Entry 1 School Information and Cover Page (New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 07/20/2019 • Last updated: 07/24/2019

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2019)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME (Select name from the drop down menu)	ELM COMMUNITY CHARTER SCHOOL
a1. Popular School Name (Optional)	(No response)
b. CHARTER AUTHORIZER (As of June 30th, 2019) Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.	SUNY Authorized Charter School
c. DISTRICT / CSD OF LOCATION	NYC CSD 25
d. DATE OF INITIAL CHARTER	10/2017
e. DATE FIRST OPENED FOR INSTRUCTION	07/2019
h. SCHOOL WEB ADDRESS (URL)	www.elmchaterschool.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)	104
j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)	101

k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)

Check all that apply

Grades Served	K, 1

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?	No

FACILITIES INFORMATION

m. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide the following information for site 1.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K 5, 6 9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	149 34 35th Avenue	6468860234	NYC CSD 25	K 1	K 1

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Priscilla Walton	[redacted]		
Operational Leader	Catherine Bittar			
Compliance Contact	Catherine Bittar			
Complaint Contact	Priscilla Walton			
DASA Coordinator	Priscilla Walton			
Phone Contact for After Hours Emergencies	Catherine Bittar			

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

Private Space

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

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

Site 1 Certificate of Occupancy (COO)

https://nysed_cso_reports.fluidreview.com/resp/109844817/yFPTXS6fVy/

Site 1 Fire Inspection Report

(No response)

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions).	No

ATTESTATION

o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Priscilla Walton
Position	Principal
Phone/Extension	(No response)
Email	[redacted]

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

Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees

Date 2019/07/22

Thank you.

Certificate of Occupancy

CO Number: [redacted]

This certifies that the premises descr bed herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.

Borough: Queens	**Block Number:** 05007	**Certificate Type:** Temporary
Address: 149-34 35 AVENUE	**Lot Number(s):** 19	**Effective Date:** 06/05/2009
Building Identification Number (BIN): 4113266	**Building Type:** New	**Expiration Date:** 08/03/2009

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: 1-C (1968 Code)

Building Occupancy Group classification: G (1968 Code)

Multiple Dwelling Law Classification: None

No. of stories: 3 **Height in feet:** 38 **No. of dwelling units:** 0

C.

Fire Protection Equipment:
Sprinkler system

D.

Type and number of open spaces:
Parking spaces (2), Parking (400 square feet)

E.

This Certificate is issued with the following legal limitations:
None

Outstanding requirements for obtaining Final Certificate of Occupancy:

There are 14 outstanding requirements. Please refer to BISWeb for further detail.

Borough Comments: None

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: [redacted]

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	60	OG	G		3	DAYCARE CENTER (54) CHILDREN- AGE 2 TO 6/ (6) STAFF
OSP		OG	B-2		3	VOLUNTARY ACCESSORY OFF STREET PARKING SPACES FOR 2 CARS.
001	65	40	G		3	DAYCARE CENTER_(59) CHILDREN - AGE 2 TO 6/ (6) STAFF
002	28	40	G		3	DAYCARE CENTER_(25) CHILDREN - AGE 2 TO 6/ (3) STAFF
003	28	40	G		3	DAYCARE CENTER_(25) CHILDREN - AGE 2 TO 6/ (3) STAFF
ROF	42	60	F-3		3	CHILDREN PLAY AREA (38) CHILDREN- AGE 2 TO 6/ (4) STAFF. LOCATED ON 2ND FL.

END OF SECTION

Borough Commissioner

Commissioner

END OF DOCUMENT

402322303/002 6/5/2009 10:59:14 AM

Entry 2 NYS School Report Card Link

Last updated: 07/20/2019

ELM COMMUNITY CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019) (For technical reasons, please re select authorizer name from the drop down menu).	SUNY Authorized Charter School
2. 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.)**	URL is not available

Charter Schools Institute
The State University of New York

June 28, 2019

VIA E-MAIL

Christopher Kong,
Board Chair
Elm Community Charter School
149-34 35th Avenue, Flushing, NY 11354

Re: Incorporation of Accountability Plan into Charter Agreement

Dear Mr. Kong:

We write to inform you that the Charter Schools Institute ("Institute") has accepted as final the Accountability Plan (the "Plan") submitted by **Elm Community Charter School** (the "school"), in the form attached hereto which may have been modified, pursuant to paragraph 3.7 of the Charter Agreement (the "Charter") between the school and the Board of Trustees of the State University of New York (the "SUNY Trustees").

Please keep in mind the following points and understandings as well as their place in the charter and the renewal process.

1. The purpose of the Plan is to define with specificity the student outcome measures to which the school will be held accountable throughout the life of its charter. To report on those measures, the Institute requires that the school submit to the Institute each year an Accountability Plan Progress Report. These reports document the school's progress in meeting each of the outcome measures included in the Plan. As Accountability Plan Progress Reports are probably the single most important source of information about the school (and are the primary building blocks for a school's case for renewal), we encourage you to approach their preparation with diligence.

2. At the request of the Institute, the school must provide any data supporting and demonstrating the findings reported in the Accountability Plan Progress Report to the Institute. Such data include, but are not limited to, individual student test scores. The Institute reserves the right to validate and/or re-calculate reported progress of students based on original data. Should the Institute's results differ from those reported by a school, the Institute reserves the right to include results as calculated by it in public reports. The Institute also reserves the right to use such results in reviewing a school's application for renewal. Where the Institute's calculations and a school's differ, the Institute will inform the school of such differences and provide the basis for its calculations.

3. Please remember that it is the school's responsibility to present valid and objective data demonstrating its academic performance. The failure of the school to present valid data (whether through inadvertence, e.g., loss of test scores, or otherwise, e.g., not administering the assessments agreed to) will materially affect the ability of the school to make an effective case for renewal. In other words, while teaching and learning are without doubt the most important things a school undertakes, a school may not be in a position to retain its charter unless it provides valid and objective evidence of student achievement.

4. The school's progress in achieving the goals in the Accountability Plan plays a critical role in the renewal process. You may wish to consult the *Practices, Policies and Procedures for the Renewal of Charter schools Authorized by the State University Board of Trustees*, which delineate how meeting the goals set in the Accountability Plan factor into the SUNY Trustees' renewal decision. In general, the successful achievement of all or substantially all of the academic goals, especially in English language arts and mathematics set forth in the Accountability Plan likely results in a finding that the school is educationally sound and able to continue to improve student learning and achievement. Of course, in order for the SUNY Trustees to renew a school's charter, it must also review and find satisfactory other aspects of the school's operation, e.g., fiscal soundness, organizational viability and legal compliance. The Practices and Policies are available on the Institute's website, www.newyorkcharters.org/wp-content/uploads/SUNY-Renewal-Policies.pdf.

5. Your school leaders developed the Accountability Plan in consultation with the Institute. It represents the set of student performance measures to which the school is held accountable. We urge you and the other members of the Board of Trustees to use the Accountability Plan as a tool for measuring the success of the school in meeting the terms of the charter to improve student learning and achievement. As you are aware, the responsibility of board members includes monitoring the development and progress of the academic program. Since the measures contained in the Accountability Plan represent the outcome of these efforts, they should be a focus of your assessment of the school throughout the charter period.

While the Accountability Plan remains in effect for the duration of the school's charter, it may be amended upon a request by the school and permission of the Institute. Such changes may require a Charter revision.

Please review and sign two copies of this letter, keep one copy for your files, and return the second copy to the Institute within ten (10) business days. In this way the Accountability Plan will be formally incorporated into the school's Charter (as envisioned by paragraph 3.7) and become binding on the school.

In closing, please accept my continued thanks for your work on behalf of the children in your community. The Institute looks forward to continuing to work with you as the school brings them the first-rate education they deserve.

Sincerely,

Jeff Wasbes
Executive Deputy Director for Accountability

Enclosure

cc: Priscilla Walton, Principal
Karonne Jarrett Watson, Esq., NYSED

ACKNOWLEDGED AND AGREED:

By: _____ Date: _6/28/19_____

Title: ___Christopher Kong, Board Chair_____

Entry 4 Expenditures per Child

Created: 07/20/2019 • Last updated: 07/31/2019

ELM COMMUNITY CHARTER SCHOOLSection Heading

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 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: The information on the Schedule of Functional Expenses on pages 41–43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: Audit Guide available within the portal or on the NYSED website at: http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf.

Line 1: Total Expenditures	2728763
Line 2: Year End FTE student enrollment	102
Line 3: Divide Line 1 by Line 2	26753

2. Administrative Expenditures per Child

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

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018 19 Schedule of Functional Expenses)

2. Any contracted administrative/management fee paid to other organizations or corporations

3. Take the total from above and divide it by the year end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

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

Notes:
The information on the Schedule of Functional Expenses on pages 41–43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: http://www.p12.nysed.gov/psc/AuditGuide.html.
Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	474207
Line 2: Management and General Cost (Column)	396915
Line 3: Sum of Line 1 and Line 2	871122
Line 5: Divide Line 3 by the Year End FTE student enrollment	8540

Thank you.

SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

ELM COMMUNITY CHARTER SCHOOL

Audited Financial Statements In Accordance With Government Auditing Standards

June 30, 2019

307 Fifth Avenue, 15th Floor
New York, New York 10016
Tel: (212) 268-2800 Fax: (212) 268-2805
www.schallandashenfarb.com

ELM COMMUNITY CHARTER SCHOOL

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SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

Independent Auditor's Report

To the Board of Trustees of
Elm Community Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Elm Community Charter School, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows from inception through June 30, 2019, 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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 auditor's 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 organization'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 organization'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.

307 Fifth Avenue, 15th Floor
New York, New York 10016
Tel: (212) 268-2800 Fax: (212) 268-2805
www.schallandashenfarb.com

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Elm Community Charter School as of June 30, 2019, and the changes in its net assets and its cash flows for the period from inception through June 30, 2019 in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2019 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, and 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.

Schall & Ashenfarb

Schall & Ashenfarb
Certified Public Accountants, LLC

October 24, 2019

ELM COMMUNITY CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2019

Assets

Cash and cash equivalents	$220,722
Restricted cash (Note 3)	25,000
Government grants receivable	243,868
Prepaid expenses and other assets	15,603
Security deposit	70,000
Fixed assets (Note 4)	132,674
Total assets	$707,867

Liabilities and Net Assets

Liabilities:	
Accounts payable and accrued expenses	$152,420
Government grant advance	29,534
Grant advance - New York City (Note 5)	7,141
Loans payable (Note 6)	110,000
Total liabilities	299,095
Net assets:	
Without donor restrictions	408,772
Total liabilities and net assets	$707,867

The attached notes and auditor's report are an integral part of these financial statements.

ELM COMMUNITY CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FROM INCEPTION THROUGH JUNE 30, 2019

Without donor restrictions:	
Public support and revenue:	
Public school district: (Note 5)	
Revenue - resident student enrollment	$1,547,140
Revenue - students with disabilities	51,420
Total public school district revenue	1,598,560
Government grants	1,450,031
Contributions	12,679
Total public support and revenue	3,061,270
Expenses:	
Program services:	
Regular education	1,883,869
Special education	385,850
Total program services	2,269,719
Supporting services:	
Management and general	378,192
Fundraising	4,587
Total supporting services	382,779
Total expenses	2,652,498
Change in net assets	408,772
Net assets - beginning of period	0
Net assets - end of period	$408,772

The attached notes and auditor's report are an integral part of these financial statements.

ELM COMMUNITY CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FROM INCEPTION THROUGH JUNE 30, 2019

	Program Services			Supporting Services			
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses
Salaries	$881,853	$180,621	$1,062,474	$169,814	$3,658	$173,472	$1,235,946
Payroll taxes and benefits	172,943	35,415	208,358	33,304	728	34,032	242,390
Total personnel costs	1,054,796	216,036	1,270,832	203,118	4,386	207,504	1,478,336
Professional fees	100,056	20,495	120,551	154,938		154,938	275,489
Curriculum and classroom expenses	126,639	25,938	152,577			0	152,577
Facilities expense	413,362	84,666	498,028			0	498,028
Office expenses	35,327	7,234	42,561	6,106	134	6,240	48,801
Professional development	49,067	10,051	59,118			0	59,118
Insurance	15,881	3,253	19,134	3,058	67	3,125	22,259
Recruitment	51,018	10,451	61,469			0	61,469
Other expenses			0	10,972		10,972	10,972
Depreciation	37,723	7,726	45,449			0	45,449
Total expenses	$1,883,869	$385,850	$2,269,719	$378,192	$4,587	$382,779	$2,652,498

The attached notes and auditor's report are an integral part of these financial statements.

ELM COMMUNITY CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FROM INCEPTION THROUGH JUNE 30, 2019

Cash flows from operating activities:	
Change in net assets	$408,772
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	45,449
Changes in assets and liabilities:	
Restricted cash	(25,000)
Government grants receivable	(243,868)
Prepaid expenses and other assets	(15,603)
Security deposit	(70,000)
Accounts payable and accrued expenses	152,420
Government grant advance	29,534
Grant advance - New York City	7,141
Total adjustments	(119,927)
Net cash flows provided by operating activities	288,845
Cash flows from investing activities:	
Purchases of furniture and equipment	(178,123)
Net cash flows used for investing activities	(178,123)
Cash flows from financing activities:	
Loan proceeds	120,000
Loan repayment	(10,000)
Net cash flows provided by financing activities	110,000
Net increase in cash and cash equivalents	220,722
Cash and cash equivalents - beginning of period	0
Cash and cash equivalents - end of period	$220,722
Supplemental disclosures:	
Interest paid	$1,000
Taxes paid	$0

The attached notes and auditor's report are an integral part of these financial statements.

ELM COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note 1 - Organization

Elm Community Charter School (the "School"), located in Flushing, New York, is a not-for-profit education corporation chartered by the Board of Regents of the University of the State of New York. The charter was authorized by the SUNY Charter Schools Institute. The School provides a full range of educational services appropriate for elementary school. The School aims to foster an interdisciplinary and collaborative learning environment focused on cultivating civically engaged student leaders.

The School completed the 2018-2019 fiscal year with an average enrollment of approximately 100 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education ("NYCDOE"). On July 14, 2017, the School was granted a charter for a term up to and including July 31, 2023. The financial statements reflect activity from inception through June 30, 2019.

The School has been notified by the Internal Revenue Service that it is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Summary of Significant Accounting Policies

a. Basis of Presentation

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

The School follows requirements of the Financial Accounting Standards Board's Accounting Standards Update No. 2016-14 – Not-for-Profit Entities (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). This standard addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return between not-for-profit entities.

Net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Net Assets Without Donor Restrictions* – represent those resources for which there are no restrictions by donors as to their use.

- *Net Assets With Donor Restrictions* – represent those resources, the uses of which have been restricted by donors to specific purposes or the passage of time and/or must remain intact, in perpetuity. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. The School did not have any net assets with donor restrictions at June 30, 2019.

b. Cash and Cash Equivalents

The School considers all liquid investments purchased with a maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

c. Concentration of Credit

Financial instruments, which potentially subject the School to concentration of credit risk, consist of cash accounts, which have been placed with financial institutions that management deems to be creditworthy. At times, balances may exceed federally insured limits. At June 30, 2019, there were no significant uninsured balances.

d. Capitalization Policy

Computer hardware, furniture and equipment are capitalized at cost or at the fair value at the date of gift, if donated. The School capitalizes fixed assets in excess of pre-defined amounts that have a useful life of more than one year. Depreciation was computed using the straight-line method over the estimated useful life of each asset, which generally is between 3 and 7 years.

e. Contributions

Contributions are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Contributions receivable are recognized as revenue in the period that a promise to give is considered unconditional in nature. Contributions expected to be received within one year are recorded at net realizable value.

f. Revenue – Public School District and Government Grants

Public school district revenue is recognized based on student attendance using rates established by the School's funding source in the period during which services are provided.

All government grants have been recognized as income when earned, either based on performance of certain milestones or by incurring expenses that can be reimbursed under the terms of the grant agreement. The difference between cash received and revenue recognized is reflected as government grants receivable or refundable advances.

g. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased, if not provided in-kind. Board members and other individuals volunteer their time and perform a variety of tasks that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

h. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis.

The following expenses were allocated using time and effort as the basis:

- Salaries

The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and employee benefits
- Office expenses
- Insurance

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

i. 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 reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

j. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

k. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2018, the School's initial filing, and later are subject to examination by applicable taxing authorities.

l. Subsequent Events

Management has evaluated for potential recognition and disclosure events subsequent to the date of the statement of financial position through October 24, 2019, the date the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date through our evaluation date that would require adjustment to or disclosure in the financial statements.

m. New Accounting Pronouncement

The Financial Accounting Standards Board (FASB) issued an Accounting Standards Update (ASU) No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU which becomes effective for the June 30, 2020 year, provides guidance on whether a receipt from a third-party resource provider should be accounted for as a contribution (nonreciprocal transaction) within the scope of Topic 958, Not-for-Profit Entities, or as an exchange (reciprocal) transaction.

FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers*. The ASU, which becomes effective for the June 30, 2020 year, focuses on a principle-based model. It highlights the identification of performance obligations of the contract, determining the price and allocating that price to the performance obligation so that revenue is recognized as each performance obligation is satisfied.

FASB issued ASU No. 2016-02, *Leases*. The ASU which becomes effective for the June 30, 2021 year, requires the full obligation of long-term leases to be recorded as a liability with a corresponding "right to use asset" on the statement of financial position.

The School is in the process of evaluating the impact these standards will have on future financial statements.

Note 3 - Restricted Cash

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 4 - Fixed Assets

Fixed assets consist of the following:

Furniture, fixtures and equipment	$178,123
Less: accumulated depreciation	(45,449)
Total	$132,674

Note 5 - Grant Advance – New York City Department of Education

Grant advance on the contract with the NYCDOE at June 30, 2019 can be summarized as follows:

Per pupil funding:	
Funding based on allowable FTEs	$1,598,560
Advances received	(1,605,701)
Ending grant advance	($7,141)

Note 6 - Loans Payable

The School entered into two separate loans during the year, which can be summarized as follows:

- On May 29, 2018, the School received a loan from another non-profit organization for $70,000 to fund the School's security deposit with the landlord. The maturity date of the loan is June 30, 2020, which coincides with the expiration date of the lease. Interest on this loan accrues at an annual rate of 8%. The full amount of the loan was outstanding at June 30, 2019.

- On March 8, 2019, the School received a loan from an individual for $40,000 that is due by December 31, 2019. Interest on this loan accrues at an annual rate of 1%. The full amount of the loan was outstanding at June 30, 2019.

- On March 5, 2019, the School received a loan from an individual for $10,000 with a 1% annual interest rate that was repaid in May 2019.

Note 7 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 52% of the School's total public support and revenue was from NYCDOE for the period from inception through June 30, 2019. If the NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

Note 8- Commitments and Contingencies

The School occupies space under a lease that expires on June 30, 2020. Future minimum payments under this lease total $700,000 for the year ending June 30, 2020.

Note 9 - Retirement Plan

The School has a retirement plan under Section 403(b) of the Internal Revenue Code. All employees are eligible to participate and may elect to defer a portion of their salary and contribute to this plan up to statutory amounts. The School provides matching contributions on a discretionary basis and contributed $14,000 during the period from inception through June 30, 2019. Salary deferrals and matching contributions are immediately 100% vested.

Note 10 - Availability and Liquidity

At June 30, 2019, the School's financial assets available to meet cash needs for general expenditures within one year are $464,590 which consist of cash and cash equivalents of $220,722 and government grants receivable due within one year of $243,868. There are no external or internal limits imposed on these balances. As part of its liquidity management, the School operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

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*

To the Board of Trustees of
Elm Community Charter School

Report on the Financial Statements

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 Elm Community Charter School (the "School"), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the period from inception through June 30, 2019 and the related notes to the financial statements, and have issued our report thereon dated October 24, 2019.

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 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 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 over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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New York, New York 10016
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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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Schall & Ashenfarb
Certified Public Accountants, LLC

October 24, 2019

ELM COMMUNITY CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2019

Current Year:

None

Prior Year:

None – This is the School's first audit.

SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES

To the Board of Trustees of
Elm Community Charter School

We have performed the procedures enumerated below, which were agreed to by the management of Elm Community Charter School, the SUNY, and the New York State Education Department solely to assist the specified parties in evaluating the School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant for the period from inception through June 30, 2019. The school's management is responsible for these procedures. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which the report has been requested or for any other purpose.

The procedures we performed and the related results are as follows:

Procedure #1: We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled to the grant revenue recorded by the Charter School.

Results: We obtained the detail of expenditures incurred for the period from inception through June 30, 2019 relating the CSP grant. The expenses from the detail of expenditures reconciled to the CSP grant revenue recorded in the books.

Procedure #2: We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appeared reasonable.

Results: Based on the NYSED approved CSP grant award information, the revenue and expenditures recorded for the period appeared reasonable.

Procedure #3: We selected a sample of expenditures from the detail obtained in Procedure #1.

a. Payroll – We selected the lesser of 10 items or 10% of the total number of payroll items charged to the grant.

b. Other expenses – We selected the lesser of 10 items or 10% of the total number of other expense items charged to the grant.

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www.schallandashenfarb.com

c. Using the above selected items, we:

   i. Determined if the expenditure was in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods. (See non-regulatory guidance on the CSP grant at http://www.p12.nysed.gov/psc/grants.html).

   ii. Determined if the expenditure fell into an approved budget category.

   iii. Determined if the expenditure was charged to the appropriate fiscal period.

Results: There were 26 payroll items and 412 other expense items related to the CSP grant during the period from inception through June 30, 2019. Therefore, we selected 3 payroll items and 10 other expense items charged to the grant and determined that:

a. The expenditures were in accordance with the purpose of the grant.

b. The expenditures fell into approved budget categories.

c. The expenditures were charged to the appropriate fiscal period.

Procedure #4: We obtained FS-25 form(s) submitted to NYSED during the period under review and performed the following:

a. Traced expenditures selected in Procedure #3 to requests for reimbursement. Determined that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquired of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable was recorded, if appropriate.

b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we selected one FS-25 and determined if funds were expended within 1 month following the date of the request.

Results:

a. We traced the expenditures selected in Procedure #3 to their corresponding FS-25 form submitted and determined that they all were either spent prior to or within one month following the request for reimbursement.

b. We selected the FS-25 form for the January 2019 period and noted that the amount reported on Line 4 was $24,000. We determined these funds were spent within one month following the date of the request.

Procedure #5: For schools with a weighted lottery during the period under review we:

a. Obtained documentation that the school received permission from the NYSED Charter School Office for the weighted lottery.

b. Obtained the results of the weighted lottery.

- Note that weighted lotteries must be conducted using the NYSED Weighted Lottery Generator (WLG). When the WLG is used, a copy of the "lottery PDF" should be observed. (This PDF is generated after the WLG has conducted the lottery.)

Result: Elm Community Charter School did not use a weighted lottery during the period under review.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination, or review, the objective of which would be the expression of an opinion or conclusion, on these procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Elm Community Charter School, SUNY, and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

Schall & Ashenfarb

Schall & Ashenfarb
Certified Public Accountants, LLC

October 24, 2019

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

Name:

MICHAEL DORCELLY

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

ELM COMMUNITY CHARTER SCHOOL

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

Name of Officer	Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)
Christopher Kong	Chair, Finance Committee
Debbie Thomas	Vice Chair, Facilities Committee
Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee
Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee

Chelsea Kim	Voting Member, Development Committee To join board September 2019
Zaineb Hussein	Voting Member, Academic Committee To join board August 2019

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

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

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

____**Yes** X **No**

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	N/A	N/A	N/A	N/A

07/24/2019

Signature Date

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

[redacted]

last revised 08/21/2018

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

Name:
Anupa Jacob

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

---

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

Name of Officer	Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)
Christopher Kong	Chair, Finance Committee
Debbie Thomas	Vice Chair, Facilities Committee
Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee
Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee

Chelsea Kim	Voting Member, Development Committee To join board September 2019
Zaineb Hussein	Voting Member, Academic Committee To join board August 2019

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

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

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

   ____**Yes** __X__**No**

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

Anupa Jacob 7/24/2019

Signature Date

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

[redacted]

last revised 08/21/2018

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

Name:

Christopher Kong

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

Elm Community Charter School

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

Name of Officer	**Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)**
Christopher Kong	Chair, Finance Committee
Debbie Thomas	Vice Chair, Facilities Committee
Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee
Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee

Chelsea Kim	Voting Member, Development Committee To join board September 2019
Zaineb Hussein	Voting Member, Academic Committee To join board August 2019

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

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

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

____**Yes** _X___**No**

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

Signature 7/24/19 Date

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

[redacted]

last revised 08/21/2018

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

Name:
Melissa Ng

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

---

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

Name of Officer	Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)
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Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee

Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee
Chelsea Kim	Voting Member, Development Committee
Zaineb Hussein	Voting Member, Academic Committee

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

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

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

No

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

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

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

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

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

		business conducted	interest in the organization conducting business with the school(s) and the nature of the interest	interest

Melissa Ng Goldner

_____ 7/25

Signature Date

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

[redacted]

last revised 08/21/2018

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

Name:

DEBBIE THOMAS

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

ELM COMMUNITY CHARTER SCHOOL

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

Name of Officer	Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)
Christopher Kong	Chair, Finance Committee
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Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee
Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee
Chelsea Kim	Voting Member, Development Committee To join September 2019
Zaineb Hussein	Voting Member, Academic Committee To join August 2019

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

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

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

____**Yes** X **No**

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

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

Date(s)	**Nature of financial interest/transaction**	**Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)**	**Name of person holding interest or engaging in transaction and relationship to you**
NONE	N/A	N/A	N/A

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

Organization conducting business with the school(s)	**Nature of business conducted**	**Approximate value of the business conducted**	**Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest**	**Steps taken to avoid conflict of interest**
NONE	N/A	N/A	N/A	N/A

July 25, 2019

Signature

Date

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

[redacted]

last revised 08/21/2018

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

Name:
Prijo Thomas

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

Elm Community Charter School

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

Name of Officer	Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)
Christopher Kong	Chair, Finance Committee
Debbie Thomas	Vice Chair, Facilities Committee
Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee
Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee

Chelsea Kim	Voting Member, Development Committee To join board September 2019
Zaineb Hussein	Voting Member, Academic Committee To join board August 2019

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

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

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

Yes X **No**

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

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

NONE

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

PRIJO THOMAS
Signature

Date 7/25/2019

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

[redacted]

last revised 08/21/2018

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

Name:

Grace Yun

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

Elm Community Charter School

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

Name of Officer	Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)
Christopher Kong	Chair, Finance Committee
Debbie Thomas	Vice Chair, Facilities Committee
Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee
Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee

Chelsea Kim	Voting Member, Development Committee To join board September 2019
Zaineb Hussein	Voting Member, Academic Committee To join board August 2019

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

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

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

No

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

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

NONE

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

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

NONE

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

Signature _____ Date 7/26/19

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

[redacted]

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

Name:

LAWRENCE ZHOU

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

ELM COMMUNITY CHARTER SCHOOL

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

Name of Officer	Position Held (Chair, Vice-Chair, Secretary, Treasurer, etc.)
Christopher Kong	Chair, Finance Committee
Debbie Thomas	Vice Chair, Facilities Committee
Michael Dorcelly	Secretary, Academic Committee
Anupa Jacob	Treasurer, Finance Committee
Lawrence Zhou	Facilities Chair, Finance Committee
Prijo Thomas	Voting Member, Finance and Facilities Committee Member
Grace Yun	Academic Chair
Melissa Ng	Voting Member, Development Committee

Chelsea Kim	Voting Member, Development Committee To join board September 2019
Zaineb Hussein	Voting Member, Academic Committee To join board August 2019

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

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

3. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
   ____**Yes** _X_**No**

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

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

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

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

NONE.

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

Signature _____ Date 7/25/19

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

[redacted]

last revised 08/21/2018

Entry 8 BOT Table

Created: 07/20/2019 • Last updated: 07/31/2019

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

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018 19
1	Chris Kong, [redacted]	Chair	Finance	Yes	2	07/01/2019	06/30/2020	11
2	Debbie Thomas, [redacted]	Vice Chair	Facilities	Yes	2	07/01/2019	06/30/2020	12
3	Anupa Jacob, [redacted]	Treasurer	Executive, Finance	Yes	2	07/01/2019	06/30/2020	11
4	Michael Dorcelly, [redacted]	Secretary	Executive, Academic	Yes	2	07/01/2019	06/30/2020	12
5	Prijo Thomas, [redacted]	Trustee/Member	Finance, Facilities	Yes	2	07/01/2019	06/30/2020	12

6	Lawrence Zhou, [redacted]	Trustee/Member	Facilities	Yes	2	07/01/2019	06/30/2020	5 or less
7	Grace Yun, [redacted]	Trustee/Member	Academic	Yes	2	07/01/2019	06/30/2020	7
8	Melissa Ng, [redacted]	Trustee/Member	Development		1	07/01/2019	06/30/2020	5 or less
9								

1a. Are there more than 9 members of the Board of Trustees? No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2019	7
b.Total Number of Members Added During 2018 19	1
c. Total Number of Members who Departed during 2018 19	1
d.Total Number of members in 2018 19, as set by in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2018-19 12

4. Number of Board meetings scheduled for 2019-20	12

Thank you.

Entry 10 Enrollment and Retention of Special Populations

Created: 07/20/2019 • Last updated: 08/01/2019

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018 19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019 20.

ELM COMMUNITY CHARTER SCHOOLSection Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018 19	Describe Recruitment Plans in 2019 20
Economically Disadvantaged	Elm Community Charter School intends to serve a student body representative of the diverse community of Elmhurst (CSD 24), which houses different types of learners, including significant populations of English Language Learners (23%), Students with Disabilities (18%), and economically disadvantaged students (71%). By establishing itself in Elmhurst, Elm seeks to disrupt the increasing segregation of New York City public schools, in particular public charters, which have historically focused on low income, minority students in communities that are already racially/linguistically segregated. Consistent with research suggesting that "exposure to… students who are different…and the novel ideas and challenges that such exposure brings leads to improved cognitive skills, including critical thinking and problem solving,"6 we believe that school integration leads to higher educational outcomes not just for historically disadvantaged groups, but for all students.	We will continue to focus our recruitment efforts in the Elmhurst neighborhood, 71% of whose students qualify as being economically disadvantaged.
	Elmhurst is located in Queens "the most diverse large county in the nation" and also "the most diverse employment base among the four New York	

English Language Learners/Multilingual Learners	City boroughs outside of Manhattan." Public elementary schools within the Elmhurst community report the following home language groups: Spanish, Chinese, Bengali, Urdu, Arabic,Korean, Punjabi, Russian, French, Albanian, Polish, and Haitian. We seek to assemble a student body that represents the true variety of racial, cultural, linguistic, and economic diversity of the Elmhurst community. While recruiting new families, not only do we hand out flyers in both English and Spanish, but at info sessions, we also have staff members present who speak Spanish and Chinese, in order to be able to fully describe our educational program to families with ELL students and how our program will support ELL students.	We will continue to focus our recruitment efforts in the Elmhurst neighborhood, 23% of whose students are English Language Learners.
Students with Disabilities	While recruiting and during formal information sessions, we help families of students with disabilities understand the many ways Elm works to meet their student's needs (including a focus on small class size, opportunities for small group break out, our full time School Counselor, and the various related service providers with work with).	We will continue to focus our recruitment efforts in the Elmhurst neighborhood, 18% of whose students have disabilities.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018 19	Describe Retention Plans in 2019 20
Economically Disadvantaged	Elm is happy to share that 100 out of our 101 founding families will be returning to Elm next year (and the only family that is not returning is moving out of state). 99% of our economically disadvantaged students will be returning to Elm next year. We are extremely proud of this retention rate!	At Elm, we focus on creating strong relationships with families and our community to ensure we are meeting our students needs. We plan to build on the almost perfect retention rate from the end of the year to ensure that our 96 new families also want to stay with us for the entirety of their child's elementary career.
English Language Learners/Multilingual Learners	Elm is happy to share that 100 out of our 101 founding families will be returning to Elm next year (and the only family that is not returning is moving out of state). 100% of our ELL students will be returning to Elm next year. We are extremely proud of this retention rate!	At Elm, we focus on creating strong relationships with families and our community to ensure we are meeting our students needs. We plan to build on the almost perfect retention rate from the end of the year to ensure that our 96 new families also want to stay with us for the entirety of their child's elementary career.
Students with Disabilities	Elm is happy to share that 100 out of our 101 founding families will be returning to Elm next year (and the only family that is not returning is moving out of state). 100% of our students with disabilities will be returning to Elm next year. We are extremely proud of this retention rate!	At Elm, we focus on creating strong relationships with families and our community to ensure we are meeting our students needs. We plan to build on the almost perfect retention rate from the end of the year to ensure that our 96 new families also want to stay with us for the entirety of their child's elementary career.

Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/20/2019 • Last updated: 07/31/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 6/30/19	FTE of Classroom Teachers on 6/3019
	12	2	2	0	12

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 6/30/19	FTE Administrators Added in New Positions 7/1/18 6/30/19	FTE Administrative Positions on 6/30/19
	5	3	3	0	5

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

All mid year hires were to directly fill vacant roles from teachers/administrators who left their role mid year.

4. Charter schools must ensure that all prospective employees receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Yes

Thank you

Elm Community Charter School

2019 - 2020 School Calendar

KEY	
	FIRST AND LAST DAYS OF SCHOOL
	HOLIDAYS (No School)
	INSTRUCTIONAL DAYS
	PROFESSIONAL DEVELOPMENT DAYS (No School)
	SUCCESS CELEBRATIONS
	EARLY DISMISSAL DAYS (12:30PM Dissmissal Every Wednesday)

August 2019

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019

M	T	W	TH	F
	3		5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019

M	T	W	TH	F
	1		3	4
7	8		10	11
	15		17	18
21	22		24	25
28	29	30	31	

November 2019

M	T	W	TH	F
				1
4	5		7	8
	12		14	15
18	19		21	22
25	26			

December 2019

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Important Dates	
August 26, 2019	First Day of School!
September 2, 2019	No School: Labor Day
September 3, 2019	First Day of DOE Busing
October 14, 2019	No School: Indigenous Peoples' Day
October 28, 2019	No School: Teacher Professional Development Day
November 6, 2019	Q1 Success Celebrations
November 11, 2019	No School: Veterans Day
November 27, 2019 - November 29, 2019	No School: Thanksgiving Break
December 23, 2019 - January 1, 2020	No School: Winter Break
January 20, 2020	No School: Dr. Martin Luther King Jr. Day
January 21, 2020	No School: Teacher Professional Development Day
January 29, 2020	Q2 Success Celebrations
February 17, 2020 - February 21, 2020	No School: Mid Winter Recess
March 13, 2020	No School
March 30, 2020	No School: Teacher Professional Development Day
April 8, 2020	Q3 Success Celebrations
April 9, 2020 - April 17, 2020	No School: Spring Break
May 25, 2020	No School: Memorial Day
June 10, 2020	Q4 Success Celebration
June 19, 2020	Last Day of School & (Tentative) Moving Up Ceremony