet during the 2013-14 school year?

11

6. How many times will the Board meet during the 2014-15 school year?

11

Thank you.

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, August 21, 2013**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Becky Vincheski, CEO Boys and Girls Club

Concetta Ferguson called the meeting to order at 6:08 p.m.

1. Concetta presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on June 19, 2013, were presented. **Mimi moved and Leah seconded that the minutes be accepted as presented. Approved unanimously.**

**3. BOYS AND GIRLS CLUB**

Becky Vincheski, CEO of the Boys and Girls Club addressed the group regarding some difficulty funding start up of the after school program in September. Boys and Girls Club received notification that they had been awarded a 21<sup>st</sup> Century Grant to fund the EVCS program.

However, the actual money is not expected for at least 60 days. They are unable to begin the program until they have money to pay their staff. This delay would be a hardship for many EVCS families. Ms. Vincheski proposed that EVCS make the Boys and Girls Club a short-term loan of \$13,500 per month, for two months, which would allow them to pay seven staff members to run a program for sixty children. EVCS would be repaid when the grant money arrived. There was considerable discussion about how this might work. Consensus seemed to be that admission to the program be based on need, using the free and reduced price lunch data as criteria. It was also felt that the youngest children should remain on site and that, if necessary, older children could be taken to a nearby site. **Matt moved and Mimi seconded that the Board approve a line of credit of up to \$13,500 per month, for up to three months, with the stipulation that John adjust the memo of understanding and that admission to the program be need based. Approved unanimously.**

**4. FINANCIALS**

Concetta reported that revenue is slightly lower than expected as enrollment is not yet full. However, EVCS continues to maintain a favorable balance of assets. **Matt moved and Pam seconded that the financial report be approved as presented. Approved unanimously.**

**5. BOARD RETREAT**

The EVCS Board Development Day is scheduled for Saturday, September 7, 2013, from 9:00 a.m. to 1:00 p.m. The speaker will be Kirsten Pryor from the Center for Governmental Research. The Event will be held at the offices of Merrill Lynch on the 7<sup>th</sup> floor of the Key Tower at 50 Fountain Plaza.

**6. NY STATE COMPTROLLER'S AUDIT**

The only suggestion was that EVCS mechanically verify the residence of students. John

sent a letter acknowledging the suggestion and formulated a corrective action plan to be implemented by a team. **Marguerite moved and Pam seconded that the corrective action plan be implemented as John described. Approved unanimously.**

## 7. NYSED FULL SITE VISIT REPORT

Visitors saw what EVCS is doing well and reported it with evidence as cited on page 5 of the report. They made a number of good observations. There were no citations and no corrective action plan required. The Board expressed appreciation to John and the faculty and staff for their excellence, dedication and attention to detail.

## 8. EXPANSION/FACILITIES UPDATE

Requests for Proposals were sent to three city architects (TRM, BHMT, Carmina, Wood, Morris) and three responses were received. Requests for Proposals were also sent to three construction managers, but only one response was received. All three architects will be interviewed beginning the first week of school. Full occupancy of the expanded facility is expected for fall, 2015 or possibly, fall, 2016. The decision regarding an “owners representative” was tabled, as some of the plans may not require it. Because construction will likely begin while children are in school, a safety plan will be necessary.

## 9. DIRECTOR’S REPORT 0

### New York State Assessment Results

1. There is not yet much useful data from the 2013 State Assessments in ELA and Mathematics. There is no data for individual students, line-item analysis, or disaggregated data. Since these are secure tests, no copies of the assessments are available to peruse in order to identify trends or student deficiencies, John is monitoring nyStart (the testing and accountability website) for updates to the school’s data.
2. NYS is treating 2013 assessment results as a new baseline. Therefore the scores cannot be used to track individual student growth or growth among cohorts.
3. The only standard of measurement available is a comparison of EVCS results with the state-wide passing average, the Buffalo District passing average and the passing averages of other high performing schools and districts:
  - EVCS surpassed the NYS passing average in ELA by 8% and in mathematics by 21%
  - EVCS surpassed the Buffalo School District passing average in ELA by 28% and in mathematics by 42%
  - EVCS surpassed the passing average of all other charter schools in the Buffalo area at all grade levels in both ELA and mathematics.
  - In most areas, EVCS results surpassed the passing averages of high performing public schools and suburban districts (see spreadsheet for comparison with individual high performing schools and high performing suburban districts).
4. Because of the changes in the assessments, EVCS did not meet the Absolute Growth Goals identified in the Charter. However, all comparison goals were met.
5. Using comparison data, deficiencies in sixth, seventh and eighth grade ELA were identified.
6. In the absence of useable data from the NYS Assessments, EVCS is using data from other sources for planning purposes (STAR, DIBELS, Running Records, Program Assessments, etc.)

### Addressing Deficiencies

1. Using money from RttT (Race to the Top), all teachers were paid a stipend to work

with Anne Wechsler on curriculum alignment in July. Further work with curriculum alignment will be done during professional development during August.

2. Grade level outcomes were identified, and progress monitoring systems were developed and included in every teacher's growth plan for the 2013-2014 school year.
3. Professional development on the Common Core Standards will be ongoing throughout the year. Teachers are studying the Common Core Modules on Engage New York as models of effective Common Core lessons. EVCS will not be teaching from these modules.
4. Schedules were constructed in such a way as to give grade-level teams four common planning periods per week; teachers will be required to plan together at least twice each week.
5. Members of the leadership team will join teachers at grade level planning meetings throughout the year.
6. EVCS is conducting a thorough review of the sixth, seventh and eighth grade curricula and the following changes will be made for the 2013-2014 school year:

- Sixth grade will return to the Open Court *Imagine It* program. Efforts are being made to better align this program with Common Core Standards. Adjustments are being made to the scope and sequence to maximize the effectiveness of the program in a departmentalized setting.

- EVCS has been researching programs to complement ELA instruction in seventh and eighth grades. Materials from the Glencoe Common Core Bundle will be introduced. The collection includes appropriate literature and relevant non-fiction and has strong, integrated skill instruction in literary analysis, literary elements, reading, writing, grammar and vocabulary.

- The school will continue to use Junior Great Books on the sixth, seventh and eighth grade levels only during the fourth week of the month.

- AIS for sixth, seventh and eighth grade will be modified and more closely aligned to classroom instruction. Instead of using *Successful Reader* for AIS, components of the ELA programs will be used. *Successful Reader* will be used to support IEP reading goals. AIS in sixth, seventh and eighth grade will be structured in such a way as to allow for more push-in rather than pull-out.

- With the addition of the Operations Manager, it has been possible to eliminate the outside mentor for sixth, seventh and eighth grade teachers. Anne Wechsler and John Sheffield will fill that role to ensure that teachers are meeting goals and effectively following the curriculum.

- The leadership team is working with the middle school team to develop a comprehensive plan to support ELS learning objectives across the curriculum in all content areas. This will be monitored through weekly lesson plans and classroom observations.

#### State Assessment and Teacher/Principal Evaluations

There has been guidance from the State Education Department on how to use and how not to use the assessment data in teacher and principal evaluations (see letter from Commissioner King).

#### Posting Annual Report

EVCS received notice from SED today that the Annual Report should not be posted until further instructions are received from the authorizer.

### Professional Development

Professional development began Monday, August 19, for all members of the instructional staff. This included goals for 2013-2014 based on data; health and safety policies and procedures; training on positive psychology; training on Responsive Classroom and Developmental Designs; training on Brain Gym, special education procedures and goals, and speech and occupational therapy strategies for classroom use. All teachers will work collaboratively under the direction of Anne Wechsler on curriculum alignment. The middle school team will work collaboratively with Mr. Sheffield and Mrs. Landrigan to develop a plan to more fully support reading and writing goals across all content areas.

### Personnel

-Johanna MacDonald, fifth grade teacher, resigned her position due to family obligations.

Pending Board approval, Jennifer Ryan, who was lead candidate identified by the hiring team for the third grade position, has been hired to fill this post. Ms. Ryan holds a Master's degree in elementary education from the University of Buffalo, and a Bachelor's degree from SUNY Fredonia. She has eleven years of experience as a classroom teacher in fourth through sixth grades, including at South Buffalo Charter School.

-Pending approval of the Board, Melissa Bak, a long-time teaching assistant and long-term substitute Title I reading teacher at EVCS, has been hired as a Title I Reading Specialist. She will be replacing Lisa Berk, who was a Title I teaching assistant. However, Ms Bak will have expanded duties that will include pushing into classrooms for reading and math instruction. Melissa Bak holds a Master's degree from Niagara University, and is certified in elementary education and literacy. She meets federal requirements as a reading teacher funded by Title I.

-Pending Board approval, Stephanie Krentz has been hired as part-time Spanish teacher. Ms. Krentz holds a Master's degree and Bachelor's degree from SUNY College at Buffalo. She is certified in elementary education. She has an undergraduate concentration in Spanish and has studied Spanish in Spain. She did one of her student teaching placements at EVCS. She is fluent in Spanish and has translated for EVCS. However, she is not certified in Spanish.

-Pending approval of the Board, Kristy O'Connor was hired as teaching assistant for first grade. Ms. O'Connor holds Bachelor's degrees from SUNY Fredonia and Medaille College. She is certified in elementary and special education.

-Pending Board approval, Kimberly O'Connor was hired as office assistant and Transportation coordinator. Ms. O'Connor holds an associates degree from Niagara Community College. She served as a main office secretary and Transportation Coordinator at Community Charter School and South Buffalo Charter School. Ms. O'Connor will be replacing Ms. Dortch, but with expanded duties.

-Kathleen Stanek, teaching assistant, resigned her position due to family obligations.

-The cafeteria position held by John Seitz (Mr. Jack), was eliminated for the 2013-2013 school year. We were able to secure a second worker from the Buffalo Public Schools Food Commissary at no cost to EVCS.

-The clerk/receptionist position held by Pamela Dortch was eliminated in order to create the position of office assistant/Transportation Coordinator.

-Kathy Skora, dance teacher, was budgeted for four days per week. Her actual schedule turned out to be an extra half-day. John proposed that her position be increased to a full five days to allow her to serve as arts integration teacher.



-John requested a pay increase of \$.50 per hour, as supported by the 2013-2014 budget, for part-time custodians, James Graham and Leroy Horne. This increase would be retroactive to July 15, 2013 and would raise Mr. Graham's salary to \$10.50 per hour and Mr. Horne's salary to \$9.50 per hour.

-At the request of Building Engineer, John Grabowski, John proposed a change to the employment policies allowing for regular, part-time employees to receive paid legal holidays (identified in the employment manual) equivalent to one shift.

-The school is in the process of selecting three more teaching assistants. Final determination will be made this week.

-John requested that Liz Evans, Operations Manager, be designated by the Board of Trustees as Records Access Officer for FOIL requests.

**Mimi moved and Concetta seconded that all previously stated personnel actions be approved. Approved unanimously.**

There was no further business.

**A motion to adjourn was made by Mimi and seconded by Concetta. Approved unanimously.** The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Board of Trustees Professional Development: Saturday September 7, 2013. Details fo follow.

-Meetings at 6:00 p.m.- Sept. 18, 2013; Oct. 16, 2013; Nov. 20, 2013; Dec. 18, 2013; Jan 15, 2013; Feb. 12, 2014\*; Mar 19, 2014; April 9, 2014\*; May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, September 18, 2013**

**Trustees Present:** Mimi Barnes-Coppola, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Pam Pollock

**Trustees Absent:** Marguerite Battaglia, Kathy Franklin-Adams, Matt Ryan

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

Concetta Ferguson called the meeting to order at 6:07 p.m.

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

2. Minutes from the Board of Trustees meeting held on August 21, 2013, and the special Board Meeting held on September 12, 2013, were presented. **Concetta moved and Leah seconded that both minutes be accepted as presented. Approved unanimously.**

3. In her capacity as EVCS Operations Manager, Liz Evans reported on possible litigation on behalf of charter schools in response to the ongoing freeze in charter funding by New York State. Any litigation would stress the need for funding equity for charter schools and for children. There would be a cost to EVCS to support the litigation. Various possibilities for funding this were discussed. **Leah moved and Mimi seconded that the EVCS Board support litigation to end the freeze on charter school funding. Approved unanimously.**

4. FINANCIALS

The EVCS financial report was not yet available. Review and discussion were tabled until the next meeting.

5. BOARD RETREAT

Members discussed the EVCS Board Development Day on Saturday, September 7, 2013. It was generally agreed that the facilitator, Kristin Pryor, had proved both knowledgeable and helpful in steering members to clarify certain needs of the Board. See Memorandum. There seemed to be a consensus that new members should be recruited to fill existing vacancies and that a "New Member" document should be created to facilitate this recruitment and help each new member to understand his/her role on the Board. It was also agreed that written "job descriptions" should be created for each Board Office and Committee. There were differing opinions regarding the optimal length of a term on the Board and whether the number of terms should be subject to an arbitrary limit. Further discussion will be necessary to reach a decision on this matter.

6. EXPANSION/FACILITIES UPDATE

In accordance with the resolution of the Board at the Special Meeting on September 12, 2013, the proposal of Carmina, Wood, Morris was accepted. The contract has been signed and the firm will design and construct the upcoming changes in the EVCS building. The programming phase has begun identifying the "must haves", the "wish list" and a clear budget.

7. EVENING IN DAYS PARK

Respecting the school's new location, the name of the annual fund-raiser has been changed from *Evening In the Atrium* to *Evening In Days Park*. This year's event will take place at the school on Saturday, November 16, 2013. Roy collected the \$100 donation from each Board member to assist in purchasing raffle prizes. He also gave Board members packages of ten tickets for the event.

8. DIRECTOR'S REPORT

Personnel

-John reported that several positions have been filled since the August meeting: Maria Williams, teaching assistant for first grade; Lauren Atherton, teaching assistant for second grade; Anita Ching, teaching assistant for third grade. All are certified teachers. **Pam moved and Leah seconded that all three hires be approved. Passed unanimously.**

-John further proposed clarification to a policy in the *EVCS Employee Manual* that would specify that non-instructional part-time employees will receive sick days proportional to their FTE.

#### Academics

-Currently, SLO (student learning objective) tests are being administered as part of the school's APPR (Annual Professional Performance Review) Plan. Next week STAR Assessments will be administered.

-The LAB-R will be administered to students who started school in New York State this year who speak languages other than English in their homes. An accurate number of students with limited English proficiency will be determined after this instrument is administered and scored.

-Individual student reports for the New York State Assessments have just arrived. Parent reports will go out next week. Since this was a baseline year, and, on average, students' achievement results are lower, EVCS is following guidelines from the State Education Department that use scale score cut-points to determine which students require mandatory AIS (Academic Intervention Service).

-Data meetings will be held with teachers at the conclusion of STAR testing. During those meetings attention will focus on NYS Assessment results, the results of DIBELS, and STAR testing.

-John e-mailed Board members a BOCES compiled ranking on district and charter school performance on the NYS ELA and mathematics assessments. At the August meeting, he showed comparisons only to select test-in schools and high performing suburban schools; however, in comparison to all schools across the county, students at EVCS performed very well at all grade levels.

-Additional professional development will be conducted this month by a presenter from BOCES on how to better utilize the STAR Assessment data. All teachers will participate.

-Liz Evans has been attending data management training at BOCES. Her ability to participate in these frequent training sessions and bring this information back to the school will improve ability to manage and report data.

-Medaille College is once again running their after-school reading clinic at EVCS on Tuesdays and Thursdays. Medaille adjusted the schedule to accommodate students who are using bus transportation and not staying for the Boys and Girls Club program.

-After the first week of school, it appears that all transportation department difficulties have been resolved. EVCS has students riding eight busses from Buffalo, one from Williamsville, one from Amherst and one from Cheektowaga. Approximately 130 students are using the morning care program on a daily basis.

-Currently, 44 students (44%) have IEPs. That is at, or around, the percentage of the District.

#### Operations

-New Operations Manager, Liz Evans, submitted a Stimulus Fund Grant application for \$200,000 to offset costs of upcoming construction. She is currently working with the

Olmsted Conservancy on a Lowe's Grant for improvements to Days Park.

-Liz is also communicating with the architects and contractor regarding expansion needs, as well as meeting with technicians to explore options for the expansion of technology in Phase II.

-Liz has created a Wiki Page for school documents that are pertinent to teachers.

-As noted previously, Liz is now representing EVCS at all training sessions and meetings for school data coordinators at BOCES. She is also representing EVCS on the charter school litigation exploratory committee.

#### School Safety Committee

-John proposed that the following people be named to the School Safety Committee for the 2013-2014 school year:

John Sheffield, Director

Liz Evans, Operations Manager

Anne Wechsler, Academic Program Coordinator and EVCS Parent

Anne Landrigan, Student Services Coordinator

John Grabowski, Building Engineer

Lea Gladysz, Office Manager

Dana Fauth, School Nurse

John further proposed that Officer Dan Quintana, Community Resource Officer from the Buffalo Police Department, be retained as a consultant to the committee. **Concetta**

**moved and Pam seconded that both of John's proposals be approved as stated.**

**Passed unanimously.**

#### 9. NEW BUSINESS/ ANNOUNCEMENTS

A question arose about the Boys and Girls Club funding and the EVCS loan to begin the program here. The program is in operation for eighty students selected on the basis of the criteria established at the August meeting. There has been no further information about their actual funding to date.

There was no further new business or announcements. **Leah moved and Pam seconded that the meeting adjourn. Approved unanimously.** The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Pamela Pollock

#### FUTURE DATES:

-Meetings at 6:00 p.m. - Oct. 16, 2013; Nov. 20, 2013; Dec. 18, 2013; Jan 15, 2013; Feb. 12, 2014\*; Mar 19, 2014; April 9, 2014\*; May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, October 16, 2013**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin Adams, Pam Pollock

**Trustees Absent:** Jennifer Bernacki Smith, Matt Ryan

**Others Present:** John Sheffield, EVCS Director; Tom Burns, Auditor, Lumsden McCormick, LLP; Karen Burhans, CPA, Kirisits & Associates, CPAS, PLLC

Concetta Ferguson called the meeting to order at 6:09 p.m.

1. Concetta presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on September 18, 2013, were presented.

**Kathy moved and Ray seconded that the minutes be accepted as presented. Approved unanimously.**

3. FINANCIALS

-Tom Burns, Auditor, Lumsden, McCormick, presented the findings of the financial audit. He stated that his firm did a risk based audit and that the result was a “clean opinion” for EVCS, which is the best possible report. Income has increased, as a result of the additional students enrolled, despite the fact that New York state has not raised the funding rate for three years. Special event income has also increased, as the rental income from the sub-lease is a new income source. Increase in depreciation and amortization percentages remain fairly consistent. He stated that cash currently exceeds long term debt, and suggested that we might want to consider investing some of the cash. The firm is currently working to prepare the Form 990 which needs to be filed with NY State by November 15. **Marguerite moved and Pam seconded that the audit report be accepted as presented. Approved unanimously.**

-Karen Burhans, CPA, Kirisits and Associates, presented the financial reports for August and September, 2013. These also supported the findings of a strong financial position. **Mimi moved and Leah seconded that the financial reports for August and September, 2013, be accepted as presented. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

Proposed contracts with the architects and contractors selected for the next part of the EVCS expansion project are currently with the attorneys. It is hoped that these can be completed in a timely fashion as a March ground breaking is expected.

5. EVENING IN DAYS PARK

This year's *Evening In Day's Park* fund-raising event will take place at the school on Saturday, November 16, 2013. Plans are proceeding according to schedule. To date \$5500 in corporate sponsorships have been promised. Donations of baskets and silent auction items continue to arrive. Other highlights include a beer tasting and a variety of music offerings.

6. BOARD NOMINATIONS/RECRUITMENT

The EVCS Board of Trustees currently has two vacancies. The particular need is a member with some expertise in financial matters who would be willing to serve as treasurer. Mimi suggested looking to some young professionals at area financial management firms. She cited the example of her son, Evan Coppola, MBA. She suggested that he, or one of his associates at Hudson Advisors, might be looking for an opportunity to serve the community. The Nominating Committee agreed to investigate this possibility. Mimi recused herself from the Nominating Committee for the purposes of this task. Marguerite, Leah and Roy will serve.

## 7. DIRECTOR'S REPORT

### Enrollment

EVCS is currently at full capacity.

### Academics

-Beginning of the year progress monitoring assessments (STAR and DIBELS) have been completed.

-Data meetings were held over the past two weeks with all teachers. Data from STAR, DIBELS and NYS Assessments was analyzed to develop AIS (Academic Intervention Service) plans for students performing below benchmark. STAR and NYS Assessment Data was used to predict each student's progress toward meeting the Common Core Standards.

-A letter was sent out to all parents explaining the AIS Program and how Title I teachers and AmeriCorps members are working with classroom teachers to provide AIS to all students. The letter also explained the criteria for mandatory AIS, and whole-school participation in flexible groups.

-Madelyn Eberle joined the EVCS team from AmeriCorps. Ms. Eberle will be providing academic support to students in fifth grade. She is not a certified teacher, but she has extensive experience in mathematics, science, English and foreign languages. She holds a Bachelor of Science degree from the University of Rochester.

-All Annual Professional Performance Review data for teachers and the principal has been completed and uploaded to the Data Warehouse.

-Buses continue to go well, and have reduced traffic congestion at drop-off and pick-up.

-Tomorrow EVCS will hold its first Alumni night, with a two-fold purpose. Graduates will have a mini-reunion, but will also talk with current eighth graders about expectations in high school.

-EssiLor Vision Foundation provided free, professional vision screening for all EVCS students. Students found to have vision deficits can receive free eyeglasses from EssiLor if they qualify for free or reduced lunch.

### Personnel

John requested approval to hire Nydia Quiles as part-time custodian at a rate of \$8.50 per hour to replace Michael Robinson. **Pam moved and Kathy seconded that the hiring of Nydia Quiles under the stated conditions be approved. Approved unanimously.**

### Operations

-EVCS has obtained quotes for installing a sound system in the gym.

-Finger Lakes technologies has been engaged to upgrade and reprogram the phone auto-attendant and voice-mail system.

-The process of preparing EVCS for online testing requirements by academic year 2014-2015 has been initiated.

-The leadership team met with architects to discuss programmatic planning for Phase II.

-Leaders are working with the school's attorney to finalize contracts with the architect and general contractor.

-There has been communication with Northwest Savings Bank to establish a time-line for securing financing for Phase II construction.

-Operations Manager, Liz Evans, completed a Lowe's grant application to help restore distressed turf in Day's Park, and for mulch for the park and playground.

-Liz will formulate a meeting schedule and task distribution list for the charter renewal application which is due on August 30, 2014.

8. NEW BUSINESS/ ANNOUNCEMENTS

There was no new business or announcements. **Kathy moved and Pam seconded that the meeting adjourn. Approved unanimously.** The meeting was adjourned at 7:25 p.m.

Respectfully submitted,  
Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m. - Nov. 20, 2013; Dec. 18, 2013; Jan 15, 2014; Feb. 12, 2014\*;  
Mar 19, 2014; April 9, 2014\*; May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, November 20, 2013**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin Adams, Pam Pollock, Matt Ryan

**Trustees Absent:** None

**Others Present:** Anne Landrigan, EVCS Student Services Coordinator

John Sheffield, EVCS Director was not present as he was attending the wake for a student's mother.

Concetta Ferguson called the meeting to order at 6:08 p.m.

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

2. Minutes from the Board of Trustees meeting held on October 16, 2013, were presented. **Matt moved and Concetta seconded that the minutes be accepted as presented. Approved unanimously.**

3. FINANCIALS

-Concetta presented the financial statement for the four months ended October 31, 2013. For the period covered, EVCS showed a decrease in net assets of \$224,459 versus a budgeted decrease in net assets \$362,943. The result was a favorable variance of \$138,484. EVCS remains in a strong financial position. See report for details. Concetta also presented the minutes of the meeting of the Financial Committee. Karen Burhans, CPA Kirisits and Associates, reviewed, in detail, the Form 990, a draft of which was previously shared with the Board of Trustees. The Committee was satisfied with the review and approved that the Form be filed with New York State as required.

**Pam moved and Marguerite seconded that the financial report and the Form 990 be approved as presented. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

-Liz Evans, EVCS Operations Manager, met with officials at Northwest Savings Bank to discuss financial aspects of the upcoming construction project. The possibility of rolling the remaining mortgage from the Phase I construction into Phase II, to create a total amount with the same interest rate (4.75%), was discussed.

-The Committee met with Jon Morris, principal at Carmina, Wood, Morris, to talk about what the available square footage might allow with respect to the needs and desires of the school. A more secure entrance and additional bathrooms remain priorities. The cafeteria will need to be reconfigured. It may be necessary to revise space for the mechanicals, and use the science lab as a home-room for one eighth grade class, in order to maximize use of the available space. The Committee will meet again next week.

-School representatives plan to meet with the neighbors during the first or second week of December to update them on the construction plans.

5. EVENING IN DAYS PARK

This year's *Evening In Day's Park* fund-raising event was a great success. A good time was had by all and initial estimates place gross proceeds in the neighborhood of \$36,174 and net at approximately \$27,117. The Board expressed appreciation to the committee and to all who worked so hard to make the event a success.

6. EVCS BOARD RETREAT - Follow-up

Leah reminded committee chairs to e-mail revised Committee Organization Templates ("job



descriptions”) to her before the next meeting.

## 7. BOARD NOMINATIONS/RECRUITMENT

The EVCS Board of Trustees continues to seek qualified candidates to fill two vacancies. There was some discussion of necessary and desirable attributes of future Board members. It was agreed that needs might vary depending on the skill set of any sitting Board. However, the current priority remains an individual with financial and accounting experience. Liz Evans has reached out to several individuals for suggestions.

## 8. DIRECTOR’S REPORT

Concetta presented the Director’s report in Mr. Sheffield’s absence.

### Recruitment Efforts

-EVCS again ran an advertisement in the education edition of *Western New York Family* magazine. The ad featured the school’s special education and ESL programs.

-Anne Wechsler and Mr. Sheffield participated in the School Forum Night hosted by the Westminster Early Childhood Program. The forum is open to parents of children who will be entering kindergarten within the next two years. In his presentation, Mr. Sheffield highlighted the special education services.

-Mr. Sheffield was invited to speak at a conference held on November 15, 2013. The conference was hosted by Young Audiences of Western New York for community organizations that provide arts programs for children. In an effort to educate the audience on the services offered at EVCS, Mr. Sheffield discussed research that demonstrates how participation in the arts benefits children with special learning needs and how this research is implemented at EVCS.

### Facilities

-On November 1, 2013, Mr. Sheffield reported to the facilities committee that the school had water damage on the west end of the building where the single-story roof above the cafeteria connects to the wall of the two-story section of the building. The situation was assessed by the subcontractor engaged by BRD Construction. He reported that the problem was not with the roof or the flashing. Murray Roofing then evaluated the problem and stated that it was a problem with the masonry. The masonry contractor estimated that it would cost approximately \$15,000 to repair the mortar. Since this is the side of the building where the additional classrooms will be added, the contractor recommended a temporary solution involving sealing the wall in a fashion similar to the way basements are waterproofed. This solution, if successful, will cost hundreds of dollars as opposed to thousands of dollars.

-Within the past few weeks, graffiti has been sprayed on the building, fence and playground five times. The school is working with the Hudson Street Block Club; the Days Park Block Club; the Buffalo Police Department and Dan Quintana, the school resource officer, to stop the vandalism. Copies of the school security videos have been given to the Buffalo Police. Video surveillance shows that it is a group of young men in their late teens, and that the vandalism is occurring between 3:00 and 5:00 a.m. The maintenance staff has been removing the graffiti as quickly and as thoroughly as possible.

### Loan to Boys and Girls Club

Diane Rowe of the Boys and Girls Club of Buffalo informed Mr. Sheffield that the loan made by EVCS to launch the after-school program in the 2013-2014 school year will be

paid in full in January, 2014. The grant contract has been executed and is retroactive to September 1, 2013.

9. Anne Landrigan, Student Services Coordinator, presented the annual report of special education services, academic intervention services, demographics and testing. She expressed thanks and appreciation to the Board of Trustees and Mr. Sheffield for their effort and support to ensure that EVCS has been able to meet student needs with support staffing.

#### Student Services

##### Special Education:

Consultant Teacher & Resource Room	26 students	total: 429 hours per week	
Speech Therapy			30 students
		total: 40 hours per week	
Occupational Therapy		25 students	total: 22.5
		hours per week	
Physical Therapy			8 students total: 7
		hours per week	
Mandated Counseling		8 students	total: 4 hours
		per week	
Counseling			20 students
		total: 10 hours per week	

##### ESL:

6 students total: 27 hours per week

##### AIS:

Reading: 83  
students; 30%

Math: 67 students; 24%

#### Student Demographics

Total students	325	
Female	161	49.5%
Male	164	50.5%
White	150	46%
Black	92	28%
Hispanic	64	20%
Native American	9	3%
Asian	10	3%
Students with IEPs	43	13%
Students with 504 plans	67	21%

#### Testing

Ms. Landrigan reported that this spring's New York State Assessments for ELA and mathematics are likely to be very much like last year. There will be a change on January 1, 2014 which will impact provision of ESL (English as a Second Language) service. The use of the LAB-R test to qualify for ESL services will be replaced with a new test which, it is hoped, will be more sensitive. More information about testing is available at PARCCOnline.org. She also

noted that EVCS may change the Kindergarten Screening to late summer rather than spring. This would provide more updated information for progress assessments and still be available for use in balancing the kindergarten classes.

#### 10. NEW BUSINESS/ ANNOUNCEMENTS

There was no additional business and no announcements. **Mimi moved and Kathy seconded that the meeting adjourn. Approved unanimously.** The meeting was adjourned at 7:30 p.m.

Respectfully submitted,  
Pamela Pollock

#### FUTURE DATES:

-Meetings at 6:00 p.m. - Dec. 18, 2013; Jan 15, 2014; Feb. 12, 2014\*; Mar 19, 2014;  
April 9, 2014\*; May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, December 18, 2013**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Kathy Franklin Adams, Pam Pollock

**Trustees Absent:** Concetta Ferguson, Matt Ryan

**Others Present:** John Sheffield, EVCS Director; Jonathan Morris, Principal, Carmina, Wood, Morris, PC

Leah Eagan-Stoddard called the meeting to order at 6:06 p.m.

1. Leah presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on November 20, 2013, were presented.

**Marguerite moved and Roy seconded that the minutes be accepted as presented. Approved unanimously.**

**3. EXPANSION/FACILITIES UPDATE**

Jonathan Morris, Principal, Carmina, Wood, Morris, PC, presented architectural renderings for the proposed changes to the EVCS building and discussed priorities and possibilities. Plans for the first floor include: a revised, more secure main entrance and office area; an expanded cafeteria with the two single doors changed to a double door; new boys and girls lavatories with four stalls in each; two classrooms each for grades K-3; a resource room and a counselor's office. Plans for the second floor include a build-out over the cafeteria and revisions of existing space to allow for: a boys and a girls lavatory with five stalls each; two additional classrooms; an art room; a music room; another resource room; a classroom for accelerated activities; and an expanded faculty lounge with a kitchenette and lavatory. The space above the main office will contain three new classrooms and a stair tower.

Work is expected to begin in the spring, with the plan of completing the three classrooms above the office and, possibly, the lavatories by August, 2014. After that, construction will begin on the cafeteria end of the school. Working around school occupancy, to keep disruption to a minimum, it is expected that there will be approximately a year of construction to complete the project. Mr. Morris stated that continuous construction is far more cost effective than interrupted.

Carmina, Wood, Morris, PC, is prepared to file the necessary paperwork with the City next week. It will go to the City Planning Board at the January meeting. **Leah moved and Mimi seconded that the Board authorize the firm of Carmina, Wood, Morris, PC, to present the site plans, floor plans and elevations for the EVCS school expansion project to the City of Buffalo Planning Board at its January meeting. Approved unanimously.**

Representatives from EVCS, including, Matt Ryan, have met with representatives from the surrounding neighborhood. There were 12 attendees from the Allentown Association and the Days Park Block Club. Representatives from Hudson street were unable to attend. Some concerns about construction noise, hazards, trucks and traffic were expressed. Matt's report indicated that the neighbors were generally supportive. The school will need to continue communication with these groups and address concerns as they arise. It was noted that the school will need to be pro-active in communicating with the parents about concerns regarding construction in an occupied school, once a clear, minimally disruptive plan has been developed.

**4. FINANCIALS**

The Financial Committee is scheduled to meet on Friday to review the construction budget. The financial report was tabled until the next meeting

## 5. BOARD NOMINATIONS/RECRUITMENT

The EVCS Board of Trustees continues to seek qualified candidates to fill two vacancies. To date, only one resume has been received. Board members were reminded to look for community members who might be interested in serving in this capacity.

## 6. DIRECTOR'S REPORT

### Employee Health Insurance

The Affordable Care Act has significantly impacted the availability of health insurance policies which might be offered to EVCS employees. The current Independent Health Flex Fit policy will no longer be available in its current form. John and Operations Manager, Liz Evans, have extensively reviewed the existing options. The best alternative seems to be using the platinum option offered through the New York State Insurance Exchange. The Independent Health Plan looks to be the most competitive. **Kathy moved and Mimi seconded that the Board authorize John to pursue employee health insurance through the New York State Insurance Exchange. Approved unanimously.** John will meet with school employees following the winter break.

### Funding Freeze Litigation Proposal

John shared information from Steve Polowitz regarding research of possible grounds for legal action to address the issue of funding inequity for charter schools. The Wendt Foundation has agreed to provide a \$15,000 grant to help fund the research effort. Charter schools have been asked to contribute \$6.50 per enrolled student to help close the funding gap. This would amount to \$2112.50 for EVCS. **Marguerite moved and Leah seconded that John be authorized to pay \$2112.50 to Chameleon Community Schools Project, acting as agent, to enter into a Retainer Agreement with the Rupp, Baase, Pfalzgraf, Cunningham, Coppola, LLC, Firm to continue research into the litigation regarding the charter school funding inequity. Approved unanimously.**

### Stipend Requests

John requested increased stipends for three athletic coaches this year. The job has become far more demanding, as the students are now playing in a middle school league rather than an elementary school league. Games and practices require more after-school and weekend time. John suggested stipends of up to \$1000 for David Phillips, Boys Basketball Coach, and Rob Campbell, Girls Basketball Coach. A stipend of up to \$500 was suggested for Anne Landrigan, Assistant Girls Basketball Coach and Scorekeeper for all girls and boys games. Marguerite suggested that perhaps a larger stipend would be more appropriate. Support was expressed by other Board members. **Marguerite moved and Jennifer seconded that the two head coaches be awarded a stipend of \$1200 each and the assistant coach a stipend of \$700. Approved unanimously.**

### Charter Renewal

John distributed drafts of several sections of the Charter Renewal application:

- Draft Professional Development Plan
- Draft Academic Accountability Goals, in which absolute and growth goals were combined to reduce the number of goals from 49 to 28.

The Board was asked to review these documents and comment on them for the next meeting.

### Family Literacy Night

John also distributed a copy of the flyer sent to parents of students in kindergarten through grade three regarding the upcoming family literary activities to be led by the Title I team. The event will actually be held at the school on the afternoon of Saturday, February 8,

2014.

## 7. NEW BUSINESS/ ANNOUNCEMENTS

There was no additional business and no announcements. **Pam moved and Roy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Pamela Pollock

### FUTURE DATES:

-Meetings at 6:00 p.m. - Jan 15, 2013; Feb. 12, 2014\*; Mar 19, 2014; April 9, 2014\*;  
May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

## The Elmwood Village Charter School

### Board of Trustees Meeting

Wednesday, December 18, 2013

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Kathy Franklin Adams, Pam Pollock

**Trustees Absent:** Concetta Ferguson, Matt Ryan

**Others Present:** John Sheffield, EVCS Director; Jonathan Morris, Principal, Carmina, Wood, Morris, PC

Leah Eagan-Stoddard called the meeting to order at 6:06 p.m.

1. Leah presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on November 20, 2013, were presented.

**Marguerite moved and Roy seconded that the minutes be accepted as presented. Approved unanimously.**

### 3. EXPANSION/FACILITIES UPDATE

Jonathan Morris, Principal, Carmina, Wood, Morris, PC, presented architectural renderings for the proposed changes to the EVCS building and discussed priorities and possibilities. Plans for the first floor include: a revised, more secure main entrance and office area; an expanded cafeteria with the two single doors changed to a double door; new boys and girls lavatories with four stalls in each; two classrooms each for grades K-3; a resource room and a counselor's office. Plans for the second floor include a build-out over the cafeteria and revisions of existing space to allow for: a boys and a girls lavatory with five stalls each; two additional classrooms; an art room; a music room; another resource room; a classroom for accelerated activities; and an expanded faculty lounge with a kitchenette and lavatory. The space above the main office will contain three new classrooms and a stair tower.

Work is expected to begin in the spring, with the plan of completing the three classrooms above the office and, possibly, the lavatories by August, 2014. After that, construction will begin on the cafeteria end of the school. Working around school occupancy, to keep disruption to a minimum, it is expected that there will be approximately a year of construction to complete the project. Mr. Morris stated that continuous construction is far more cost effective than interrupted.

Carmina, Wood, Morris, PC, is prepared to file the necessary paperwork with the City next week. It will go to the City Planning Board at the January meeting. **Leah moved and Mimi**

**seconded that the Board authorize the firm of Carmina, Wood, Morris, PC, to present the site plans, floor plans and elevations for the EVCS school expansion project to the City of Buffalo Planning Board at its January meeting. Approved unanimously.**

Representatives from EVCS, including, Matt Ryan, have met with representatives from the surrounding neighborhood. There were 12 attendees from the Allentown Association and the Days Park Block Club. Representatives from Hudson street were unable to attend. Some concerns about construction noise, hazards, trucks and traffic were expressed. Matt's report indicated that the neighbors were generally supportive. The school will need to continue communication with these groups and address concerns as they arise. It was noted that the school will need to be pro-active in communicating with the parents about concerns regarding construction in an occupied school, once a clear, minimally disruptive plan has been developed.

#### 4. FINANCIALS

The Financial Committee is scheduled to meet on Friday to review the construction budget. The financial report was tabled until the next meeting

#### 5. BOARD NOMINATIONS/RECRUITMENT

The EVCS Board of Trustees continues to seek qualified candidates to fill two vacancies. To date, only one resume has been received. Board members were reminded to look for community members who might be interested in serving in this capacity.

#### 6. DIRECTOR'S REPORT

##### Employee Health Insurance

The Affordable Care Act has significantly impacted the availability of health insurance policies which might be offered to EVCS employees. The current Independent Health Flex Fit policy will no longer be available in its current form. John and Operations Manager, Liz Evans, have extensively reviewed the existing options. The best alternative seems to be using the platinum option offered through the New York State Insurance Exchange. The Independent Health Plan looks to be the most competitive. **Kathy moved and Mimi seconded that the Board authorize John to pursue employee health insurance through the New York State Insurance Exchange. Approved unanimously.** John will meet with school employees following the winter break.

##### Funding Freeze Litigation Proposal

John shared information from Steve Polowitz regarding research of possible grounds for legal action to address the issue of funding inequity for charter schools. The Wendt Foundation has agreed to provide a \$15,000 grant to help fund the research effort. Charter schools have been asked to contribute \$6.50 per enrolled student to help close the funding gap. This would amount to \$2112.50 for EVCS. **Marguerite moved and Leah seconded that John be authorized to pay \$2112.50 to Chameleon Community Schools Project, acting as agent, to enter into a Retainer Agreement with the Rupp, Baase, Pfalzgraf, Cunningham, Coppola, LLC, Firm to continue research into the litigation regarding the charter school funding inequity. Approved unanimously.**

##### Stipend Requests

John requested increased stipends for three athletic coaches this year. The job has become far more demanding, as the students are now playing in a middle school league rather than an elementary school league. Games and practices require more after-school and weekend time. John suggested stipends of up to \$1000 for David Phillips, Boys Basketball Coach, and Rob Campbell, Girls Basketball Coach. A stipend of up to \$500 was suggested for Anne Landrigan, Assistant Girls Basketball Coach and Scorekeeper for all girls and boys games. Marguerite suggested that perhaps a larger stipend would be

more appropriate. Support was expressed by other Board members. **Marguerite moved and Jennifer seconded that the two head coaches be awarded a stipend of \$1200 each and the assistant coach a stipend of \$700. Approved unanimously.**

#### Charter Renewal

Jon distributed drafts of several sections of the Charter Renewal application:

- Draft Professional Development Plan

- Draft Academic Accountability Goals, in which absolute and growth goals were combined to reduce the number of goals from 49 to 28.

The Board was asked to review these documents and comment on them for the next meeting.

#### Family Literacy Night

John also distributed a copy of the flyer sent to parents of students in kindergarten through grade three regarding the upcoming family literary activities to be led by the Title I team.

The event will actually be held at the school on the afternoon of Saturday, February 8, 2014.

#### 7. NEW BUSINESS/ ANNOUNCEMENTS

There was no additional business and no announcements. **Pam moved and Roy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Pamela Pollock

#### FUTURE DATES:

-Meetings at 6:00 p.m. - Jan 15, 2013; Feb. 12, 2014\*; Mar 19, 2014; April 9, 2014\*; May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday



**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, January 15, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin Adams, Pam Pollock, Matt Ryan

**Trustees Absent:** None

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

Concetta Ferguson called the meeting to order at 6:09 p.m.

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

2. Minutes from the Board of Trustees meeting held on December 18, 2013, were presented. The minutes were corrected to state that rather than a meeting of the Financial Committee, that EVCS Director, John Sheffield, and Operations Manager, Liz Evans, were scheduled to meet with representatives from R and P Oak Hill on Friday to review the budget/cost estimate for the new construction. **Matt moved and Leah seconded that the minutes be accepted as corrected.**

**Approved unanimously.**

3. FINANCIAL REPORT

Financial reports for the periods ended November 30, 2013 and December 31, 2013 were presented. Reports continue to show that finances are stable. **Matt moved and Marguerite seconded that the financial reports from November and December, 2013, be accepted as presented. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

-John Sheffield, Liz Evans, Leah Stoddard, Concetta Ferguson, and Lisa Kirisits have interviewed three candidates to serve as EVCS “owner’s representative” during the coming construction. All three candidates were highly recommended. The Facilities Committee met on January 14, 2014, and recommended that Colby Smith be hired for the position. **Marguerite moved and Matt seconded that Colby Smith be named EVCS “owner’s representative” to oversee the coming construction at the school. Approved unanimously.**

-Plans for the construction were presented to the Buffalo Planning Board at the January meeting. The plans seemed to be favorably received in general. Chris Brown, a community member, expressed concerns about preservation and made several suggestions. There were compliments from some of the neighbors about work that has already been done involving lighting, the grounds and the parking lot. The planning Board was unable to vote due to the absence of a quorum.

5. BOARD RETREAT FOLLOW-UP

-Concetta reiterated the need for the Board to complete committee reorganization templates. She asked all committee chairs to send, or re-send, the list of member responsibilities to her electronically before the next meeting. She noted that Board of Trustees Officer duties are outlined in the EVCS Charter and are available on the Board WIKI.

-Succession planning also needs to be considered. Concetta will re-send the document from the Board Retreat. All Board members are asked to review it before the February meeting.

6. BOARD NOMINATIONS/RECRUITMENT

The EVCS Board of Trustees continues to seek qualified candidates to fill two vacancies. Some new possibilities have been suggested. It is hoped that there will be a viable candidate who can serve as Board Treasurer by the February meeting.

7. ANNUAL CAMPAIGN

The first meeting of the EVCS 2014 Annual Giving Committee will be held at the school on

Wednesday, January 22, 2014. Once again, the hope is to participate in the United Way Day of Giving in March. This approach was very successful last year. EVCS raised approximately \$13,000 on the first day of the campaign. It was the highest total in the Buffalo Chapter.

## 8. DIRECTOR'S REPORT

### Academics

-Mid-year STAR and DIBELS testing is concluding this week. Data meetings will be scheduled with teaching teams during the last week in January.

-Medaille College will not be able to offer its after-school reading clinic at EVCS this semester due to the declining enrollment in their graduate literacy program. EVCS hopes to resume the program in the fall. John is working with Medaille to develop other tutoring options for children whose parents had requested the Medaille Reading Clinic.

-EVCS is piloting an early intervention program in first and second grades that focuses on the development of social and communication skills. The program is facilitated by Mark Fenz, a social worker with the Erie County Council for Education, Prevention, and Intervention. Mr. Fenz has been conducting a similar program with EVCS fourth graders for the past seven years.

### Recruitment

-The January open house for prospective students was well attended. The open house was publicized in *WNY Family Magazine*, with an advertisement that highlighted the special education programs and services to English Language Learners; packets of information sent directly to pre-schools and day care centers, especially those that serve a high percentage of students with disabilities, English Language Learners, and students living in poverty; and posts on Social media sites and websites, including Hispanics United of Buffalo, and worship communities on the Westside of Buffalo.

-David Rodriguez, EVCS parent and former Board of Trustees member, is now the President of Hispanics United of Buffalo. He has been very helpful in publicizing EVCS in the Hispanic Community in Buffalo. His assistance has included posting recruitment information on the Hispanics United website and Facebook page in Spanish. Direct outreach to the Hispanic community has increased the percentage of Hispanic students attending EVCS from just 9% in 2006-2007 to 20% in 2013-2014.

-This week, New York State Comptroller, Thomas DiNapoli, conducted a press conference on the fiscal state of the City of Buffalo. In this press conference, he noted that the child poverty rate in Buffalo is 44%. This is higher than the state average. The current poverty rate at EVCS is 48% which is slightly higher than the city as a whole. EVCS will continue to recruit students from pre-schools that serve high percentages of students living in poverty, but more importantly, will continue to serve this population of students, especially through the School-wide Title I program.

### Charter Renewal

Members of the Board of Trustees have received a copy of the personnel manual for review and comments. There are very few changes from the last version of this manual, but John will have an HR person review it to ensure that EVCS is compliant with all applicable labor laws. Board members were asked to submit comments or suggestions to John via e-mail.

### State Education Department Visit

A team from the New York State Education Department will be visiting EVCS on February 6, 2014. At this point, the team has not requested a meeting with members of the Board of Trustees.

## 9. NEW BUSINESS/ ANNOUNCEMENTS

-Marguerite expressed thanks to the EVCS parents who are helping her with her survey regarding what EVCS students think about the school. She is hoping to find the “secret ingredient” to the school’s success. To date comments focus on “We learn AND we have fun. That equals super learning!”

-Matt questioned whether a final report on the “Evening In Days Park” fund raising event was available. It would be nice to see the final financial figures and also look at suggestions for the future. Roy stated that the report would be made available.

-Mimi asked about the status of the state funding freeze. Monthly updates were suggested.

There was no additional business. **Matt moved and Concetta seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m. Feb. 12, 2014\*; Mar 19, 2014; April 9, 2014\*; May 7, 2014\*;  
June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, February 12, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Pam Pollock

**Trustees Absent:** Kathy Franklin Adams, Matt Ryan

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager  
Concetta Ferguson called the meeting to order at 6:06 p.m.

1. Concetta presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on January 15, 2014, were presented.

**Jennifer moved and Roy seconded that the minutes be accepted as presented. Approved unanimously.**

**3. EXPANSION/FACILITIES UPDATE**

-Liz Evans stated that plans for the upcoming construction were cleared by the Buffalo Planning Board and the Preservation Board. As EVCS Owners' Rep, Colby Smith has attended both meetings. The itemized budget will be presented to the EVCS Board of Trustees at the next meeting, March 19, 2014.

-Construction is expected to begin in April, after the NY State testing has been completed. It is scheduled to be a one year construction plan lasting from April, 2014 to April 2015. The Board discussed notification of the neighbors. A possible article in *Buffalo Rising* was mentioned. Matt will also maintain his contacts with neighborhood groups.

-EVCS has been awarded \$200,000 from New York State to help pay for the air conditioning.

**4. CHARTER RENEWAL**

-Liz reported that the scheduled visit by members of the NY State Education Department on Feb. 6, 2014, went well. Members of the Leadership Team continue to work on various sections of the Charter. The format is somewhat different this year. The State is reportedly looking for a thirty page application with various attachments. A special work session is scheduled for a Saturday in March.

-Sue Gibbons reportedly brought up the topic of replication. She suggested that EVCS begin to explore future options in regard to replication. Board members Mimi Barnes-Coppola, Marguerite Battaglia, Pam Pollock, and Jennifer Bernacki Smith volunteered to serve on a Task Force on Replication. Liz Evans and other members of the Leadership team will also be involved, as will some members of the faculty.

-An update of the Board Governance Plan is to be a part of the Charter renewal. This is part of the By-Laws and is done by an attorney. It is expected that minimal change will be needed. Concetta will send it to Board members for comments. It will then be reviewed at the March meeting.

**5. DIRECTOR EVALUATION**

The New York State Education Department provides 40% of the evaluation of school leaders. Board member, Kathy Franklin Adams, a retired school principal, was instrumental in the development of the Director Evaluation instrument used at EVCS. Therefore, Concetta has asked Kathy to do the Director's evaluation this year.

**6. EVENING IN DAYS PARK**

Roy Clay distributed summaries of the 2013 *Evening In Days Park*, the fund raising event

sponsored by the EVCS Community Association. The Board was asked to review the document for discussion at the March meeting.

#### 7. PROJECTED FIVE-YEAR BUDGET

-Concetta presented the projected five-year EVCS budget prepared by Kirisits and Associates, EVCS accountants, for the purpose of negotiating a bank loan for the construction build-out necessary for the school's expansion plans. The budget was prepared based on assumptions that:

- the build-out will be accomplished in the year ending June 30, 2015 at a cost of \$ 2,000,000
- the rate of per pupil reimbursement will remain constant at \$12,005 for the years ending June 30, 2015-2019
- an additional class of 25 students will be added each year during the same five year period
- various expenses will increase from 3% to 10% during the same five-year period.

Bill Ferguson, accountant and EVCS parent, has reviewed the document and found it credible.

-The January financial statement was not yet available. Review and approval of the January financial statement was tabled until the March meeting.

#### 8. ANNUAL CAMPAIGN

Leah reported that the Annual Campaign Committee met on January 22, 2014. The campaign will proceed much like last year and have a target of \$13,000 to be used for technology. The United Way *Day of Giving* in March will be used as a springboard. The advantage to this is that it is open to donations from anyone, anywhere and is all electronic. In addition, children will be given cut-out fish, as they were last year, and asked to decorate them and return them during the next three weeks with a donation of any size. The possibility of a small token reward for each returned fish was discussed. The goal is for 100% participation on the part of EVCS families.

#### 9. BOARD RETREAT FOLLOW-UP

Templates outlining responsibilities of the various EVCS committees have been received. These one-page statements of procedures and responsibilities are being collated and will serve as orientation tools for new BOT members and a handy reference for Board veterans.

#### 10. NOMINATIONS COMMITTEE

Mimi noted that the Nominating Committee has been working for several months to find and interview the best candidates to fill vacancies on the Board of Trustees. Resumes were e-mailed to Board members last week. Following discussion of the recommended candidates,

**Concetta moved and Pam seconded that the following resolutions be adopted:**

- 1. Resolved that the Elmwood Village Charter School Board of Trustees select Andrew Mouw as a candidate to serve on its BOT, with a term expiring on 6/30/2015, pending approval by SED. The resolution approving Andrew Mouw is formally adopted upon SED's approval.**
- 2. Resolved that the Elmwood Village Charter School Board of Trustees select Natalie Stoyanoff as a candidate to serve on its BOT, with a term expiring on 6/30/2015, pending approval by SED. The resolution approving Natalie Stoyanoff is formally adopted upon SED's approval.**

**The resolutions were approved unanimously.**

#### 11. DIRECTOR'S REPORT

##### Changes to Academic Calendar

At this point, EVCS has used five days for weather related closings, and only two days had been built into the calendar. Hence, three days of instruction must be made up in order to remain in compliance with the Charter. The following proposal has received support from

members of the BOT, parents and staff:

- Shorten the February break to three days and have instruction on Thursday, February 20, and Friday, February, 21.
- Shorten the April break by one day and have instruction on Monday, April 21 (the Monday after Easter).
- Reserve Thursday, June 26, and Friday, June 27, as possible make-up days should there be any more unexpected closings.

John noted that approval of the proposal would result in additional transportation costs of approximately \$5,100 for busing of students on days when Buffalo Public Schools are not in session. **Mimi moved and Concetta seconded that John's proposal to alter the academic calendar be accepted. Approved unanimously.**

#### Academic Report

-Mid-Year Progress Monitoring has been done using the STAR assessment. John distributed a chart showing average Student Growth Percentile (SGP) and Normal Curve Equivalent (NCE) for each grade. Mid year data meetings will be held to discuss implications of the data.

-Mid-Year Performance reviews will focus on meeting goals identified by teacher and Director at the start of the school year.

#### Personnel

-Nydia Quiles, custodian, completed her probationary period. John is requesting a pay increase retroactive to Jan 1, 2014, raising her hourly pay from \$8.50 to \$9.00 per hour.

-Renee Fitzsimmons, middle school math teacher, will begin maternity leave on February 14, 2014. John is seeking approval to hire Jessica Obercon as long-term substitute teacher at the rate of \$160 per day. Ms. Obercon has been working with Mrs. Fitzsimmons since the beginning of February to prepare for the transition. Ms. Obercon holds a Master's degree in special education from SUNY College at Buffalo and a Bachelor's degree in middle/secondary mathematics education and mathematics from SUNY at Potsdam. She is certified in special education for grades five through twelve and mathematics for grades five through twelve.

-Laura Cornejo-Lester, third grade lead teacher, will begin her maternity leave in March. John is requesting approval to hire Emily Gonyeau as long-term substitute teacher at the rate of \$160 per day. Ms Gonyeau has been a per diem substitute teacher at EVCS for the past two years. She holds a Master's degree in literacy from Niagara University. She is certified in literacy for pre-kindergarten through sixth grade, childhood education for grades first through sixth, and special education for grades first through sixth.

-Tricia Tangeman, kindergarten lead teacher, will begin her maternity leave in April. John is seeking approval to hire Brittany Machmer as long-term substitute teacher at the rate of \$160 per day. Ms. Machmer was a teaching assistant at EVCS for three years, and left for one semester to complete her Master's degree. Since then she has been a per diem substitute teacher nearly every day at EVCS. Ms. Machmer holds a Bachelor's degree from SUNY College at Buffalo and a Master's degree from Medaille College. She is certified in elementary education for grades one through six.

**Leah moved and Pam seconded that all requested personnel actions be approved. Approved unanimously.**

#### SED Visit

On February 6, 2014, Susan Gibbons and Blair Gearhart from the State Education

Department visited EVCS. The visit began with a meeting involving John, Ms. Gibbons and Mr. Gearhart. During the meeting, the issues of weather related closings, staff and student attrition, recruitment efforts and demographics, NYS Assessment results and the waiting list were discussed. John was then asked to discuss three things the team would see during classroom observations. John focused the discussion on consistent use of the Responsive Classroom Model, rigorous instruction and differentiated instruction. The team spent approximately one and one-half hours observing classroom instruction. At the conclusion of their visit, the SED team met with the EVCS Leadership team and Concetta Ferguson. The SED team reported that they observed the Responsive Classroom Model, rigorous instruction and differentiated instruction occurring consistently in each classroom. During this meeting, the group discussed Common Core Standards, the charter renewal, NYS assessment results, and replication. A full site visit will be scheduled for the fall of next year (2014).

#### Boys and Girls Club

The \$27,000 advance made to the Boys and Girls Club to enable operations to commence programming at the beginning of the year has been reimbursed in full.

#### 12. NEW BUSINESS/ ANNOUNCEMENTS

-John reported that the teachers had expressed gratitude for the health package that the Board approved at the December meeting.

-John also announced that there had been some discussion in Albany of allowing charter schools to include pre-kindergarten programs.

-Concetta announced that the June meeting of the Board will be her last. She will be resigning her position on the Board in order to meet increasing demands of both her profession and her growing family.

**Concetta moved and Mimi seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Pamela Pollock

#### FUTURE DATES:

-Meetings at 6:00 p.m. - Mar 19, 2014; April 9, 2014\*; May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, March 19, 2014**

**Trustees Present:** Marguerite Battaglia, Roy Clay, Concetta Ferguson, Kathy Franklin Adams, Andrew Mouw, Pam Pollock, Matt Ryan, Natalie Stoyanoff

**Trustees Absent:** Mimi Barnes-Coppola, Jennifer Bernacki Smith, Leah Eagan-Stoddard

**Others Present:** John Sheffield, EVCS Director; Liz Evans, EVCS Operations Manager; Colby Smith, EVCS Owner's Rep; Lisa Kirisits, EVCS Accountant

Concetta Ferguson called the meeting to order at 6:02 p.m.

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

2. Concetta introduced and welcomed new members to the EVCS Board of Trustees, Andrew Mouw and Natalie Stoyanoff. **Matt moved and Kathy seconded that Andrew Mouw be elected to fill the vacant position as Treasurer of the EVCS Board of Trustees. Approved unanimously.**

3. Minutes from the Board of Trustees meeting held on February 12, 2014, were presented. **Marguerite moved and Roy seconded that the minutes be accepted as presented. Approved unanimously.**

4. **EXPANSION/FACILITIES UPDATE**

-Colby Smith, EVCS Owner's Rep, stated that the budget for the upcoming construction has been under revision. In January the estimate was at approximately \$2.6 million. Further refinements have reduced the budget by \$300,000.

-All designs and specifications will be submitted to the city on March 13, 2014. The current building is a "Type A" construction. As long as all new construction complies with the "Type A" model no sprinklers will be required. This will result in a cost avoidance of \$225,000.

-The project is currently out to bid. The bid due date was postponed to March 25, 2014, to allow time for more bidders. It was believed that the greater number would result in more competition and less padding of bids. Numbers should be available on March 24, 2014, and should be ready for analysis the following afternoon.

-Mr. Smith volunteered to attend any neighborhood meetings to explain and answer questions regarding the construction project. It was agreed that he would consult with Matt first as Matt is a member of the community and has been serving as liaison between EVCS and the neighborhoods.

5. **FINANCIAL MATTERS**

-Lisa Kirisits, EVCS Accountant, reviewed the financial statements for January and February, 2014. She described "a healthy balance sheet." For the eight months ended February 28, 2014, EVCS showed an increase in net assets of \$188,219 vs. a budgeted decrease in net assets of \$169,242. The result was a favorable variance of \$357,461. **Matt moved and Kathy seconded that the financial statements for January and February, 2014, be accepted. Approved unanimously.**

-Lisa also noted that it becomes more difficult to balance the budget each year when there has been no increase in funding levels from New York State. EVCS has been able manage due to the funds generated by additional students as long as the school grows. She presented two options proposed by Northwest Savings Bank for the coming construction loan:

Option #1-The loan will go to permanent finance in September, 2015, with the term loan becoming part of it. This will then expire on August 1, 2017, with an expected 5 year



extension. Lisa noted that this may strain the operating budget, but did not feel that it should be a significant concern.

Option #2-This option is similar to the first. However, the term note is for a larger amount and the bank will want it back faster, requiring a higher cash outflow from EVCS. She felt that this might strain cash reserves.

Some discussion ensued. Matt was of the opinion EVCS has a healthy operating budget and that option #1 would leave the school in a better financial position at the end of five years. **Matt moved and Marguerite seconded the EVCS Board of Trustees accept option #1, borrowing \$1.4 million and using the higher level of cash reserves. Approved unanimously.**

-Lisa and Karen Burhans have been researching the possibility that EVCS might be able to provide employer contributions to a 403(b) plan for those non-instructional, full time employees who are not part of the NY State Teacher's Retirement System. **Matt moved and Kathy seconded the following resolution: Resolved that the EVCS Board of Trustees approves in concept an employer 403(b) contribution (amounts or percentages to be determined) for full time, non-instructional employees who are not eligible for the New York State Teacher's Retirement System. Approved unanimously.**

-Several other potential expenditures were discussed:

-Liz noted that state and federal reporting requirements are increasing rapidly and consuming many hours of time with manual data entry. It may be necessary and cost effective to replace current manual data entry with a supported system.

-John reminded the Board that for several years EVCS has outsourced related services of occupational therapy, physical therapy, speech therapy and IEP mandated counseling. Counseling is currently maxed out at a rate of \$55 per hour. He will be looking into the cost effectiveness of hiring a staff counselor.

6. John reported that Sue Gibbons from the NY State Board of regents expressed excitement that the EVCS Board of Trustees will be considering possible replication.

7. Discussion of the Board Governance Plan was tabled in order to allow Board members additional time to review the document.

#### 8. ANNUAL CAMPAIGN

Leah noted that the annual campaign begins tomorrow, March 19, 2014, with participation in the United Way "*Spring It On!*", on-line donation event. In addition, students and families will also be encouraged to participate by decorating paper fish and returning them to school with a donation of any size as they did last year. The goal is for everyone to participate and feel a part of the effort.

#### 9. RECRUITMENT/ NOMINATIONS COMMITTEE

Mimi reported that there have been a number of very qualified candidates to serve as parent representative to the EVCS Board of trustees.

#### 10. DIRECTOR'S REPORT

##### Academics

-Professional development: On Friday, March 21, 2014, students will be dismissed at 12:30 pm to allow an afternoon of teacher development. Mrs. Wechsler will be working with ELA teachers on Common Core writing development. Mr. Sheffield will be working with other teachers on six academic intervention strategies from *Teach Like a Champion*. All members of the instructional staff are required to participate in this professional development.

-State Assessments:

\* New York State testing will take place during April and May 2014. English, Language Arts exams will be given April 1,2, and 3; Mathematics tests, April 30, May 1 and 2.

There is real concern about parents who opt out of the tests. A charter school that does not have 95% participation may have its charter in jeopardy. In addition, the school uses information from student test results as a tool to improve instruction for all. As a way of alleviating some of the anxiety that parents fear their children might experience during State Assessments, John suggested that the Board suspend its policy prohibiting teachers from proctoring their own students during State assessments. State Regulations now allow teachers to proctor assessments administered to their students. As always, two teachers will be assigned to every testing room. **Matt moved and Concetta seconded that the EVCS Board of Trustees amend its current policy to allow teachers to proctor their own students during assessment. Approved unanimously.**

\*New York State Assessments will once again be scored with ASAP Consulting. The collaborative includes schools from Buffalo, Rochester and Syracuse. Teachers do not score assessments from their own schools. Teachers from EVCS will travel to Rochester for the collaborative scoring.

\*A letter will go out this week explaining to parents how State assessment results are used at EVCS. The letter will also explain that, since teachers do not teach to the test, the students will not notice their teachers conducting dedicated review sessions during class in preparation for these assessments.

-State Education Department Visit: On March 6, 2014, Sue Gibbons and a team from SED visited EVCS. The team included a data specialist. Curriculum, data and data reporting requirements for charter schools were discussed during the meeting. It was very productive.

#### Personnel

Laura Lester, third grade lead teacher, and Tricia Tangeman, kindergarten lead teacher, have requested extended, unpaid maternity leave to the end of the school year under the Family and Medical Leave Act. **Marguerite moved and Pam seconded that the extended leaves be granted for both teachers as requested. Approved unanimously.**

#### Charter Renewal

Members of the leadership team continue to work on pieces of the charter renewal application, and meet frequently to discuss each section. On Saturday, March 22, 2014, the team will have a work session to begin to edit and blend the various pieces.

#### Weather Related Closings

On March 12, there was another weather related school closing. This necessitated converting the scheduled teacher recording day on June 26 to an instructional day. The addition of this instructional day will keep the school in compliance with the charter.

#### High School Placements

\*Mr. Campbell continues to work with families of eighth grade students to help the students secure seats in their first or second choice high schools. Initial acceptance letters once again show that EVCS students will be attending selective high schools in the fall. Already two students have been awarded full scholarships to three private high schools.

\*The high school information night has been rescheduled for April 23, 2014. During this session, discussion will focus on information about various area high schools, the high school application, important deadlines, and the high school application process. Parents will receive information on local public, charter, and private school options. This information is particularly important for parents of sixth and seventh graders, as the high school application process begins early in a student's eighth grade year.

#### Eighth Grade Class Trip

The eighth grade will be going to Toronto for their class trip on Wednesday, June 18, 2014. Highlights of the trip will include Medieval Times, the CN Tower and a museum. The Parent Association contributed \$1000 toward the trip. In order to finance the trip, students will do two fund-raisers, parents of each student will make a \$25 contribution, and the school will pick up the balance.

#### 11. NEW BUSINESS/ ANNOUNCEMENTS

-John announced that the lottery for students entering in September, 2014, will be held at 6:00 pm, on Tuesday, April 8, 2014. Applications must be postmarked by March 31, 2014.

-EVCS hosted the most recent meeting of the Days Park Block Club. April 2, 2014, was selected a date for post-winter park clean-up. It was suggested that a different pick-up location for Boys and Girls Club students might alleviate traffic congestion. Feasibility of a joint EVCS/Days Park Block Club barbecue was discussed. The school parking lot may be available for Allentown Art Festival Parking by the Block Club, depending on the status of construction at the time. There is an article on the EVCS construction project in the *Allentown Neighbor*.

**Marguerite moved and Roy seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 8:10 p.m.

Respectfully submitted,  
Pamela Pollock

#### FUTURE DATES:

-Meetings at 6:00 p.m. - April 9, 2014\*; May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, April 9, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin Adams, Andrew Mouw, Pam Pollock, Natalie Stoyanoff

**Trustees Absent:** Matt Ryan

**Others Present:** John Sheffield, EVCS Director; Colby Smith, EVCS Owner's Rep; Lisa Kirisits, EVCS Accountant

Concetta Ferguson called the meeting to order at 6:07 p.m.

1. Concetta presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on March 19, 2014, were presented. It was noted that there was a typographical error stating the year as 2010 rather than 2014 in the first item of the Director's report. **Kathy moved and Jennifer seconded that the minutes be accepted as corrected. Approved unanimously.**

3. EXPANSION/FACILITIES UPDATE

-Colby Smith, EVCS Owner's Rep, stated construction of the additions to the school will begin on April 14, 2014. Neighbors have been contacted. Provisions for access have been made. Deliveries will be coordinated for minimal disruption. For example, larger items will be delivered during off hours. Items to be stored will be contained behind fences. The contract has been reviewed. Content and drawings were determined to be correct. The contract contains a cost reduction of \$25,000 on the project budget. The schedule was adjusted to allow the April 14 start date, but maintain the original completion date. Mr. Smith proposed an A1A133 Amendment to the current contract with R&P Oak Hill to set a maximum price for the construction. **Concetta moved and Andrew seconded that the Board accept the proposed A1A133 Amendment document as an amendment to the original contract. Approved unanimously.**

-An official Ground Breaking Ceremony to celebrate the beginning of construction for the addition to the building was proposed for April 23 or April 24. Additional information will be forthcoming.

4. FINANCIAL MATTERS

-Lisa Kirisits, EVCS Accountant, presented revised options proposed by Northwest Savings Bank for the coming construction loan. Last month the Board approved borrowing \$1.4 million and using a higher level of cash reserves in repayment of the loan. Revised proposals are for borrowing a larger amount of money. Two options were again presented. Advantages, disadvantages, costs and dates were discussed and compared. It was decided that option # 2 most resembled the proposal previously accepted by the Board. **Mimi moved and Natalie seconded that the new option # 2 be accepted. Approved unanimously.** This will involve borrowing an additional \$200,000 and repaying the money six months sooner.

-Lisa also reviewed projected operating budgets for the next five academic years. Budgets were essentially flat, as it is not possible at this time to assume any significant increase in financial aid from NY State. Board members expressed concern about not being able to increase salaries. John pointed out that while EVCS salaries are lower than some other charter schools, the school has retained full-time teaching assistants in all classrooms and provides better health care coverage. The projected budgets are manageable for the next five years as the number of students will increase during this period. At the end of this period, increased state aid will be required to sustain

programs. By the end of April, there may be information about the research into the possibility of a lawsuit on behalf of charter schools to establish equity in funding. **Leah moved and Andrew seconded a proposal that the Board accept the projected five-year operating budget plan. Approved unanimously.**

-The Financial Statement for March, 2014, was not available as the Board meeting was earlier in the month than usual. Review and approval of the March Financial Statement was tabled until the May meeting.

#### 5. POWER SCHOOL

Last month Liz Evans, EVCS Operations Manager, discussed the ever increasing NY State and federal reporting requirements and suggested investigating the possibility of replacing the current manual data entry system with a supported system. John reviewed the Power School Premier Program for the Board. He noted that other systems recognized by New York State cannot be customized. The program is costly. However, the cost is included in the current budget and future costs will be largely reimbursable. Technology support costs are comparable to the current system and support is available through BOCES. **Natalie moved and Mimi seconded that EVCS change from the current data management system to Power School Premier. Approved unanimously.**

#### 6. BOARD GOVERNANCE PLAN

Discussion of the Board Governance Plan, tabled at the March meeting, was reviewed. Board members were in accord with the bulk of the document. **Marguerite moved and Mimi seconded that the Nominating Committee be added to the list of standing committees. Approved unanimously.**

#### 7. ANNUAL CAMPAIGN

Leah reported that the EVCS response to the United Way *Spring It on!* Day of giving was excellent. As of Tuesday evening EVCS reported a total of \$14,745 in contributions. There has also been an anonymous challenge of \$500 additional dollars for 50 new donors at any level by this coming Friday. The Community Association is considering extending the campaign a few more days in an attempt to secure “all the fish” in order to have all families represented.

#### 8. RECRUITMENT/ NOMINATIONS COMMITTEE

The Committee met Monday to develop a set of questions which will be used to interview prospective parent members to the Board of Trustees. They will meet with John to schedule the interviews.

#### 9. DIRECTOR'S REPORT

##### Academics

-New York State ELA (English/Language Arts) Assessments were administered to students in grades 3-8 on April 1-3. John expressed his gratitude to teachers in grades 3-8 for doing their very best to reduce test anxiety and for encouraging their students. Students understood that the only expectation was that they give the test their best effort. Despite all of the media attention given to the opt-out movement, EVCS had only one student “opt-out” of the ELA assessment. This is a credit to the positive classroom environment that EVCS teachers strive to create, and to the school's balanced and sensible approach to testing.

-As always, John expressed thanks to Anne Landrigan for the flawless administration of the assessment program. Each year this task becomes more daunting, but Anne doesn't miss a step.

-Mrs. Landrigan and teachers from EVCS are going back and forth to Rochester this week to score the assessments, with a consortium of schools from Buffalo, Rochester and Syracuse, under the direction of ASAP Consulting. They are not staying over at a hotel

this year; they are car-pooling and will be reimbursed for mileage and meals.

Admissions Lottery

-Last night, EVCS held the admission lottery for the 2014-2015 school year. Dr. Maureen Boyd, Associate Professor in the Department of Learning and Instruction at the University of Buffalo, pulled the names for the lottery. Dr. Boyd is not affiliated with EVCS, and she had no vested interest in the outcome of the lottery. Dr. Boyd pulled 600 names, approximately 250 of those for kindergarten. Approximately 28 kindergarten seats are expected to be available to the general public after sibling preferences are filled.

Approximately 70 people attended the public Lottery.

-Once again, John thanked Lea Gladysz for a flawless lottery. Each year there are more students in the lottery, and Lea finds new ways to make the process more efficient.

**10. NEW BUSINESS/ ANNOUNCEMENTS**

-Mr. Phillips will be co-ordinating a “Bike to School Day” sometime in May. Parents and children will be encouraged to bike together. Further details will follow.

-Roy announced that planning for next fall’s *Evening In Days Park* fund raising event has begun. Dates under consideration included Saturdays, October 25 and November 15.

**Jennifer moved and Roy 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. - May 7, 2014\*; June 18, 2014

\*2nd rather than 3<sup>rd</sup> Wednesday

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, May 7, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Concetta Ferguson, Andrew Mouw, Pam Pollock, Natalie Stoyanoff

**Trustees Absent:** Leah Eagan-Stoddard, Kathy Franklin Adams, Matt Ryan

**Others Present:** John Sheffield, EVCS Director; Colby Smith, EVCS Owner's Rep; Liz Evans, EVCS Operations Manager

Concetta Ferguson called the meeting to order at 6:06 p.m.

1. Concetta presented the agenda for the meeting. There were no changes. **Approved.**
2. Minutes from the Board of Trustees meeting held on April 9, 2014, were presented. **Andrew moved and Jennifer seconded that the minutes be accepted as presented. Approved unanimously.**

3. **EXPANSION/FACILITIES UPDATE**

Colby Smith, EVCS Owner's Rep, stated that the construction schedule has been revised again. One of the issues was changing the original 7:00 a.m. start time to 9:00 a.m. to reduce the disturbance to the rest of the neighborhood caused by the construction noise. Changes have had no cost impact on the school to date. In order to receive payment, R&P Oak hill will generate a monthly written report detailing the work completed. This report will be subject to multi-level approval.

4. **REPLICATION**

Bill Clarke, Director of School Innovation for NY State Education Department, has spoken with Bob Bennett, Chancellor Emeritus of NY State Board of Regents. They have initiated discussions about possible replication with high performing charter schools; The Board discussed this at some length. However, it was agreed that replication would be a huge task, consuming much in terms of both personal and financial resources. The \$750,000 offered by New York State for a school start-up would not be expected to cover the entire cost. A meeting of the Task Force on Replication will be scheduled to further investigate what personal and financial resources might be available for such an undertaking.

5. **FINANCIAL MATTERS**

Andrew presented the compiled financial statements for the nine months ended March 31, 2014. Some favorable and unfavorable variances were highlighted. However, for the period of the report, EVCS showed an increase in net assets of \$283,282 versus a budgeted decrease in net assets of \$125,215. The result was a favorable variance of \$408,497. **Marguerite moved and Pam seconded that the financial report be accepted as presented. Approved unanimously.**

6. **BOARD GOVERNANCE PLAN**

There was additional discussion of the Board Governance Plan. It was agreed that the Plan should specify that the Executive Committee include all four BOT officers; Chair, Vice Chair, Secretary and Treasurer. A copy of the Plan which includes all changes will be prepared and presented to the Board for approval at the June meeting.

7. **ANNUAL CAMPAIGN**

Leah was unable to be present. Her report indicated that the EVCS response to the Annual Campaign resulted in 145 donations totaling more than \$20,000. The anonymous challenge of \$500 additional dollars for 50 new donors at any level was surpassed.

8. **RECRUITMENT/ NOMINATIONS COMMITTEE**

-Mimi reported on the nominating committee's efforts to fill the term of Leah

Eagan-Stoddard to expire 6/30/2014. Based upon; a review of candidates' written submissions, personal interviews, responses to interview questions, projection of upcoming Board needs and candidate attributes, the nominating committee recommended Ingrid Johnson-Jacobs to serve as the Parent Representative on the EVCS Board of Trustees. **Marguerite moved and Natalie seconded that the Board accept the Nominating Committee's recommendation to elect Ingrid Johnson-Jacobs to the position of Parent Representative to the EVCS Board of Trustees. Approved. Concetta abstained.**

-Other Board members whose terms will expire 6/30/2014 are Concetta Ferguson and Kathy Franklin-Adams. Concetta has stated that she will not be available for another term on the Board. Kathy has indicated that she is willing to continue to serve. Hence, the Committee will be seeking another new Board member.

-Having canvassed Board members and soliciting nominations, the Nominating Committee presented the following slate of candidates for Board Offices in 2014-2015:

Chair: Mimi Barnes-Coppola

Vice Chair: Jennifer Bernacki-Smith

Secretary: Pam Pollock

Treasurer: Andrew Mouw

Election of Officers will be held at the June 18 meeting of the Board.

## 9. DIRECTOR'S REPORT

### NY State Assessments

-The NYS Mathematics assessment was administered last week. EVCS had only one student opt out.

-As with the ELA assessments, EVCS is scoring with a collaborative of schools from Buffalo, Rochester and Syracuse under the direction of ASAP Consulting. For the most part, EVCS teachers are traveling to and from Rochester for the scoring; however they will need to stay over in a motel for one night next week. This will require two motel rooms at a cost of \$94 per room.

-On May 28, the NYS Science Performance assessment will be administered to students in eighth grade. Both fourth and fifth graders will take the written portion of the assessment on June 2.

-End of the year STAR assessments will be administered during the week of May 19.

### Student Data Management

This week, the administrative team will begin training on Power School. Training for the teachers has been arranged for August.

### Days Park Block Club

EVCS and the Days Park Block Club will be working collaboratively on a chicken barbecue fundraiser to raise money for improvements to the park. The barbecue is scheduled for Thursday, June 19.

### Graduations

-Eighth grade graduation will be held at Asbury Hall, on Delaware Avenue, Monday, June 23, 2014 at 6:00 p.m.

-The kindergarten moving up ceremony will be at 9:00 a.m. on Tuesday, June 24, at the Theater of Youth at the corner of Elmwood and Allen.

-Members of the Board of Trustees are invited to attend either or both of these events.

### Professional Development

The professional development schedule for August is now being finalized. The full



schedule will be made available to the BOT at the June meeting. Professional development this year will continue to focus on using available data to ensure that the EVCS curriculum is aligned to the common core learning standards, gap analysis, and instructional strategies to ensure the engagement of all students.

#### Budget and Salary Increases

Salary increases were discussed at last month's Board of Trustees meeting. The NYS Budget has a per pupil aid increase to charter schools of \$250 per student. This is expected to be finalized within the next few weeks. The Board may want to consider salary increases at this time as John needs to have "offer letters" for staff in place before the next Board meeting scheduled for June 18. Lisa Kirsits, EVCS Accountant, recommended pre-approval of raises "pending the anticipated per pupil aid increase". She compiled a series of figures for BOT review. Based on these figures, **Natalie moved and Mimi seconded that EVCS offer an across the board salary increase of 2% pending final approval of the increase in state aid, with an option to the board of continuing to evaluate salaries based on the financial position of the organization during the upcoming year. Approved. Pam abstained.**

#### Draft 2014-2015 Calendar

John presented a draft calendar for the 2014-2015 school year which was based on a draft calendar from the Buffalo Public Schools. BPS has scheduled a mid-winter break in February. In order to fulfill the number of instructional days required by the EVCS Charter, and to keep three instructional days reserved for weather related closings, John has shortened the mid-winter break to two days. **Marguerite moved and Andrew seconded that the draft calendar be accepted. Approved unanimously.**

#### Public Attacks on Charter Schools

- The Northeast Charter School Network (NCSN) is running a series of radio ads in support of charter schools after recent public attacks. These ads refute a survey discrediting charter schools that was made public last week by BTF President, Phil Rumore.
- The WNY Charter School Alliance, made up of charter school leaders, is compiling its own response to this survey.

#### 10. NEW BUSINESS/ ANNOUNCEMENTS

There was no further business and no announcements.

**Marguerite moved and Pam 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. - June 18, 2014

**The Elmwood Village Charter School**  
**Board of Trustees Meeting**  
**Wednesday, June 18, 2014**

**Trustees Present:** Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki-Smith, Roy Clay, Leah Egan Stoddard, Concetta Ferguson, Andrew Mouw, Pam Pollock, Matt Ryan, Natalie Stoyanoff

**Trustees Excused:** Kathy Franklin-Adams

**Trustees Absent:** None

**Others Present:** John Sheffield, EVCS Director; Colby Smith, EVCS Owner's Rep; Liz Evans, EVCS Operations Manager; Amy Flaherty and Sylvia Johnson, Co-chairs EVCS Community Association

Concetta Ferguson called the meeting to order at 6:04 p.m. Guests were introduced.

1. Concetta presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on May 7, 2014, were presented. **Matt moved and Marguerite seconded that the minutes be accepted as presented. Approved unanimously.**

3. EXPANSION/FACILITIES UPDATE

-Colby Smith, EVCS Owner's Rep, stated that the builders met with some unforeseen conditions involving unsuitable soil. Additional excavation was required, putting the project four days behind schedule, and necessitating the expenditure of \$57,000 from the contingency fund. He felt that the builders would still be able to complete the project by the target end date and perhaps recoup some of the extra costs elsewhere.

-Pay application #1 is in and has been paid. Pay application #2 has been submitted.

-As of June 26, 2014, work will begin inside the building. This will involve demolition, including lead abatement. It is expected that the inside will be ready for occupancy by the start of school in September. The Board expressed thanks to Colby for serving as Owners' Rep. And also to Matt for continuing to serve as the school's liaison to the neighborhood and sharing possible "worst-case" scenarios to keep everyone prepared.

-Matt used the opportunity to update the Board regarding neighborhood events:

\*The Block Club expressed thanks for EVCS participation in the chicken dinner fund-raising event. There was 100% support from the Board of Trustees.

\*A movie in Days Park is being planned for Thursday, June 12, 2014.

\*The Bend, a bar at the end of Allen Street, has new owners. The proprietor came to a block club meeting and stated his desire to be a good neighbor.

4. COMMUNITY ASSOCIATION CONCERNS

Amy Flaherty and Sylvia Johnson stated that they both need to step down from leadership positions in the CA for personal reasons. At this time no one has come forward to replace them. They expressed concern that while families are supportive of individual projects, they seem reluctant to assume responsibility for guidance of the group. They asked for support and suggestions from the Board. The group discussed the matter at some length. It was decided that a joint letter on behalf of the Community Association, the Board of Trustees and the Leadership Team, be sent to families. This would thank Amy and Sylvia for their leadership to date, and highlight the importance of parent involvement and parent volunteers to the success of the school. It was also decided that a joint task force composed of members of the CA, the BOT and the leadership team might be able facilitate recruitment of parent leaders.

## 5. CHARTER RENEWAL

Liz announced that the application for renewal of the EVCS charter is due in Albany on Friday, August 29, 2014. The leadership team is having weekly meetings in preparation and things are progressing on schedule. The application consists of a retrospective plus new goals. There are six sections. Section #2 pertains to Governance. This will be sent to Board members for feedback. The entire charter will be sent to Board members by e-mail by August 1, in order for members to review it prior to the August 20, meeting. A resolution to approve the application will be required at that time.

## 6. REPLICATION

Liz also announced that replication is still under consideration. Several members of the leadership team will be attending a meeting featuring Anna Hall, of Uncommon Schools, at People Incorporated on June 26. A symposium is also scheduled for August.

## 7. FINANCIAL MATTERS

Andrew presented the compiled financial statements for the nine months ended April 30, 2014. Some favorable and unfavorable variances were highlighted. However, for the ten months ended April 30, 2014, EVCS showed an increase in net assets of \$422,001 versus a budgeted decrease in net assets of \$75,685. The result was a favorable variance of \$497,686. **Matt moved and Leah seconded that the financial report be accepted as presented. Approved unanimously.**

## 8. EVCS BOT MINUTES CLARIFICATION

Matt noted that the current format of the EVCS BOT Minutes does not differentiate between excused and un-excused absences. Guidelines state that “three or more absences may be grounds for removal from the Board”. The matter is subject to a vote of the entire Board. Therefore, a permanent record of excused and un-excused absences would be helpful. It was agreed that, henceforth, these would be listed separately. To be excused, a member is asked to contact the Board Chair and Secretary prior to the meeting.

## 9. RECRUITMENT/ NOMINATIONS COMMITTEE

As co-chair of the Nominating Committee, Marguerite presented the slate of candidates for Board Offices in 2014-2015 which was approved at the last meeting. The slate follows:

Chair: Mimi Barnes-Coppola  
Vice Chair: Jennifer Bernacki-Smith  
Secretary: Pam Pollock  
Treasurer: Andrew Mouw

**Marguerite moved and Natalie seconded that the slate be elected as presented. Approved unanimously.**

## 10. DIRECTOR'S REPORT

### STAR Testing and SLO Testing

-STAR Testing and SLO Testing have been completed. Student growth percentage from fall to spring is currently being calculated. The most striking observation from the SLO testing is a great improvement in Spanish from fall to spring for all grade levels. Spanish instruction had been a concern in previous years as we try to prepare students for accelerated Spanish in eighth grade. The results of both STAR and SLO Testing will be used as part of teachers' summative evaluation (as per APPR), as well as testing the effectiveness of the EVCS curriculum and instruction at each grade level. A full report on the results of his testing will be presented to the BOT August.

-Over the course of the two years in which EVCS has administered the STAR Tests, it has been noted that they provide all the information provided by DIBELS, and much more.

The leadership team has compared the results from the past two years and has decided that the administration of DIBELS is no longer necessary. The plan is to phase out use of the DIBELS except in cases where extra progress monitoring is necessary. Phasing out use of the DIBELS will reduce lost instructional time and gain approximately 30 extra days of AIS service. This is the amount of time it takes AIS teachers to administer DIBELS to all students.

#### School Rankings

John reported that *Business First* Magazine ranked EVCS the highest performing elementary school in the city of Buffalo (public or private), seventh out of all schools in the eight counties of Western New York (public or private), and fourth out of all public schools in Western New York. The EVCS middle school was ranked the second highest performing public school in the city of Buffalo, after City Honors. He expressed surprise that *Business First* chose to rank the middle school since they had only one year of data for the eighth grade, and that was from the first administration of the new common core assessment. They also had only two years of data from the seventh grade. All other schools in the ranking had four years of data.

#### AmeriCorps

John reported that EVCS was once again awarded an AmeriCorps grant to provide members to serve EVCS. However, this grant is becoming increasingly competitive, and EVCS was awarded only three members instead of the four that were anticipated.

#### Personnel

**Concetta moved and Marguerite seconded that the Board enter executive session for discussion of several personnel matters. Approved unanimously.** Discussion followed. **Mimi moved and Jenn seconded that the Board exit executive session. Approved unanimously.** **Matt moved and Pam seconded that the Board accept all recommended personnel actions. Approved unanimously.**

#### Staff Appointments

-Change in assignments. Rachele Schneekloth will move to fifth grade. Jennifer Ryan will move to fourth grade, because she will be taking a leave of absence at the beginning of the year, and her long-term substitute can work closely with Josette Smith for instructional planning. Rachele will be moved to fifth grade because of her proven success with community building and her commitment to rigorous instruction. Along with Melanie Lesswing, the fifth grade special education teacher, it is believed that Rachele will be very successful at assimilating the ten or eleven new students into the culture of EVCS. Jennifer Ryan has experience teaching fourth grade and Rachele Schneecloth taught fifth grade before coming to EVCS in 2006.

-There was no teacher attrition this year. A single position was available due to expansion. The Hiring Committee, made up of Mimi Barnes-Coppola, Josette Smith, Anne Landrigan, Anne Wechsler, and John Sheffield, have made the following recommendations for appointments to the staff: Brittany Machmer, lead teacher in second grade to replace Rachele Schneecloth who is moving to fifth grade; Annie Shields, teaching assistant; Alicia Bowman, teaching assistant; Amos Fraccica, teaching assistant; Emily Gonyeau, long-term substitute teacher to cover for two consecutive maternity leaves. Members of the BOT were given copies of candidates resumes. **Matt moved and Leah seconded that the proposed teaching assignments be accepted. Approved unanimously.**

-John requested Board approval to change the employment status of James Graham, custodian, from part-time to full-time, effective July 1, 2014, at the rate of \$10.75 per hour.

This change is included in the budget. Mr. Graham has been employed at EVCS since 2009, and currently works seven hours per night. **Concetta moved and Marguerite seconded that Mr. Graham's status be changed to full-time as proposed. Approved unanimously.**

#### Budget Amendment

The NY State Budget has officially approved a funding increase to charter schools of \$250 per pupil. Lisa Kirisits is investigating whether or not this requires EVCS to approve and submit an amended budget.

#### Litigation Exploration

Earlier this year, the BOT approved a contribution of money in order to explore possible litigation regarding inequities of funding for charter schools. Response from other charter schools was insufficient for the process to proceed. John requested approval to withdraw from this coalition, and request a refund, until such time as there is sufficient financial support from other charter schools. **Mimi moved and Concetta seconded that EVCS withdraw from the coalition and request a refund of the contribution until such time as action is forthcoming. Approved unanimously.**

#### Parent Satisfaction Survey

A Parent Satisfaction Survey indicated that 99.5% of parents were satisfied or very satisfied with the overall program at EVCS.

#### Student Attrition

Student attrition in grades 1-4 is very low, with students leaving only if they are moving out of the area. Student attrition in grades 5-7 continues to be higher as more and more EVCS students test-in into City Honors and Olmsted. Both of these are test-in schools that serve students in grades 5-12. This year, any student who took the entrance exam for City Honors was automatically considered for Olmsted as well. Parents who had not applied for Olmsted automatically received acceptance letters from Olmsted if they were on the waiting list for City Honors. As a result, 40% of the fifth grade class next year will be new to EVCS. All of these students are coming from priority schools in the city of Buffalo. In theory, it is wonderful that students from persistently failing schools are securing seats at EVCS. However, on average, it takes EVCS two years to bring these students up to grade level, and all of these students require intensive AIS. The next highest loss of students occurs between sixth and seventh grade when City Honors adds another section. In August, EVCS will be reviewing the transition plan with teachers to ensure that transfer students are assessed quickly and have an intervention plan in place. The plan includes academic intervention as well as social assimilation. Parents who accept placement into City Honors or Olmsted cite a secure seat in a premium high school as the only reason for choosing to leave EVCS.

#### Banking Resolution

The following resolution was proposed in order to update the signature card for the EVCS account at Northwest Savings Bank: **Be it resolved that the signature card for the Northwest Savings Bank checking account ending in 3956 be updated with the following signers:**

**John Sheffield,  
Mimi Barnes-Coppola  
Andrew Mouw  
Pamela Pollock  
Liz Evans**

**Director  
Board Chair  
Board Treasurer  
Board Secretary  
Operations Manager**

**Marguerite Moved and Concetta seconded that the proposed resolution be adopted.  
Approved unanimously.**

**11. NEW BUSINESS/ ANNOUNCEMENTS**

There was no further business and no announcements.

**Marguerite moved and Matt seconded that the meeting be adjourned. Approved unanimously.** The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

-Meetings at 6:00 p.m. - August 20, 2014

Elmwood Village Charter School  
Recruitment Plan  
Based on Policies Contained in the EVCS Charter

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 eight 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.
- 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.

### 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 passes to entitle the children to use free public transportation to and from school, 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

All students are admitted to EVCS through a random lottery drawing, and EVCS gives preference to sibling applicants. 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.

# Outreach

2013-2014	Poverty	ELL	Sped.	Minority	Early Inter.	Zip	
Bethel Head Start (Jefferson)	X		X		X	14208	
Bethel Head Start (Washington)	X		X		X	14203	App. in English and Spanish
Bethel Head Start (Leroy)	X		X		X	14214	
Bethel Head Start (Genesee)	X		X		X	14211	
Bethel Head Start (Langfield)	X		X		X		
Bethel Head Start (U.B.)			X		X		
Buffalo Hearing and Speech			X		X		
Buffalo Public School Psychologist (Annmarie Robertson)			X				
Building Blocks Day Care				X		14223	
Catholic Charities Immigration and Refugee Services	X	X		X			App. in English and Spanish
D'Youville/Porter Public Library	X	X				14213	
El Buen Amigo		X		X		14201	
Emmanuel Temple Day Care	X			X		14222	
Fr. Bell Community Center	X	X		X		14213	App. in English and Spanish
Grow with Us	X	X		X		14207	App. in English and Spanish
Heritage Centers			X		X		
Hispanics United	X	X		X		14201	
Holy Cross Head Start (Maryland)	X	X	X	X	X	14213	App. in English and Spanish
Holy Cross Head Start (Lawn)	X	X	X	X	X	14207	
Holy Cross Head Start (Military)	X	X	X	X	X	14213	
Holy Cross Head Start (Parkside)			X		X	14217	
International Institute	X	X		X			
JCC Early Childhood Program (Aspire of WNY)			X		X	14209	
Jericho Road Refugee Services	X	X		X			App. in English and Spanish
Latin American Institute		X		X		14201	
Main Pediatrics	X			X		14214	
Masjid darus Salaam	X	X		X		14211	
Masjid Nu-man	X	X		X		14211	
Niagara Day Care (Gateway-Longview)	X	X	X		X	14201	App. in English and Spanish
Salvation Army	X	X		X		14202	
Summit Educational Services	X	X	X	X	X	14213	
True Bethel Baptist Day Care	X			X		14213	
Ujima Cultural Center		X		X			
Vive La Casa	X	X		X			

Western New York Family Magazine (Jan. & Feb.)							ELL and Sped. Services
Westminster Early Childhood Center			X		X	14222	
YWCA Early Childhood Program	X		X	X	X	14208	
Hispanics United Facebook Page		X		X			Posts translated into Spanish
Hispanics United Web Site		X		X			Posts translated into Spanish
Holy Cross Church Facebook Page		X		X		14213	Posts translated into Spanish
Westminster Early Childhood Center			X		X		Pres. on sped. services offered
International Institute							Translation Plan
International Institute							Translation Services Contract



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— by Ember Reichgott Junge



## Teaching in Charter Schools: The Freedom To Be Better

Public school teachers have a very challenging profession. Keeping young learners in their classrooms so engaged that they want to learn takes patience, and enormous skill. But, that is only a small part of what teachers can contribute to overall school success.

What if teachers were in charge of the school? What if teachers in a school could collectively use their expertise and be held accountable for decisions regarding budgeting, staffing, curriculum, and team building? What if teachers were allowed to be the professionals they are?

When I was a Minnesota state senator in 1987, I had dinner with a friend who had left her science teaching position in an urban school district. She had just gotten a job in the corporate office of a local health-care entity. Was it the money that had made her quit? "No," she replied. "It was the freedom."

My friend had grown frustrated with the administration of her school district as she sought to implement her creative ideas in curriculum and teaching methods. "My ideas were not valued," she told me. "I was not respected as an educator. I lost my passion."

This was a pivotal conversation for me, as I worked over the next five years to author the first chartered school law in 1991 in Minnesota. As a union-endorsed Democrat, I wanted to empower teachers. I wanted to create the opportunity for entrepreneurial teachers and parents to create independent public schools and my new,

innovative learning strategies, without the confines of a structured K-12 system unable to change.

Chartering was never intended for all teachers. But it was, and remains, a valuable option for some. Today chartered school teachers are guiding over 2.3 million students in over 6,000 chartered schools in 42 states and the District of Columbia. And over one million names are on waiting lists to enroll in their classrooms.

Many teachers are surprised to learn that Albert Shanker, president of the American Federation of Teachers, was one of the first to propose a "charter school" in a National Press Club speech in 1988. His fundamental interest was in creating a professional role for teachers. He envisioned the new schools as led by teachers within school districts. He told Minnesotans at a conference later that year that "This is a system that can take its customers for granted."

Yet teacher unions were (and still are) skeptical of chartering schools, which typically operate outside the districts' control. They vigorously opposed the passage of chartering in Minnesota in 1991 and in many other states that followed.

I'm grateful that now, after twenty years, some teachers and union leaders see new opportunities in chartering, coming full circle to Shanker's vision. In 2011, Minnesota approved the first union-run and chartered school authorizer in the nation. The same union leaders who opposed chartering twenty years ago now sit on the au-



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**I**t was a Monday and I was in the pediatrician's waiting room alone without my daughter. I was there to just pick up her blood work report from the previous week or so I thought. I was asked to wait. I thought initially that the office staff was overwhelmed because of the crop of Monday sniffles in the waiting room. (Parents know Monday is the worst day to go to the doctor's office.) So, I waited some more.

About a half hour into the wait, I asked the staff if I could just have the paperwork. I was told the doctor wanted to see me.

If I were a cartoon character there would have been a bubble above my head that read, "x&@##!" I knew immediately that something was wrong!

About 15 minutes later, I was called back to a treatment room with the doctor and told that my daughter had a positive ANA (anti-nuclear antibody). My daughter's symptoms were joint pain and swelling, with major fatigue that was getting worse with time, not better.

The previous week, the doctor drew blood to check the white cell count of my beautiful, fifteen year-old. He later told us that he was testing for leukemia. Thankfully the levels were normal.

After dodging the cancer bullet, I breathed a sigh of relief and thought we were in the clear. But, the positive ANA confirmed what I already suspected. My daughter was developing a chronic autoimmune problem which may or may not develop into something more serious like systemic lupus erythematosus (SLE). It will take some time to nail down a definitive diagnosis, but I am grateful that we were referred to a pediatric rheumatologist and my daughter is in treatment.

Her medical needs have a big impact on her ability to perform in school. It be-

came obvious that we needed to make some decisions.

My daughter is a fifteen-year-old sophomore at a very rigorous, academically advanced magnet school in our area. Looking back on it now, I can see that she had been struggling with fatigue all year and her grades were suffering.

The school is a 45-minute bus ride away from our home. The daily bus rides there and back were taxing in and of themselves. Believing I already knew the answer, I asked her, "What do you want to do about school?"

There are processes in place, given a medical excuse, that would allow her to be homebound and have a visiting teacher come to the house daily or weekly, depending on the need.

Before she answered I told her that it was her high school career and I would advocate with the school to do whatever it took to get her through this. To my surprise, my mother's intuition about her desire to stay and fight the system, if necessary, was completely wrong.

She acknowledged that it would be hard to leave her friends but she knew she could no longer push herself as hard as she had been. I knew then she really felt bad physically.

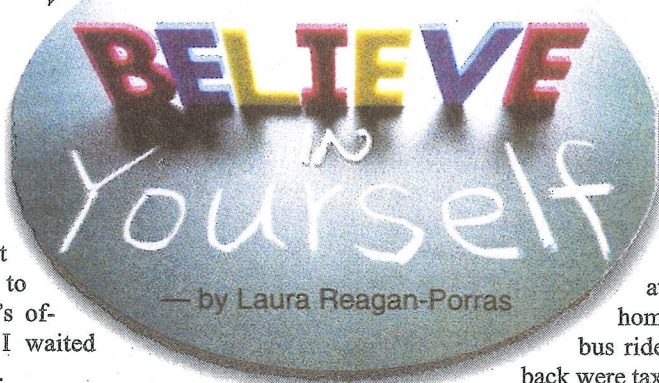
I talked to a teacher friend who helped me find an online high school system that would allow her to work at her own pace. We enrolled her. She is disciplined about her work online. She is working an academic plan one day at a time, one course at a time.

The pediatrician advised us not to let her give in to how she felt, to push through, even with a rigorous school curricula.

I knew all of life is a negotiation and how she handled this first major hurdle would hold the keys to empowerment.

*continued on page 38*

*A Family's Empowered Choice*



## THE ELMWOOD VILLAGE CHARTER SCHOOL

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Education Needs or Limited  
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Buffalo, New York

Buffalo, New York

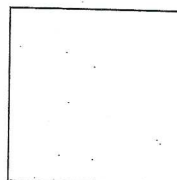
6



Hispanos Unidos shared a link.  
18 minutes ago

Elmwood Village Charter School esta teniendo una casa abierta para estudiantes prospectivos en los grados de K-8, este jueves el 9 de Enero 2014. Empezara a las seis por la tarde y terminara a las siete y media. No hay costo de matricula para asistir la escuela. Elmwood Charter School esta ubicado a 40 Days Park, Buffalo.

Elmwood Village Charter School Open House for prospective K-8 students will held on Thursday, January 9, 2014, from 6:00 until 7:30 p.m. Elmwood Village Charter School is located at 40 Days Park in Buffalo. There is no tuition to attend a charter school. [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org)



Elmwood Village Charter School  
[www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org)

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

Share

Flee Maria likes this.

Chat (Off)

Feliz dia de los reyes! Esperemos que la nieve se contenga para las celebraciones!

Share

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Hispanos Unidos shared Hispanos Unidos's photo.  
December 21, 2013

FREE! FREE! FREE!

### 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

[Signature]  
Signature

10/9/13  
Date

Director



---

## 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.

---

*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)*





---

## 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

---

*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)*



---

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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*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 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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*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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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.

---

*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)*



## 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: John Sheffield, Director  
Elmwood Village Charter School  
40 Days Park, Buffalo NY 14201  
716-886-4581

## 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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*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)*





---

**10. AUTHORIZING SIGNATURES**

**JOURNEY'S END REFUGEE SERVICES, INC.**

Name: Molly Short

Title: Executive Director

Signature: [Signature]

Name: Sarah Cunningham

Title: Director of Interpreting Services

Signature: [Signature]

**PROVIDER**

Name: John W. Shettles

Title: Director

Signature: [Signature]

Date: 5/12/14

# Appendix I: Teacher and Administrator Attrition

Created Tuesday, July 08, 2014

Updated Friday, February 27, 2015

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## Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
30	3	1

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
3	1	0

Thank you

# Appendix J: Uncertified Teachers

Created Tuesday, July 08, 2014

## Page 1

Charter School Name: 140600860896 ELMWOOD VILLAGE CS

### Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

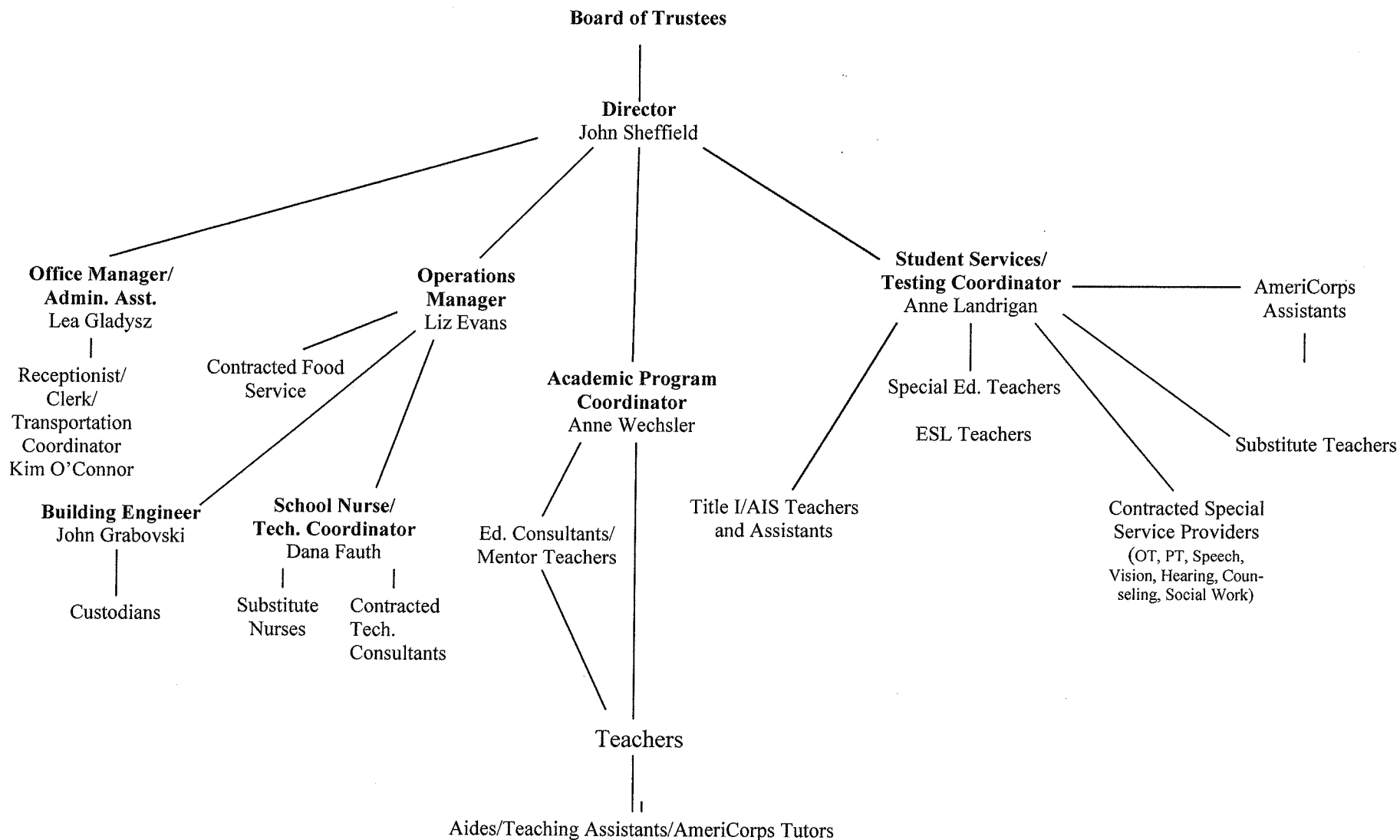
	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	1
Total FTE (Sum of all Uncertified Teaching Staff)	1

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

30

Thank you.

Organizational Chart—EVCS 2013-2014



# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, October 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/70441af090e2b83102>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Ingrid	Knight

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

### 5. \*E-mail Address:

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Parent Representative
- 

9. Are you a trustee and also an employee of the school?

*No*

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?

No

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

A handwritten signature in black ink, reading "Angid R. Knight". The signature is written in a cursive style with a large, stylized 'A' and 'K'.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/a67bd66188f7c1de00>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Mimi	Barnes-Coppola

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

--

### 5. \*E-mail Address:

--

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:



(check all that apply)

- 
- Chair/President
- 
- Vice Chair/Vice President

9. Are you a trustee and also an employee of the school?

No

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

No

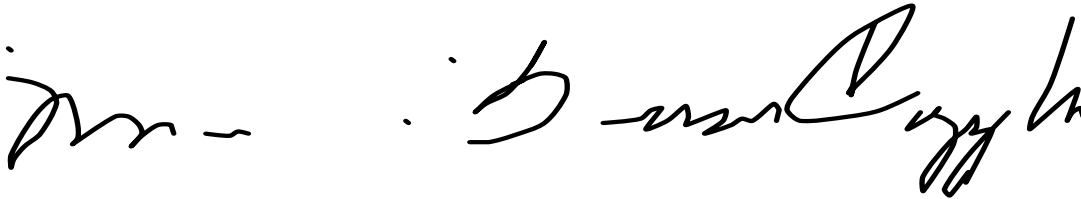
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

A handwritten signature in black ink, appearing to read "James Pugh", written over a light gray horizontal line.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/4836e15e27fd9bb523>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Andrew	Mouw

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

### 5. \*E-mail Address:

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Treasurer
- 

9. Are you a trustee and also an employee of the school?

*No*

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

No

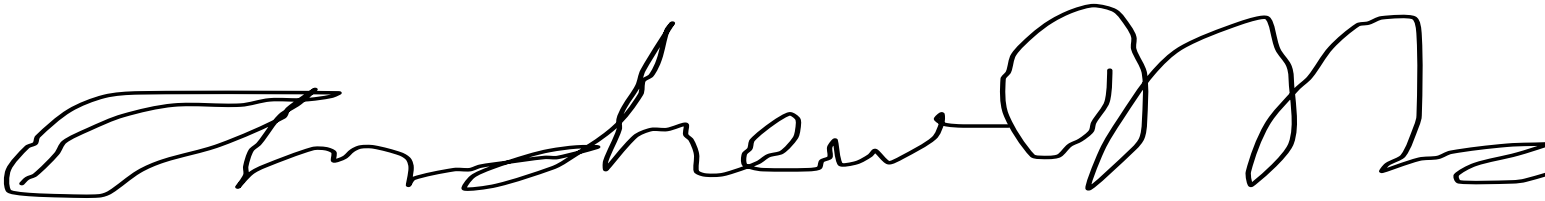
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

A handwritten signature in black ink, appearing to read "Andrew M. [unclear]", written in a cursive style.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/b896249cbaf73cf764>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Marguerite	Battaglia

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

### 5. \*E-mail Address:

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: member of Nominating Committee
- 

9. Are you a trustee and also an employee of the school?

No

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?

No

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 response)

12a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1				
2				
3				
4				
5				

Signature of Trustee



Thank you.



# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/2cbbaa5cc6dc2361f2>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Pamela	Pollock

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

### 5. \*E-mail Address:

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Secretary
- 

9. Are you a trustee and also an employee of the school?

*No*

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

A handwritten signature in black ink that reads "Pamela K. Pollack". The signature is written in a cursive, flowing style.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/b55d8bc8076f1008f1>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Jennifer	

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

### 5. \*E-mail Address:

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 

9. Are you a trustee and also an employee of the school?

*No*

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?

No

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

A handwritten signature in black ink, appearing to read "Joseph B. Smith". The signature is written in a cursive, flowing style.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/bf195757712e474c91>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Natalie	Stoyanoff

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

### 5. \*E-mail Address:

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: board member
- 

9. Are you a trustee and also an employee of the school?

No



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?

No

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

A handwritten signature in black ink, appearing to read "Matthew Steyer", followed by a stylized flourish or mark.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/ae8b5a228789da2773>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Kathleen	Franklin-Adams

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

### 5. \*E-mail Address:

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

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

No

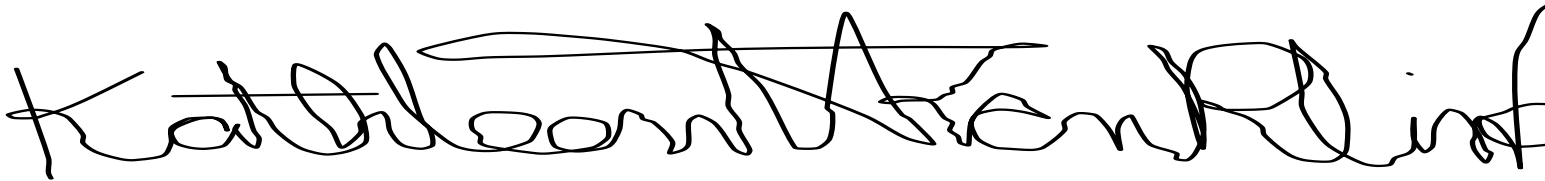
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

A handwritten signature in black ink, appearing to read "Kathleen A. Rind". The signature is written in a cursive style with a horizontal line drawn through the middle of the letters.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/e131aed9ef82750ee3>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Roy	Clay

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

--

### 5. \*E-mail Address:

--

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Parent Representative
- 

9. Are you a trustee and also an employee of the school?

*No*

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?

No


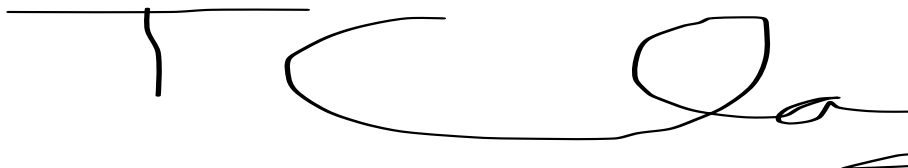
12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest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

Yes

12a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	M&T Bank	Banking	Don't know	Roy Clay	Recuse self from all votes involving bank accounts held at M&T Bank
2					
3					
4					
5					

Signature of Trustee

**Thank you.**



# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, November 05, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/1d3f251d54716cb44>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Matthew	Ryan

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	
2. *Your Home Address:   City/State	
2. *Your Home Address:   Zip	

### 3. \*Your Business Address

3. *Your Business Address   Street Address	
3. *Your Business Address   City/State	
3. *Your Business Address   Zip	

### 4. \*Daytime Phone Number:

--

### 5. \*E-mail Address|

--

### 6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

### 7. Select the name of the education corporation that operates a single charter school.

*ELMWOOD VILLAGE CS (REGENTS) 140600860896*

### 8. Select all positions you have held on the Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 

9. Are you a trustee and also an employee of the school?

*No*

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?

No

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

A handwritten signature in black ink, consisting of a series of connected loops and a long horizontal stroke at the end.

**Thank you.**