



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

Created: 07/30/2015

Last updated: 07/31/2015

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

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1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

WEST BUFFALO CS (REGENTS) 140600860986

2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Buffalo

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	113 Lafayette Ave. Buffalo, New York 14213	716-923-1534	716-768-0980	estems@westbuffalocharter.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Elizabeth Sterns
Title	Finance & Operations Officer
Emergency Phone Number (###-###-####)	716-228-8578

5. SCHOOL WEB ADDRESS (URL)

www.westbuffalocharter.org

6. DATE OF INITIAL CHARTER

2010-03-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-08-01 00:00:00

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

285

9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

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

	Yes/No	Name of CMO/EMO
	No	

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11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	113 Lafayette Ave. Buffalo, NY 14213	716-923-1534	BUFFALO CITY SD	K-4	Yes	Rent/Lease
Site 2						
Site 3						

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

Name	Work Phone	Alternate Phone	Email Address
------	------------	-----------------	---------------

School Leader	Andrea Todoro	716-923-1534	716-238-5983	atodoro@westbuffalocharter.org
Operational Leader	Elizabeth Sterns	716-923-1534	716-228-8578	esterns@westbuffalocharter.org
Compliance Contact	Elizabeth Sterns	716-923-1534	716-228-8578	esterns@westbuffalocharter.org
Complaint Contact	Andrea Todoro	716-923-1534	716-238-5983	atodoro@westbuffalocharter.org

13. Are the School sites co-located?

No

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

No

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

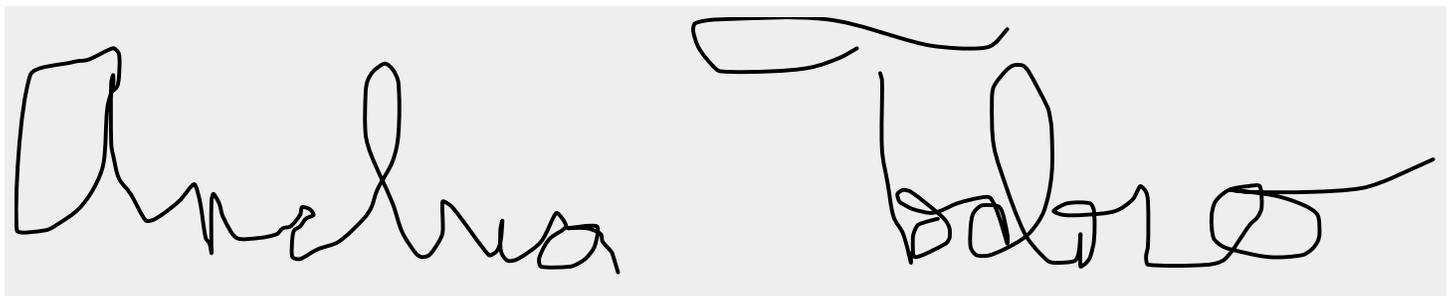
Elizabeth Sterns, Finance & Operations Officer

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

Responses Selected:

Yes

Signature, Head of Charter School



The image shows two handwritten signatures in black ink on a light gray background. The signature on the left is 'Elizabeth Sterns' and the signature on the right is 'Andrea Todoro'.

Signature, President of the Board of Trustees

Thank you.



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

Last updated: 07/30/2015

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Charter School Name:

1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/profile.php?instid=800000067492>



Appendix A: Progress Toward Goals

Created: 07/30/2015

Last updated: 07/31/2015

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Charter School Name:

1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

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

<http://data.nysed.gov/profile.php?instid=800000067492>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

2a. ACADEMIC STUDENT PERFORMANCE GOALS

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	90% of students who are continuously enrolled at WBCS will achieve at least a 75% year-end classroom average.	Report cards (which reflect internal assessment data from AIMSweb (ELA and Math), Fountas & Pinnell (ELA), teacher observations, and curriculum extension teacher input.	This goal was fully met.	

Academic Goal 2	By the end of the charter term (2014-15), students in grades three and four who have been continuously enrolled at WBCS will out-perform the district of location (Buffalo) by 10% on ELA assessments.	NYS ELA assessments for grades three and four	This goal was met in 2013-14 and we are awaiting NYS assessment scores for 2014-15. This section will be updated once the scores have been made available.	
Academic Goal 3	By the end of the charter term (2014-15), students in grades three and four who have been continuously enrolled at WBCS will out-perform the district of location (Buffalo) by 10% on Math assessments.	NYS Math assessments for grades three and four	This goal was met in 2013-14 and we are awaiting NYS assessment scores for 2014-15. This section will be updated once the scores have been made available.	
Academic Goal 4	75% of the continuously enrolled students in grades 1 - 4 who are at or above grade level will demonstrate continuous growth on AIMSweb.	AIMSweb nationally-normed benchmark assessments given three times per year.	This goal was met in 2014-15 (and each prior year)	
Academic Goal 5	75% of the continuously enrolled students in grades 1 - 4 who are below grade level will demonstrate continuous growth on AIMSweb.	AIMSweb nationally-normed benchmark assessments given three times per year.	This goal was met in 2014-15 (and each prior year)	
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

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2b. ORGANIZATIONAL GOALS

2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
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Org Goal 1	Once enrolled at WBCS, 80% of students will re-enroll for the following year as measured by yearly enrollment data.	Yearly enrollment data; re-enrollment forms used for lottery openings; student transfer data.	92% of students re-enrolled at WBCS for 2014-15. 96.5% of students attending at the end of the 2014-15 school year reported that they were returning for 2015-16.	
Org Goal 2	80% of responding parents will report that they are satisfied with WBCS, as measured by an annual survey.	Annual WBCS satisfaction survey results.	In 2014-15, 100% of the parents who responded to the survey stated that they were satisfied with WBCS. This is further supported by the 3.5% student attrition rate reported above.	
Org Goal 3				
Org Goal 4				
Org Goal 5				

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

(No response)

2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

2c. FINANCIAL GOALS

2014-15 Progress Toward Attainment of Financial Goals

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

Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/31/2015

Last updated: 08/01/2015

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Charter School Name:

B. Financial Information

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

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	3578084
Line 2: Year End Per Pupil Count	285
Line 3: Divide Line 1 by Line 2	12255

2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

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

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

Line 1: Relevant Personnel Services Cost (Row)	165000
Line 2: Management and General Cost (Column)	192808
Line 3: Sum of Line 1 and Line 2	357808
Line 4: Year End Per Pupil Count	285
Line 5: Divide Line 3 by the Year End Per Pupil Count	1255

Thank you.



Financial

School Name:

Date:

School Fiscal Contact Name:

School Fiscal Contact Email:

School Fiscal Contact Phone:

District of Location:

Authorizer:

Years of Operation:

Facility:

Grades Currently Served:

Planned Grades at Full Capacity:

Enrollment:

Max Enrollment:

Year of Most Recent Data

School Fiscal Contact Phone:

School Audit Firm Name:

School Audit Contact Name:

School Audit Contact Email:

School Audit Contact Phone:

Latest Audit Period (through June 30):

Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

West Buffalo Charter School

July 31, 2015

Elizabeth Sterns

esterns@westbuffalocharter.org

716-923-1534

Buffalo

SED

3

Private

K-4

K-4

285

300

2015

716-923-1534

Lumsden & McCormick, LLP

Donna Gonser, CPA

dgonser@lumsdencpa.com

716-856-3300

2015

West Buffalo Charter School2015

FILL IN GRAY CELLS

West Buffalo Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$232,966	\$282,944
Grants and contracts receivable	332,334	67,961
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	-	-
Contributions and other receivables	-	-
Other	4,745	4,745
TOTAL CURRENT ASSETS	\$570,045	\$355,650
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	4,642,451	4,262,508
Restricted Cash	-	-
OTHER ASSETS	\$4,642,451	\$4,262,508
TOTAL ASSETS	\$5,212,496	\$4,618,158
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$1,642	\$166,000
Accrued payroll and benefits	420,321	357,112
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	134,530	148,931
Short Term Debt - Bonds, Notes Payable	200,000	-
Other	-	-
TOTAL CURRENT LIABILITIES	\$756,493	\$672,043
LONG-TERM DEBT, net current maturities	\$3,499,668	\$3,639,342
TOTAL LIABILITIES	\$4,256,161	\$4,311,385
NET ASSETS		
Unrestricted	\$956,335	\$306,773
Temporarily restricted	-	-
TOTAL NET ASSETS	\$956,335	\$306,773
TOTAL LIABILITIES AND NET ASSETS	\$5,212,496	\$4,618,158

Check

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FILL IN GRAY CELLS

West Buffalo Charter School
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$3,677,959	\$-	\$3,677,959	\$2,717,605
Federal - Title and IDEA	177,721	-	177,721	265,473
Federal - Other	10,394	-	10,394	-
State and City Grants	200,000	-	200,000	-
Contributions and private grants	17,235	-	17,235	-
After school revenue	116,229	-	116,229	-
Other	25,566	-	25,566	41,919
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$4,225,104	\$-	\$4,225,104	\$3,024,997
EXPENSES				
Program Services				
Regular Education	\$2,025,684	\$-	\$2,025,684	\$1,535,001
Special Education	552,459	-	552,459	474,645
Other Programs	736,612	-	736,612	415,618
Total Program Services	\$3,314,755	\$-	\$3,314,755	\$2,425,264
Supporting Services				
Management and general	\$368,306	\$-	\$368,306	\$569,177
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$3,683,061	\$-	\$3,683,061	\$2,994,441
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$542,043	\$-	\$542,043	\$30,556
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$-	\$-	\$-	\$-
CHANGE IN NET ASSETS	\$542,043	\$-	\$542,043	\$30,556
NET ASSETS BEGINNING OF YEAR	\$306,773	\$-	\$306,773	\$276,217
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$848,816	\$-	\$848,816	\$306,773

WEST BUFFALO CHARTER SCHOOL

FINANCIAL STATEMENTS

JUNE 30, 2015

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June 30, 2015

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Independent Auditors' Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance with *Government Auditing Standards*

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
West Buffalo Charter School

We have audited the accompanying balance sheets of West Buffalo Charter School (the School) as of June 30, 2015 and 2014 and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2015 and 2014, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Additional Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenses is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 20, 2015 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

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

October 20, 2015

WEST BUFFALO CHARTER SCHOOL

Balance Sheets

June 30,	2015	2014
Assets		
Current assets:		
Cash	\$ 306,262	\$ 282,944
Receivables (Note 2)	328,056	67,961
	<u>634,318</u>	<u>350,905</u>
Property and equipment, net (Note 3)	4,476,386	4,262,508
Deposits	4,745	4,745
	<u>\$ 5,115,449</u>	<u>\$ 4,618,158</u>
Liabilities and Net Assets		
Current liabilities:		
Short-term borrowings (Note 4)	\$ 200,000	\$ -
Current portion of long-term debt (Note 5)	73,261	148,931
Accounts payable and accrued expenses	582,063	523,112
	<u>855,324</u>	<u>672,043</u>
Long-term debt (Note 5)	3,566,114	3,639,342
Net assets:		
Unrestricted	<u>694,011</u>	<u>306,773</u>
	<u>\$ 5,115,449</u>	<u>\$ 4,618,158</u>

See accompanying notes.

WEST BUFFALO CHARTER SCHOOL

Statements of Activities

For the years ended June 30,	2015	2014
Changes in unrestricted net assets:		
Support and revenue:		
Enrollment fees:		
Revenue-resident student enrollment	\$ 3,483,718	\$ 2,717,605
Revenue-students with disabilities	241,376	180,446
Federal grants	130,893	85,027
State and other grants	210,394	-
Other income	155,530	41,919
Total support and revenue	4,221,911	3,024,997
Expenses:		
Program expenses:		
Regular education	1,292,960	1,535,001
Special education	912,701	474,645
Other programs	1,029,534	415,618
Total program expenses	3,235,195	2,425,264
Supporting services:		
Management and general	599,478	569,177
Total expenses	3,834,673	2,994,441
Change in net assets	387,238	30,556
Net assets - beginning	306,773	276,217
Net assets - ending	\$ 694,011	\$ 306,773

WEST BUFFALO CHARTER SCHOOL

Statements of Cash Flows

For the years ended June 30,	2015	2014
Operating activities:		
Cash received from public school districts	\$ 3,699,619	\$ 2,905,453
Cash received from federal, state and other grants	106,667	268,067
Cash received from other sources	159,030	41,919
Payments to employees for services and benefits	(2,122,407)	(1,443,205)
Payments to vendors and suppliers	(1,059,172)	(948,377)
Interest paid	(322,135)	(320,641)
Net operating activities	461,602	503,216
Investing activities:		
Property and equipment expenditures	(489,386)	(248,453)
Financing activities:		
Net proceeds from (payments on) short-term borrowings	200,000	(50,000)
Proceeds from long-term debt	-	90,000
Principal payments on long-term debt	(148,898)	(85,130)
Net financing activities	51,102	(45,130)
Net change in cash	23,318	209,633
Cash - beginning	282,944	73,311
Cash - ending	\$ 306,262	\$ 282,944
Reconciliation of change in net assets to net cash flows from operating activities:		
Change in net assets	387,238	30,556
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	162,021	128,579
Loss on disposal of property and equipment	3,500	-
Changes in operating assets and liabilities:		
Receivables	(260,095)	190,442
Accounts payable and accrued expenses	168,938	153,639
Net operating activities	\$ 461,602	\$ 503,216

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

West Buffalo Charter School (the School) was established in 2010 to operate a charter school in the City of Buffalo, New York (the City) pursuant to its Charter Agreement with the Education Department of the State of New York. The School opened in August 2012 and is chartered through 2020, at which time it must apply to renew its charter for another five years. The School currently offers classes from kindergarten through grade 4.

The School's goal is to assist each student reach his or her fullest potential through daily instruction which contains a blend of speech, language skills, and intensive literacy instruction.

Pursuant to the School's charter, Buffalo Hearing and Speech Center and D'Youville College are institutional partners of the School, with representatives from each organization serving on the School's Board of Trustees.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 20, 2015, the date the financial statements were available to be issued.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk since it may exceed insured limits at various times throughout the year. The School is in compliance with a requirement to hold no less than \$75,000 in an escrow account in order to pay for legal and audit expenses that would be associated with dissolution should it occur.

Receivables:

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

Property and Equipment:

Property and equipment is stated at cost net of accumulated depreciation. Depreciation is provided using the straight-line method over estimated useful asset lives. Maintenance and repairs are charged to operations as incurred; significant improvements are capitalized.

Enrollment Fees:

The School is reimbursed based on the approved operating expense per pupil of the public school district in which the student resides. The amount received each year from the resident district is the product of the approved operating expense per pupil and the full time equivalent enrollment of the students in the School residing in the district. The School's enrollment fees are received primarily from the Board of Education for the City of Buffalo School District.

Grants:

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

Transportation:

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

Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under §501(a) of the Internal Revenue Code. The School is subject to examination by Federal and State taxing authorities for all periods since its inception in 2012.

Use of Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Cost Allocation:

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

2. Receivables:

	2015	2014
Grants	\$ 302,581	\$ 67,961
Enrollment fees	23,979	-
Other	1,496	-
	<u>\$ 328,056</u>	<u>\$ 67,961</u>

3. Property and Equipment:

	2015	2014
Land	\$ 150,000	\$ 150,000
Building and improvements	4,356,311	3,815,722
Furniture and equipment	356,246	295,759
Construction in progress	-	226,772
	<u>4,862,557</u>	<u>4,488,253</u>
Less accumulated depreciation	386,171	225,745
	<u>\$ 4,476,386</u>	<u>\$ 4,262,508</u>

4. Short-Term Borrowings:

The School has available a \$200,000 bank demand line of credit for working capital financing. The line requires monthly interest payments at prime plus 1.0%. The line is secured by certain assets, is subject to the usual terms and conditions applied by the bank for working capital financing, and is periodically reviewed and renewed. The amount outstanding under the line of credit totaled \$200,000 at June 30, 2015. There were no amounts outstanding at June 30, 2014.

5. Long-Term Debt:

	2015	2014
Mortgage note payable, monthly payments of \$11,405 including interest at 6.75% for the first five years and the higher of 6.75% or prime plus 3.75% thereafter, with an estimated balloon payment of \$1,005,000 in August 2022, secured by related property.	\$ 1,392,728	\$ 1,434,039
Capital lease obligation, monthly payments ranging from \$16,999 to \$26,189 including imputed interest at 9.7%, due June 2032 (see Note 7).	2,237,734	2,256,020
Bank note payable, monthly payments of \$1,500 including interest at 5.0%, secured by related assets, repaid September 2015.	2,913	20,214
Bank note payable, monthly payments of \$6,000 plus interest at prime plus 1.0%, secured by related assets, repaid July 2015.	6,000	78,000
	<u>3,639,375</u>	<u>3,788,273</u>
Less current portion	73,261	148,931
	<u>\$ 3,566,114</u>	<u>\$ 3,639,342</u>

Aggregate maturities of long-term debt (including principal payments under the capital lease obligation) subsequent to June 30, 2015 are:

2016	\$ 73,261
2017	69,466
2018	99,688
2019	108,185
2020	117,432
Thereafter	<u>3,171,343</u>
	<u>\$ 3,639,375</u>

Interest expense for the years ended June 30, 2015 and 2014 was \$322,135 and \$320,641.

6. Retirement Plan:

The School participates in the New York State Teachers' Retirement System (TRS) which is a cost-sharing multiple employer public employee retirement system. TRS offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

TRS is administered by the New York State Teachers' Retirement Board and provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and required supplementary information. The report may be obtained from the New York State Teachers' Retirement System at www.nystrs.org.

No employee contribution is required for those whose service began prior to July 1976. TRS requires employee contributions of 3% of salary for the first 10 years of service for those employees who joined from July 1976 through December 2009. Participants whose service began on or after January 1, 2010 through March 31, 2012 are required to contribute 3.5% of compensation throughout their active membership in TRS. Participants whose service began on or after April 1, 2012 are required to contribute a percentage ranging from 3% to 6% each year, based on their level of compensation.

Pursuant to Article 11 of Education Law, an actuarially determined contribution rate is established annually by the New York State Teachers' Retirement Board. The rate is 17.53% of the annual covered payroll as of June 30, 2015 and 16.25% for the year ended June 30, 2014. The required contributions for the years ended June 30, 2015 and 2014 was \$242,786 and \$168,178.

7. Lease Obligation:

In 2012, the School entered into a series of purchase, lease, and sublease contracts with a developer to acquire and renovate the School, and currently subleases the premises from the developer under a twenty year triple net lease. The lease obligations and related assets have been capitalized for financial reporting purposes. Consequently, land, building and improvements include capitalized leased assets totaling \$2,237,541. Amortization of leased assets included in depreciation expense was \$55,939 in 2015 and 2014, and net book value of leased assets was \$2,097,694 and \$2,153,633 at June 30, 2015 and 2014.

The capital lease term is from September 1, 2012 through June 30, 2032, with five successive five year renewal options. The agreement contains a buyout provision whereby the School may terminate the lease any time after August 31, 2017 in consideration of payment of the remaining balance on the mortgage note payable and any other amounts due the landlord, plus a buyout provision. The buyout provision is based on a fixed schedule starting at \$643,267, with an annual escalation clause of 2.5%, plus an undetermined amount based on the landlord's actual financing of the improvements. Management currently anticipates it will exercise the buyout provision by 2023.

Future minimum rentals to be paid for the non-cancelable capital leases are:

2016	\$	236,112
2017		236,112
2018		259,716
2019		259,716
2020		259,716
Thereafter		<u>3,519,237</u>
		4,770,609
Amounts representing interest		<u>2,532,875</u>
Net liability (see Note 5)	\$	<u>2,237,734</u>

8. Cash Flows Information:

Noncash investing and financing activities excluded from the 2014 statement of cash flows include net accounts payable incurred for equipment additions of \$109,987.

WEST BUFFALO CHARTER SCHOOL

Additional Information
Schedule of Expenses

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

	2015					2014	
	Number of positions	Regular Education	Special Education	Other Programs	Management and General	Total	Total
Administrative personnel	2.0	\$ 21,270	\$ 21,270	\$ 21,270	\$ 148,887	\$ 212,697	\$ 236,114
Instructional personnel	35.0	513,503	336,511	439,211	-	1,289,225	898,956
Non-instructional personnel	9.0	20,904	8,361	12,542	139,535	181,342	41,644
Total salaries	44.0	\$ 555,677	\$ 366,142	\$ 473,023	\$ 288,422	\$ 1,683,264	\$ 1,176,714
Salaries		555,677	366,142	473,023	288,422	1,683,264	1,176,714
Employee benefits and payroll taxes		119,792	79,862	101,642	61,711	363,007	249,523
Retirement		80,119	53,413	67,980	41,274	242,786	168,178
Professional fees		26,768	26,768	26,768	53,538	133,842	103,747
Contracted services-education		173,161	180,022	103,897	-	457,080	435,020
Maintenance and repairs		40,876	27,251	34,683	21,058	123,868	123,523
Insurance		11,533	7,689	9,786	5,941	34,949	31,922
Utilities		11,647	7,764	9,882	6,000	35,293	38,307
Supplies and materials		47,709	23,855	23,855	23,854	119,273	93,881
Equipment and furnishings		4,355	2,903	3,695	2,244	13,197	11,135
Staff development		11,256	4,502	4,502	2,251	22,511	16,367
Recruitment		7,322	3,661	3,661	-	14,644	12,911
Technology		11,401	7,601	9,674	5,873	34,549	26,648
Student services		23,607	9,443	14,164	-	47,214	38,617
Office expense		7,965	5,310	6,758	4,103	24,136	16,440
Interest		106,305	70,870	90,198	54,762	322,135	320,641
Other expenses		-	-	-	904	904	2,288
		1,239,493	877,056	984,168	571,935	3,672,652	2,865,862
Depreciation		53,467	35,645	45,366	27,543	162,021	128,579
Total		\$ 1,292,960	\$ 912,701	\$ 1,029,534	\$ 599,478	\$ 3,834,673	\$ 2,994,441

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Board of Trustees
West Buffalo Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of West Buffalo Charter School (the School), which comprise the balance sheet as of June 30, 2015, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 20, 2015.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Symons & McCormick, LLP

October 20, 2015

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

October 20, 2015

The Board of Trustees
West Buffalo Charter School

We have audited the financial statements of West Buffalo Charter School (the School) for the year ended June 30, 2015, and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audits. We have communicated such information in our engagement letter to you dated July 22, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus.

Estimates

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

- Value of leased assets and related liability including buy-out
- Collection of receivables
- Accrued expenses
- Depreciable lives and methods
- Allocation of expenses by function to program and supporting service classifications

Management's process for determining the above estimates is based on firm concepts and reasonable assumptions of future events. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Footnote Disclosures

The disclosures in the financial statements are neutral, consistent, and clear. Certain disclosures in the financial statements are of particular importance because of their significance to the financial statement users. We evaluated all disclosures in relation to the financial statements as a whole, and determined they are reasonable.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audits.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audits, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audits.

Management Representations

We have requested and received certain representations from management that are included in the management representation letter dated consistent with the financial statement audit report date.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Additional Information

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

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

Lunden & McCormick, LLP

New York State Education Department

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

2015-16 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

West Buffalo Charter School

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,798,843	-	-	-	-	3,798,843	
Total Expenses	1,771,673	785,027	373,864	15,997	596,859	3,543,421	
Net Income	2,027,170	(785,027)	(373,864)	(15,997)	(596,859)	255,422	
Actual Student Enrollment	245	55					
Total Paid Student Enrollment	245	55				300	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$12,355.00	3,397,625	-	-	-	3,397,625	
School District 2 (Cheektowaga)	\$10,485.00	20,970	-	-	-	20,970	
School District 3 (West Seneca)	\$10,429.00	10,429	-	-	-	10,429	
School District 4 (Niagara-Falls)	\$11,175.00	11,175	-	-	-	11,175	
School District 5 (Enter Name)		-	-	-	-	-	
		3,440,199	-	-	-	3,440,199	
Special Education Revenue		111,124	-	-	-	111,124	
Grants							
Stimulus		-	-	-	-	-	
Other		-	-	-	-	-	
Other State Revenue		-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES		3,551,323	-	-	-	3,551,323	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		35,000	-	-	-	35,000	
Title I		134,120	-	-	-	134,120	
Title Funding - Other		20,400	-	-	-	20,400	
School Food Service (Free Lunch)		-	-	-	-	-	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		189,520	-	-	-	189,520	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		23,000	-	-	-	23,000	
Erate Reimbursement		10,000	-	-	-	10,000	
Interest Income, Earnings on Investments,		-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		25,000	-	-	-	25,000	
Other Local Revenue		-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		58,000	-	-	-	58,000	
TOTAL REVENUE		3,798,843	-	-	-	3,798,843	
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	No. of Positions						
Executive Management	1.00	52,500	26,250	-	-	26,250	105,000
Instructional Management	-	-	-	-	-	-	-
Deans, Directors & Coordinators	0.50	15,000	15,000	-	-	-	30,000
CFO / Director of Finance	1.00	15,750	-	-	-	89,250	105,000
Operation / Business Manager	-	-	-	-	-	-	-
Administrative Staff	2.00	8,188	-	-	-	46,400	54,588
TOTAL ADMINISTRATIVE STAFF	5	91,438	41,250	-	-	161,900	294,588
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	15.00	633,945	-	-	-	-	633,945
Teachers - SPED	3.00	-	138,531	-	-	-	138,531
Substitute Teachers	-	10,000	-	-	-	-	10,000
Teaching Assistants	15.00	253,563	84,521	-	-	-	338,084

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

West Buffalo Charter School

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,798,843	-	-	-	-	3,798,843	
Total Expenses	1,771,673	785,027	373,864	15,997	596,859	3,543,421	
Net Income	2,027,170	(785,027)	(373,864)	(15,997)	(596,859)	255,422	
Actual Student Enrollment	245	55				-	
Total Paid Student Enrollment	245	55				300	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	-	-	-	-	-	-	
TOTAL SCHOOL OPERATIONS	126,554	66,144	66,144	-	4,198	263,041	
FACILITY OPERATION & MAINTENANCE							
Insurance	15,932	9,957	9,957	3,983	-	39,829	
Janitorial	4,800	3,000	3,000	1,200	-	12,000	
Building and Land Rent / Lease	-	-	-	-	-	-	
Repairs & Maintenance	27,600	17,250	17,250	6,900	-	69,000	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	15,657	9,786	9,786	3,914	-	39,143	
TOTAL FACILITY OPERATION & MAINTENANCE	63,989	39,993	39,993	15,997	-	159,972	
DEPRECIATION & AMORTIZATION	-	-	-	-	125,000	125,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	25,000	25,000	
TOTAL EXPENSES	1,771,673	785,027	373,864	15,997	596,859	3,543,421	
NET INCOME	2,027,170	(785,027)	(373,864)	(15,997)	(596,859)	255,422	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	241	55	296				
School District 2 (Cheektowaga)	2	-	2				
School District 3 (West Seneca)	1	-	1				
School District 4 (Niagara-Falls)	1	-	1				
School District 5 (Enter Name)							
TOTAL ENROLLMENT	245	55	300				
REVENUE PER PUPIL	15,505	-	-				
EXPENSES PER PUPIL	7,231	14,273	1,246				



Audited Financial Statement Checklist

Last updated: 10/29/2015

Page 1

Charter School Name:

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

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

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

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

Thank you.



Appendix E: Disclosure of Financial Interest Form

Last updated: 10/22/2015

Page 1

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

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

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

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

Yes

Thank you.



Appendix F: BOT Membership Table

Created: 07/30/2015

Last updated: 07/31/2015

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Joseph Cozzo	jcozzo@askbhsc.org	Chair/Board President	Yes	HR, Audit & Finance, Nomin. & BoT Development	2 Terms/July 14, 2014/2015
2	Dr. Arup Sen	sena@dyc.edu	Vice Chair/Vice President	Yes	Academic, Nominating, & BoT Development	1 Term/July 14, 2014/2015
3	Lucy Candelario	lcandelario@thebellecenter.org	Trustee/Member	Yes	Human Resources	1 Term/July 14, 2014/2016
4	Richard Baer	rbaer@baer-associates.com	Treasurer	Yes	Audit & Finance, Human Resources	1 Term/July 14, 2014/2016
5	Michelle Stevens	mstevens@sail-stevens.com	Secretary	Yes	N/A	Term/July 14, 2014/2016
6	James Sampson	james.sampson548@gmail.com	Trustee/Member	Yes	N/A	2 Terms/July 14, 2014/2017
7	Joanne Haefner	j.haefner@nwbchc.org	Trustee/Member	Yes	Audit & Finance, Academic	1 Term/July 14, 2014/2017
8	James Deuschle	jdeuschle@rich.com	Trustee/Member	Yes	Audit & Finance	1 Term/May 2015/2018
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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

1

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

0

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

11

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

11

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

12

Thank you.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JULY 14TH, 2014
2:30 P.M.
50 EAST NORTH STREET, BUFFALO, NY
MINUTES OF ANNUAL MEETING**

Board Members:

Present: Joseph Cozzo, Michelle Stevens, Joanne Haefner, Lucy Candelario, James Sampson
Excused: Arup Sen, David Whitehorse
Quorum Present: Yes
Also Present: Andrea Todoro, Lynn Shea

Call to Order

Mr. Cozzo called the meeting to order at 2:38PM at the offices of Buffalo Hearing and Speech Center (due to construction at WBCS).

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, July 7th, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the June 23rd, 2014 Meeting Minutes

Minutes of the June 23rd, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Ms. Candelario and seconded by Ms. Haefner, the minutes of the June 23rd, 2014 board meeting were approved as presented. All in favor.

- Mr. Cozzo reviewed the slate of officers that were presented at the June meeting:
President- Mr. Cozzo
Vice President- Dr. Sen
Treasurer- Mr. Baer
Secretary- Mrs. Stevens
Trustees- Mr. Sampson, Ms. Candelario, and Ms. Haefner

Upon motion duly made by Ms. Haefner and seconded by Ms. Candelario, the slate of officers were approved as presented. All in favor.

- Dr. Whitehorse's term has officially ended. Mr. Cozzo will reach out to Dr. Whitehorse to thank him for his service as a WBCS Board of Trustees member.
- Mr. Cozzo gave each board member the annual self-assessment form that will need to be returned to him mid-August.

Financial Report

Mrs. Todoro presented an overview of the financial report for Mrs. Sterns for the period ending June 30th, 2014 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, the June 2014 financial statements were approved as presented.

School Leader Report

Mrs. Todoro presented the School Leader report for the period ending June 30th, 2014 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Mr. Sampson and seconded by Mr. Baer, one Music Teacher, one Technology Teacher, and seven Teacher Assistants were approved as presented. All in favor.

- Mrs. Todoro presented the results of cumulative data from the 2013-2014 school year.
- Ms. Candelario has agreed to work with Mrs. Stevens on the marketing committee.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mrs. Stevens and seconded by Ms. Candelario. The meeting was adjourned at 4:20PM.

The next board meeting is scheduled for Monday, August 25th at 2:30PM at WBCS.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
AUGUST 25TH, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: James Sampson, Arup Sen, Richard Baer, Michelle Stevens, Joanne Haefner, Lucy Candelario

Excused: Joseph Cozzo

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro

Call to Order

Mr. Sampson called the Open Meeting to order at 2:35PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, August 18, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the July 14th, 2014 Meeting Minutes

Minutes of the July 14th, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Ms. Haefner and seconded by Mr. Baer, the minutes of the July 14th, 2014 board meeting were approved as presented. All in favor.

School Leader Report

- Mrs. Todoro confirmed with the board members that October 1st, 2014 at 11:00AM is a convenient time for the Board of Trustees focus group to meet with SED representatives.

- Mrs. Todoro presented a Power Point overview of the comprised results of the Math and ELA test results from the 2013-2014 school year along with other information that will be provided to the New York State Educational Department prior to the scheduled visit to WBCS on October 1st and 2nd, 2014.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Sampson, the Kindergarten cut-off will be changed from December 31st to December 1st was approved as presented. All in favor. Non opposed.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Haefner, the board approved the revised mission statement to replace New York State Learning Standards with Common Core Learning Standards were approved as presented. All in favor. Non opposed.

Upon motion duly made by Ms. Candelario and seconded by Mrs. Stevens, the 2014-2015 Language to Literacy contract with Buffalo Hearing and Speech Center was approved as presented. All in favor. Non opposed.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, the board acknowledged and approved the Application for Charter Renewal Certification (Appendix A of the Charter Renewal Guidance Document), and that the WBCS Board of Trustees will be held to the terms of the Performance Framework within the charter. The board approved this motion as presented. All in favor. Non opposed.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mr. Baer and seconded by Ms. Candelario. The meeting was adjourned at 3:55PM.

The next WBCS board meeting will take place on Monday, September 22nd, at 2:30PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
SEPTEMBER 22ND, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: James Sampson, Arup Sen, Richard Baer, Michelle Stevens, Joanne Haefner, Lucy Candelario
Excused: Joseph Cozzo
Quorum Present: Yes
Also Present: Elizabeth Sterns

Call to Order

Mr. Sampson called the Open Meeting to order at 2:35PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, September 15th, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the August 25th, 2014 Meeting Minutes

Minutes of the August 25th, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Baer and seconded by Ms. Haefner, the minutes of the August 25th, 2014 board meeting were approved as presented. All in favor.

Financial Report

- Mrs. Sterns presented the financial report for the period ending August 31st, 2014 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Ms. Candelario and seconded by Mrs. Stevens, the August 31st, 2014 financial statements were approved as presented. All in favor. Non-opposed.

- Mrs. Stevens reported on the topics covered during her recent Marketing Committee meeting with Ms. Candelario and VISTA member, Brittany Williams.
- Spearheaded by Ms. Williams, WBCS students wrote letters to such people/organizations as local politician Mark Grisanti and the University at Buffalo UB Bulls football team. Mr. Grisanti will be coming to WBCS on October 6th to read to the fourth grade and on October 17th, several UB football players will come to read to the students.
- Discussion regarding the function of the two VISTA volunteers.

School Leader Report

- In Mrs. Todoro's absence, Mrs. Sterns presented the School Leader Report for the period ending August 31st, 2014 (a copy which is attached hereto and made a part hereof).

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mr. Baer and seconded by Mrs. Stevens. The meeting was adjourned at 3:15PM.

Respectfully submitted,
Leslie Bunis Ohl

The next board meeting is scheduled for Monday, October 27th, 2014.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
OCTOBER 27TH, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Michelle Stevens, Joanne Haefner, Lucy Candelario

Excused: James Sampson, Richard Baer, Arup Sen

Quorum Present: Yes

Also Present: Andrea Todoro, Elizabeth Sterns

Call to Order

Mr. Cozzo called the Meeting to order at 2:54PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, October 20th, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the September 22nd, 2014 Meeting Minutes

Minutes of the September 22nd, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Haefner, the minutes of the September 22nd, 2014 board meeting were approved as presented. All in favor.

Chairman's Report

- A resolution was presented to the board (a copy of which is attached hereto and made a part hereof).

Upon motion to approve the resolution authorizing Mr. Cozzo, as Board Chair to execute any and all of said documents in connection with the Lafayette Group, Inc. said Loan, was moved by Ms. Haefner and seconded by Mrs. Stevens. All in favor. Non-opposed.

- Discussion regarding the health and well-being of the student population during this time of national concern pertaining to various viral outbreaks in the world (i.e. Ebola and Enterovirus D68). School to review guidance from Department of Health and New York State Education Department.
- Board self-evaluation results to be discussed at the next meeting when more members are present.
- Discussion regarding protocol and dissemination of information to each board member. The creation of a list by the board members of information that all board members should receive from school leadership. Mrs. Todoro to alert/report to all board members of any critical issues that arise at the school level without overloading the board.

Financial Report

- Mrs. Sterns presented the financial report for the period ending September 30th, 2014 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Ms. Candelario and seconded by Mrs. Stevens, the September 30th, 2014 financial statements were approved as presented. All in favor. Non-opposed.

Upon motion duly made by Ms. Haefner and seconded by Ms. Candelario, the contract with Elber's Landscaping Service for snow plowing services was approved as presented. All in favor. Non-opposed.

- Discussion regarding police response time to any school emergency or perceived emergency.

School Leader Report

Mrs. Todoro presented the School Leader Report for the period ending September 30th, 2014 (a copy which is attached hereto and made a part hereof).

- Change of date for the December Board of Trustees meeting was adjusted from December 22nd, 2014 to December 15th, 2014. The original date falls during Winter Break.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Ms. Candelario and seconded by Mrs. Stevens. The meeting was adjourned at 5:05PM.

Respectfully submitted,
Leslie Bunis Ohl

The next board meeting is scheduled for Monday, November 24th, 2014 at 2:30PM.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
DECEMBER 15TH, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Michelle Stevens, Richard Baer, Lucy Candelario, James Sampson,
Arup Sen

Excused: Joanne Haefner

Quorum Present: Yes

Also Present: Andrea Todoro, Elizabeth Sterns

Call to Order

Mr. Cozzo called the Meeting to order at 2:37PM. Quorum present.

Let the minutes reflect that due to excessive weather conditions, the November 2014 meeting was rescheduled for today, December 15th, 2014.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, December 8th, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the October 27th, 2014 Meeting Minutes

Minutes of the October 27th, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the minutes of the October 27th, 2014 board meeting were approved as presented. All in favor.

Chairman's Report

- Mr. Cozzo proposed that the agenda for the January 26th, 2015 meeting include the self-evaluations of each of the board members. All board members are encouraged to attend this meeting so that all are present for the discussion.

Financial Report

- Mrs. Sterns presented the financial report for the period ending October 31st, 2014 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Ms. Candelario and seconded by Mrs. Stevens, the October 31st, 2014 financial statements were approved as presented. All in favor. Non-opposed.

- Mrs. Sterns presented an overview of the Operating Budget.
- Discussion regarding the insurance claim from damages caused by water damage in the basement.
- Discussion regarding school expansion.

School Leader Report

Mrs. Todoro presented the School Leader Report for the period ending October 31st, 2014 (a copy which is attached hereto and made a part hereof).

- Mrs. Todoro presented an overview of the New York State Education Department's Renewal Site Visit Report dated 12/9/14.
- Discussion regarding Teacher on Special Assignment and the move of her TA into the role of Classroom Teacher.

Upon motion duly made by Mr. Sampson and seconded by Mr. Baer, the board approved the promotion of A.F. from TA to Classroom Teacher. All in favor. Non opposed.

Upon motion duly made by Mr. Baer and seconded by Mrs. Candelario, the board approved the hiring of two Teacher Assistants. All in favor. Non opposed.

- Mrs. Todoro presented a summary of the ELA Mock Assessment for grades three and four with an overview of the related data.

Adjournment

There being no further business to discuss, a motion to adjourn was made by Mr. Sampson and seconded by Dr. Sen. The meeting was adjourned at 4:20 PM.

The next WBCS Board of Trustees meeting will be held on Monday, January 26th, 2015 at 2:30PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JANUARY 26, 2015
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Michelle Stevens, Richard Baer, James Sampson, Arup Sen, Joanne Haefner
Excused: Lucy Candelario
Quorum Present: Yes
Also Present: Andrea Todoro, Elizabeth Sterns, Rachel Banas

Call to Order

Mr. Cozzo called the Meeting to order at 2:35PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Friday, December 16th, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the December 15th, 2014 Meeting Minutes

Minutes of the December 15th, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Sampson and seconded by Mr. Baer, the minutes of the December 15th, 2014 board meeting were approved as presented. All in favor. Non-opposed.

Chairman's Report

- Mr. Cozzo requested that a conversation take place regarding a strategic plan for the potential expansion of grades 5-8 pending upcoming renewal status.

Financial Report

- Mrs. Sterns presented the financial report for the period ending December 31st, 2014 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Mr. Baer and seconded by Dr. Sen, the December 31st, 2014 financial statements were approved as presented. All in favor. Non-opposed.

- Mr. Baer presented to the board the Construction Committee update. The board discussed various options for a potential expansion of grades 5-8.

School Leader Report

Mrs. Todoro presented the School Leader Report for the period ending December 31st, 2014 (a copy which is attached hereto and made a part hereof).

- Mrs. Todoro presented the request by the CSO Office that our legal counsel review our discipline policy and any revisions be approved by the Board of Trustees. A letter will be drafted by Damon and Morey that will be sent to the State Education Department by January 30th, 2015.

Upon motion duly made by Mr. Sampson and seconded by Ms. Haefner, the Board of Trustees accepted the red-line revisions in the WBCS discipline policies as reviewed by Damon and Morey.

- Mrs. Todoro will present at the February meeting AimsWeb and Mock Math Assessment data.
- Mrs. Todoro presented Fountas and Pinnell reading data from Fall 2014-Winter 2015.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mr. Baer and seconded by Mrs. Stevens. The meeting was adjourned at 4:40PM.

Respectfully submitted,
Leslie Bunis Ohl

The next board meeting is scheduled for Monday, February 23rd at 2:30PM.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
MARCH 23RD, 2015
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Michelle Stevens, Richard Baer, James Sampson, Joanne Haefner

Excused: Lucy Candelario, Arup Sen

Quorum Present: Yes

Also Present: Andrea Todoro, Rachel Banas, Jim Deuschle

Absent due to illness: Liz Sterns

Call to Order

Mr. Cozzo called the Meeting to order at 2:35PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, March 16th, 2015 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the January 26th, 2015 Meeting Minutes

Minutes of the January 26th, 2015 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Sampson and seconded by Ms. Haefner, the minutes of the January 26th, 2015 board meeting were approved as presented. All in favor. Non-opposed.

Chairman's Report

- Mr. Cozzo welcomed Jim Deuschle from Rich Products to the meeting.
- Mr. Cozzo requested that a conversation take place, outside of the regular board meeting date in April for the entire board meet to discuss a strategic plan for the potential expansion of grades 5-8. Those present at this meeting suggested that April

28th would be the preferred date to meet for the half day. Those not attending today's meeting will be notified at once to confirm their availability.

Financial Report

Due to illness, Mrs. Sterns was not available to present this month's financial report. The report will be provided to the board members electronically.

School Leader Report

Mrs. Todoro presented the School Leader Report for the period ending February 28th, 2015 (a copy which is attached hereto and made a part hereof).

- The Buffalo Public Schools have made the decision to add back to the calendar the Friday prior to Memorial Day (May 22nd, 2015). Mrs. Todoro suggested that WBCS conform to this change and add back the day to our calendar as well.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the board voted to add back into the WBCS calendar Friday, May 22nd, 2015 as an additional make-up date from this winter's snow days. All in favor. Non-opposed.

- Discussion regarding the upcoming New York State ELA and Math Assessments that will be given to students in April.
- Mrs. Todoro to put a policy in place for those students whose parents may want to opt out of the testing.
- Mrs. Todoro will report to the board at the April meeting the results of where this year's fourth graders will be attending for fifth grade.
- A request from Sister MaryLaura Lesniak from the Sister's of Mary Church at 241/245 Lafayette Avenue for the use of our parking lot for an event they are holding on May 3rd, 2015. The church will need to get a Certificate of Insurance that lists WBCS as an additional insured for the May 3rd event.

Upon motion duly made by Mr. Sampson and seconded by Ms. Haefner, the board approved the use of the WBCS parking lot for the Sister's of Mary Church on Lafayette Avenue on May 3rd, 2015. All in favor. Non-opposed.

- "Save the Date" cards were presented to board members for this year's Night of the Arts on June 17th, 2015 which may be held at Rich Products in their Atrium space. Board members are encouraged to invite family and friends to attend. Mrs. Todoro will also provide an electronic version of this reminder to all board members.
- Rachel Banas presented to the board her reflections from the month of February.
- Mrs. Todoro presented the WBCS Safety Plan for 2014-2015.

Upon motion duly made by Mr. Baer and seconded by Ms. Haefner, the 2014-2015 Safety Plan was approved as presented.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mrs. Stevens and seconded by Mr. Baer. The meeting was adjourned at 4:22PM.

Respectfully submitted,
Leslie Bunis Ohl

The next board meeting is scheduled for Monday, April 27th, 2015 at 2:30PM.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
APRIL 27TH, 2015
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Michelle Stevens, Richard Baer, James Sampson, Lucy Candelario, Arup Sen

Excused: Joseph Cozzo, Joanne Haefner

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns, James Deuschle and Rachel Banas

Call to Order

Mr. Sampson called the Meeting to order at 2:37 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, April 20th, 2015 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the March 23rd, 2015 Meeting Minutes

Minutes of the March 23rd, 2015 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Sampson, the minutes of the March 23rd, 2015 board meeting were approved as presented. All in favor. Non-opposed.

- Mr. Baer requested information regarding next year's placement of our current fourth grade students.
- Documents pertaining to the potential appointment of James Deuschle to the WBCS Board of Trustees were presented and discussed.

The West Buffalo Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or Federal criminal

history, or having provided such history to SED if found, has voted to select James Deuschle as a final candidate to its Board of Trustees, with a term expiring June, 2018, pending approval by SED. The resolution approving James Deuschle is formally adopted upon SED's approval.

Upon motion duly made by Michelle Stevens and seconded by Ricard Baer, the West Buffalo Charter School Board of Trustees voted in accordance with the Open Meeting Law to select James Deuschle as a final candidate. All in favor. Non-opposed.

Financial Report

- Mrs. Sterns presented the financial report for the period ending March 31st, 2015 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, the March 31st, 2015 financial statements were approved as presented. All in favor. Non-opposed.

- The WBCS budget for 2015-2016 will be voted on at the May meeting. In addition, Mrs. Sterns will present an update to the current financial policies.
- Discussion regarding out-sourcing someone outside of the current maintenance staff to act as a handyman for those jobs that cannot be handled "in house."

School Leader Report

Mrs. Todoro presented the School Leader report for the period ending March 31st, 2015 (a copy of which is attached and hereto made a part hereof).

- Discussion of current policies pertaining to maternity leave and other personnel matters.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mrs. Stevens and seconded by Mr. Baer. The meeting was adjourned at 4:10 PM.

Respectfully submitted,
Leslie Bunis Ohl

The next board meeting is scheduled for Monday, May 18th, 2015 at 2:30 PM at D'Youville College hosted by Dr. Sen.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
MAY 18TH, 2015
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Arup Sen, James Sampson, Michelle Stevens, Richard Baer,
James Deuschle

Excused: Lucy Candelario, Joanne Haefner

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns

Call to Order

Mr. Cozzo called the Meeting to order at 2:40 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, May 10th, 2015 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the April 27th, 2015 Meeting Minutes

Minutes of the April 27th, 2015 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Baer and seconded by Mrs. Stevens, the minutes of the April 27th, 2015 board meeting were approved as presented. All in favor. Non-opposed.

Financial Report

- Mrs. Sterns presented the financial report for the period ending April 30th, 2015 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Stevens and seconded by Mr. Sampson, the April 30th, 2015 financial statements were approved as presented. All in favor. Non-opposed.

- Mr. Deuschle presented to the board various items for discussion regarding the potential future expansion of WBCS.
- In light of the expansion discussion, Mrs. Todoro responded to the results of a parent survey that had been distributed and returned by current WBCS parents regarding future school expansion. Mrs. Stevens and Ms. Candelario had previously met with 2nd and 4th grade parents who may have had questions and/or concerns relating to expansion.
- Discussion regarding 2015-2016 enrollment and additional marketing that may be needed going forward.
- Discussion regarding school expansion application: even with board approval, SED accepts or rejects the application.
- Approval needed of current budget based on year-end numbers. Mrs. Sterns will adjust the revenue numbers based on student revenue accounts.

Upon motion duly made by Mr. Sampson and seconded by Dr. Sen, the budget (with adjusted notes by Mrs. Sterns), was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the contract with Elber's Landscaping Service for grass cutting was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the contract with PS 360 for the website design revamp was approved as presented. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report for the period ending April 30th, 2015 (a copy of which is attached and hereto made a part hereof).

- Discussion regarding rigor.
- Social Worker update: Mrs. Todoro will be interviewing a candidate from Catholic Charities at the end of May as our current Social Worker will be re-assigned to another location at the end of the 2014-2015 school year.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mrs. Stevens and seconded by Mr. Baer. The meeting was adjourned at 4:25 PM.

Respectfully submitted,

Leslie Bunis Ohl

The next board meeting is scheduled for Monday, June 22nd, 2015 at 2:30 PM at D'Youville College hosted by Dr. Sen.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JUNE 22ND, 2015
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Arup Sen, Michelle Stevens, Richard Baer, James Deuschle, Joanne Haefner,
Lucy Candelario

Excused: Joseph Cozzo, James Sampson

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns

Call to Order

Dr. Sen called the Meeting to order at 2:43 PM. Quorum present.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, June 15th, 2015 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the May 18th, 2015 Meeting Minutes

Minutes of the May 18th, 2015 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Baer and seconded by Ms. Haefner, the minutes of the May 18th, 2015 board meeting were approved as presented. All in favor. Non-opposed.

- Dr. Sen proposed the meeting begin with a discussion of the expansion of properties and facilities.
- Dr. Sen suggested that Mrs. Todoro and Mrs. Sterns provide the School Leader Report and the Financial Report one week in advance of the monthly meeting so that board members can come prepared for discussion.

- Mr. Baer presented for discussion items pertaining to facilities expansion (estimated project costs and site plan).
- Dr. Sen requested a timeline regarding RFP for consultant.
- Mrs. Sterns presented the WBCS Expansion Committee Report of Budget and Resources.
- Mrs. Todoro presented her thoughts as School Leader in regards to potential school expansion (i.e.) school culture, as well as an overview of Curriculum Development for grades 5-8. Also discussed was the topic of how to duplicate the current school culture by virtue of the successful mentoring of current staff.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, the board voted in favor of Mrs. Todoro to begin to draft the application for charter expansion that will go to SED. All in favor. Non-opposed.

- Mrs. Todoro will be working on the draft in sections and will present each completed section to the board. In this way, the board will have the opportunity to pose questions/concerns as each section is presented.

Financial Report

- Mrs. Sterns presented the financial report for the period ending May 31st, 2015 (a copy which is attached hereto and made a part hereof).

Upon motion duly made by Mrs. Stevens and seconded by Mr. Baer, the May 31st, 2015 financial statements were approved as presented. All in favor. Non-opposed.

- Discussion regarding enrollment for 2015-2016.

Upon motion duly made by Mr. Baer and seconded by Mrs. Stevens, the board approved to register an additional 1-2 students in all grade levels to cover the natural attrition of student enrollment. All in favor. Non-opposed.

Upon motion duly made by Ms. Haefner and seconded by Mr. Baer, the Buffalo Public Schools food service contract was approved as presented. All in favor. Non-opposed.

Upon motion duly made by Michelle Stevens and seconded by Ms. Haefner, Mrs. Todoro's staffing recommendations were approved as presented. All in favor. Non-opposed.

Executive Session

The board adjourned into Executive Session at 4:12 PM.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mrs. Stevens and seconded by Ms. Haefner. The meeting was adjourned at 4:36 PM.

Respectfully submitted,
Leslie Bunis Ohi

The next board meeting is scheduled for Monday, July 27th, 2015 at 2:30 PM at D'Youville College hosted by Dr. Sen (the specific meeting room will be determined shortly). This is the Annual Meeting of the WBCS Board of Trustees.

Memorandum

TO: The 2014-15 Recruitment File

FROM: Liz Sterns

DATE: March 13, 2014

RE: Recruitment Strategies used in prior years to recruit for 2014-15 school year

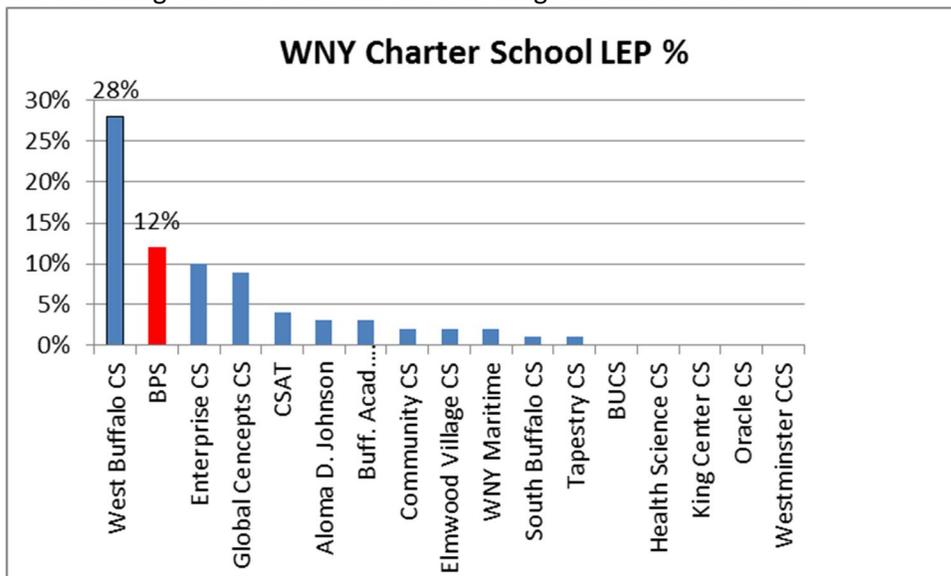
The following recruitment strategies have been used relative to the above as of the date of this memo:

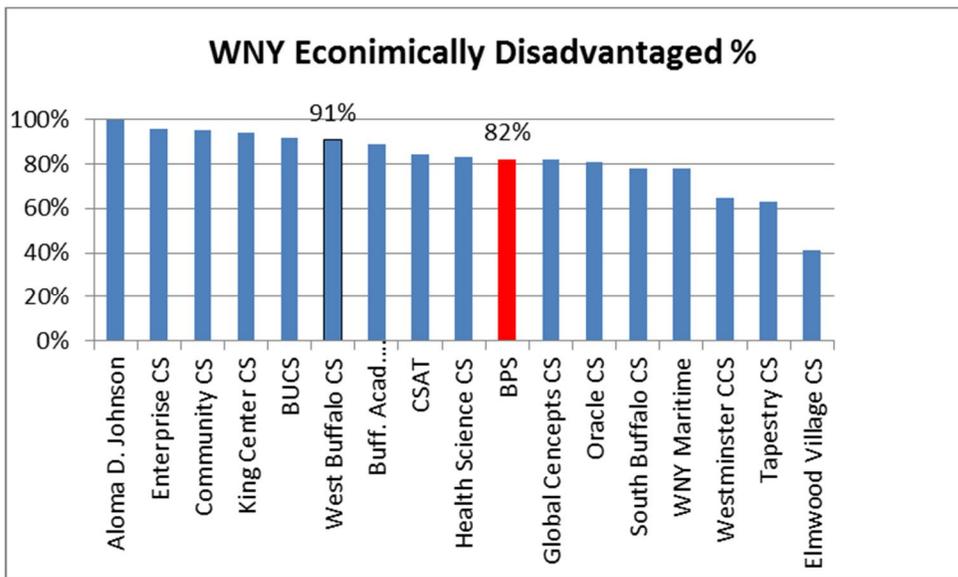
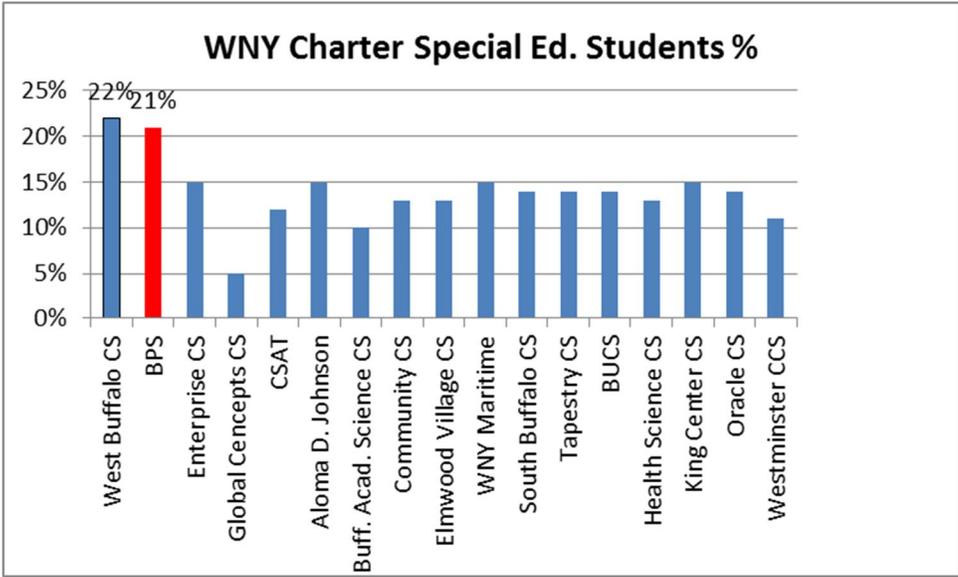
- ❖ Re-enrollment Form – Completed in January. All new siblings received applications. Only 8 students stated they would not return for the 2014-15 school year (two moving out of district, one transferring to private, and remaining wanting all children in one school)
- ❖ Recruitment ads placed in: Artvoice, WNY Family
- ❖ New professional video prepared (award winning) placed on all social media and the WBCS website
- ❖ New Facebook page managed by administration and parent group
- ❖ New website, enhanced to provide more parent information and support materials
- ❖ Marketing Materials and applications hand delivered or sent by mail to:
 - All CAO and Bethel Headstarts - all Buffalo City locations
 - Belle Center
 - Journey's End
 - Hope Refugee Drop-In
 - International Institute
 - Loretto Center (adult English classes for refugees)
 - Jewish Community Center's refugee center
 - Jewish Community Centers pre-K program
 - Westside Community Center
 - Boys & Girls Club-Mitchell Clubhouse
 - Westminster Early Childhood
- ❖ Email sent to all CAO and Bethel Headstarts introducing myself, the school and attaching marketing material and application
- ❖ Attended Kindergarten information night at CAO Head Start at 909 East Ferry (table with marketing materials and applications)
- ❖ Presentation was done on March 13th at the Loretto Center (Adult English Classes for Refugees). Spoke to 3 separate classes about the school, provided information and applications. In attendance

was Thi Thi Aung to assist with Burmese speakers and Mr. Sunwar-Pradar (Pheobe’s Dad) for the Nepali speakers. Also, Melissa Duquette was in attendance (ESL teacher).

- ❖ Presentation at the Jewish Community Center’s adult ESL classes. We met with Nick Pruyn and presented to the classes.
- ❖ Direct Mailer sent (PDM) to 3,863 households identified as having children between the ages of 4 and 10. Zipcodes included: 14213, 14222, 14209, 14207, 14201, 14216, 14214
- ❖ A large sign placed on school front lawn on March 1st which read “Applications being accepted for grades K-4” with applications available at the front office.
- ❖ Radio advertisements were purchased to promote the Open House. Ads were placed on WBFO and WBLK.
- ❖ Professional brochures and posters were created and distributed to all local retailers – immediate neighborhood and several other Buffalo City locations. These were also given to Family Group members to distribute to various locations within the areas they reside and younger sibling day cares, pre-schools, etc.

The following efforts resulted in the following enrollment statistics:







Appendix I: Teacher and Administrator Attrition

Created: 07/30/2015

Last updated: 07/31/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

Instructions for completing the Teacher and Administrator Attrition Tables

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

2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	25	4	4

2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	2	0	0

Thank you



Appendix J: Uncertified Teachers

Last updated: 07/30/2015

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

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

Page 1

Charter School Name:

Note Definition of FTE:

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

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

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

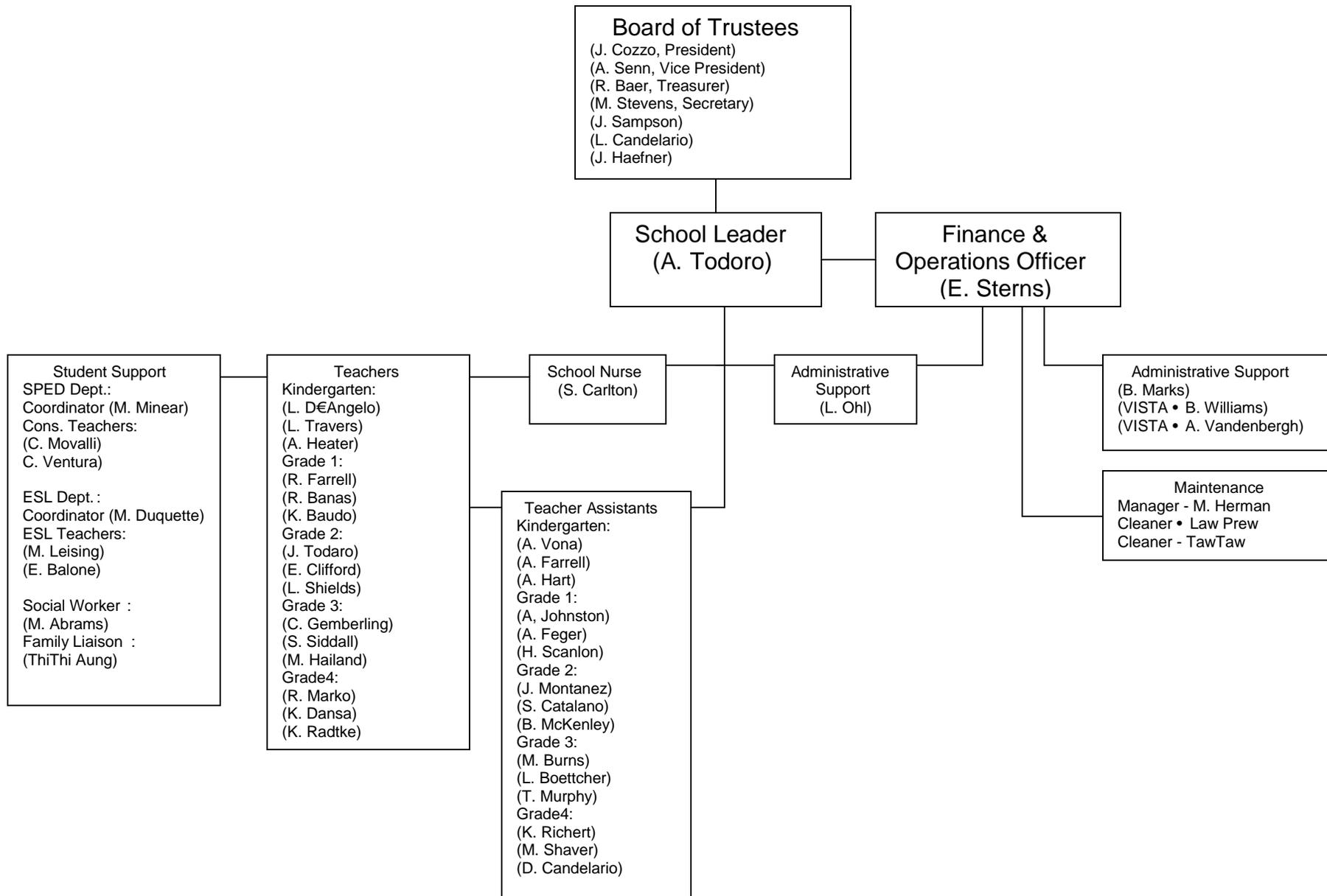
	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
Total	0.0

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

(No response)

Thank you.

2014 € 2015 Organization Chart West Buffalo Charter School



➤ **Mission and Key Design Elements:**

• **Mission:**

West Buffalo Charter School's mission statement reads as follows: *Tomorrow's future leaders are sitting in our classrooms today. With small class sizes, a rigorous curriculum aligned with the NYS standards, and high expectations West Buffalo Charter School develops an exceptional foundation of literacy skills for all students in grades K-4. West Buffalo Charter School is place were diversity is celebrated, individual difference are accepted and student success is maximized.*

Remaining faithful to the mission, vision, and educational philosophy is a primary focus of the School as evidenced by the January 2013 Check-In Site Visit report just five months post - opening. In the report the School received stellar feedback relative to all aspects especially to its faithfulness to the mission, vision, and education philosophy (Exhibit 1). All decisions regarding staffing, academic programming, curriculum materials, and professional development support the mission of the School. As part of its mission, WBCS provides small class sizes of 20 students per classroom with one NYS certified teacher and one full-time certified Teaching Assistant assigned to each room. These educational professionals provide engaging lessons on a daily basis. All instruction is rigorous and aligned to the Common Core Learning Standards.

WBCS strives to provide an exceptional foundation of literacy skills for all students. This is accomplished through high quality literacy instruction provided daily for 120 minutes. This instruction is based on the CCLS and EngageNY curriculum modules. It is also differentiated to meet the needs of all learners. In addition, a team of three Language to Literacy Instructors (employed by BHSC and housed at WBCS though our partnership) provide an additional 50 minutes of literacy instruction using the Language to Literacy program. Each grade level K-4 is presented with a different phase of the program. Starting in 2014-2015 students at each grade level are then grouped according to literacy strengths and weaknesses. Again, this targeted instruction is differentiated to meet the needs of all students.

In just a few years WBCS has established a culture and climate where diversity is celebrated as evidenced by the high number of enrolled English Language Learners, individual differences are accepted which support our model of differentiated instruction, and student success is maximized as demonstrated by student academic gains/growth over time. WBCS provides solid academic programming, honors culture and traditions, and promotes an environment based on respect and care for one another. Again, West Buffalo Charter School is **ONE** School, **ONE** family.

• **Key elements of the School:**

The key elements of the School are what make West Buffalo Charter School a unique learning environment. Below is a bulleted listed of West Buffalo Charter School's key elements and the status of implementation:

- A small, safe learning community: Fully Implemented
- High teacher-to-student ratio with 20 students per classroom: Fully Implemented
- An extended School year and School day: Fully Implemented
- Differentiated and intensive instruction in all academic areas: Partially Implemented with intensive professional development focusing on this area during the 2014-2015 School year.
- Developing language acquisition, literacy skills, and reading proficiency: Fully Implemented with

the use of Common Core Learning Standards, EngageNY modules, and Language to Literacy Program.

- Building positive, respectful relationships between staff, students, parents, and the community: Fully Implemented through the implementation of the Win-Win classroom philosophy.
- Integrating Art, Music, Technology, and Physical Education to educate the whole child: Fully Implemented.
- Ongoing professional development focused on innovative instruction tools and technology integration: Partially Implemented with focused, needs-based professional development provided throughout the year.
- Partnering with Buffalo Hearing and Speech, D'Youville College, and the Buffalo Philharmonic Orchestra to support and enhance student learning: Fully Implemented with the exception of the Buffalo Philharmonic Orchestra which has had leadership changes and program changes that directly impacted the partnership. New partnerships are being sought for the upcoming charter term.
- Creating a School committed to excellence in education: Fully Implemented.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, August 20, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/ab84c89ab57c55e13a>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Michelle	Stevens

2. *Your Home Address:

2. *Your Home Address: Street Address	72 Highland Ave.
2. *Your Home Address: City/State	Buffalo, New York
2. *Your Home Address: Zip	14222

3. *Your Business Address

3. *Your Business Address Street Address	72 Highland Ave.
3. *Your Business Address City/State	Buffalo, New York
3. *Your Business Address Zip	14222

4. *Daytime Phone Number:

716-440-9220

5. *E-mail Address:

mstevens@sail-stevens.com

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

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

No

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

Yes

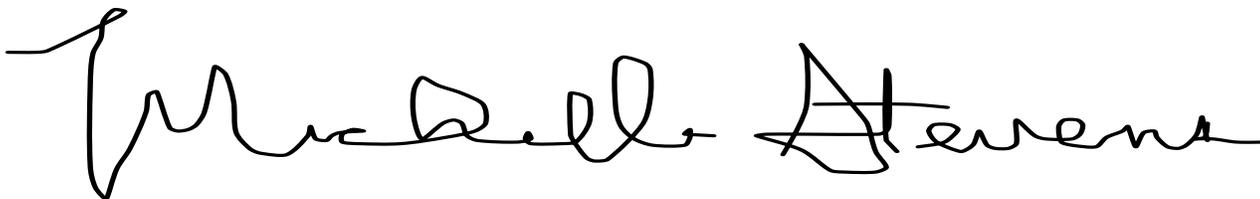
11a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to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

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	2014-2015	Liability Insurance Coverage	I have never discussed or voted on any insurance business matters while on the board.	Peter Stevens, husband
2				
3				
4				
5				

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

No

Signature of Trustee



Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, October 22, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/a36297d41d4c172ffc>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Joseph	Cozzo

2. *Your Home Address:

2. *Your Home Address: Street Address	10 Andover Lane
2. *Your Home Address: City/State	Williamsville
2. *Your Home Address: Zip	14221

3. *Your Business Address

3. *Your Business Address Street Address	50 E North st
3. *Your Business Address City/State	Buffalo
3. *Your Business Address Zip	14203

4. *Daytime Phone Number:

716-880-0417

5. *E-mail Address:

jcozzo@askbhsc.org

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

-
- Chair/President
-

9. Are you a trustee and also an employee of the school?

No

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

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date.

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date. Position Held	President/CEO
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date. Responsibilities	Oversee and direct facility and operations for Buffalo Hearing & Speech Center
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date. Salary	160,000
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date. Start Date	Nov 2005

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

Yes

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

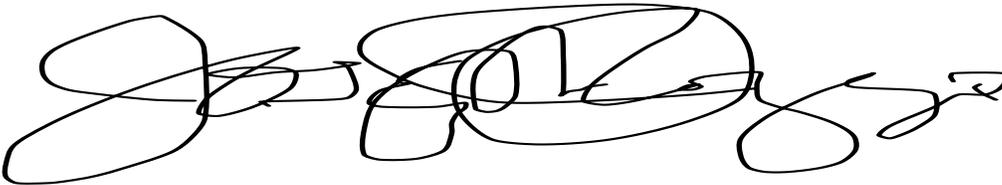
	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	2015	Vendor providing therapies for related services	Did not vote, removed from room during discussion, do not negotiate contract in house at BHSC	
2	2014	Vendor	As above	
3	2013	Vendor	As above	
4	2012	Vendor	As above	
5				

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

12a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Buffalo Hearing @ Speech Center	Contracted services	50-100,000	Joseph Cozzo	I do not get involved in negotiations, I do not vote on the awarding of the contract, I leave the room whenever the contract is discussed with the board.
2					
3					
4					
5					

Signature of Trustee



Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 23, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/a8a7945f80b9ac30bc>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	James	Sampson

2. *Your Home Address:

2. *Your Home Address: Street Address	548 Richmond Avenu
2. *Your Home Address: City/State	Buffalo, NY
2. *Your Home Address: Zip	14222

3. *Your Business Address

3. *Your Business Address Street Address	548 Richmond Avenue
3. *Your Business Address City/State	Buffalo, NY
3. *Your Business Address Zip	14222

4. *Daytime Phone Number:

716-882-0211

5. *E-mail Address:

james.sampson548@gmail.com

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

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

No

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

No

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

No

Signature of Trustee

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 23, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/50ea4178e7e99333f8>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	James	Deuschle

2. *Your Home Address:

2. *Your Home Address: Street Address	72 Burbank Dr
2. *Your Home Address: City/State	Orchard Park, NY
2. *Your Home Address: Zip	14127

3. *Your Business Address

3. *Your Business Address Street Address	One Robert Rich Way
3. *Your Business Address City/State	Buffalo, NY
3. *Your Business Address Zip	14213

4. *Daytime Phone Number:

716-878-8281

5. *E-mail Address:

jdeuschle@rich.com

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

- Treasurer
-

9. Are you a trustee and also an employee of the school?

No

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

No

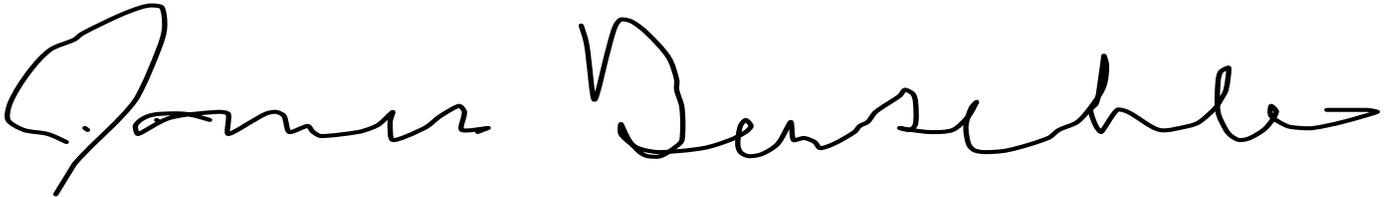
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "James Wenschle". The signature is written in a cursive style with a large initial "J" and "W".

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 25, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/5e642d494d3d87ffe7>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Arup	Sen

2. *Your Home Address:

2. *Your Home Address: Street Address	4 Buttonwood Lane
2. *Your Home Address: City/State	East Amherst, New York
2. *Your Home Address: Zip	14051

3. *Your Business Address

3. *Your Business Address Street Address	320 Porter Avenue
3. *Your Business Address City/State	Buffalo, New York
3. *Your Business Address Zip	14201

4. *Daytime Phone Number:

716-829-8144

5. *E-mail Address:

sena@dyc.edu

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

- Chair/President
 - Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

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

No

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

No

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

No

Signature of Trustee

Handwritten signature in black ink, appearing to read "Amy Sen". The signature is written in a cursive style with a large initial "A" and "S".

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, October 26, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/ac386472445447ea99>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Joanne	Haefner

2. *Your Home Address:

2. *Your Home Address: Street Address	303 Richmond Ave #3 rear
2. *Your Home Address: City/State	Buffalo
2. *Your Home Address: Zip	14222

3. *Your Business Address

3. *Your Business Address Street Address	155 Lawn Avenue
3. *Your Business Address City/State	Buffalo
3. *Your Business Address Zip	14207

4. *Daytime Phone Number:

716-553-2595

5. *E-mail Address:

j.haefner@nwbchcc.org

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Trustee
-

9. Are you a trustee and also an employee of the school?

No

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

No

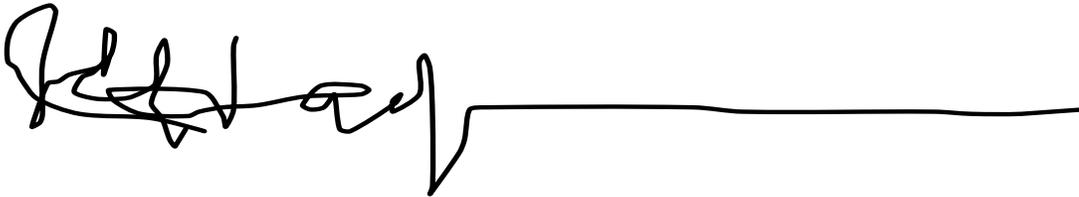
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be 'John A. [unclear]', followed by a long horizontal line extending to the right.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, November 05, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/7e9fb786b56261f06b>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Richard	Baer

2. *Your Home Address:

2. *Your Home Address: Street Address	9876 Shorecliff Road
2. *Your Home Address: City/State	Angola/New York
2. *Your Home Address: Zip	14006

3. *Your Business Address

3. *Your Business Address Street Address	Baer & Associates 4588 S. Park Avenue
3. *Your Business Address City/State	Buffalo/New York
3. *Your Business Address Zip	14219

4. *Daytime Phone Number:

716-549-8900

5. *E-mail Address:

rbaer@baer-associates.com

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

- Treasurer
-

9. Are you a trustee and also an employee of the school?

No

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

No

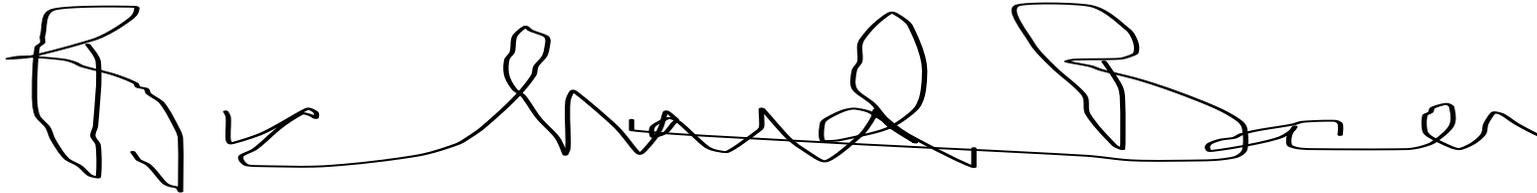
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Theresa M. [unclear]". The signature is written in a cursive style with several loops and flourishes.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, November 09, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/00474bba0ea1ea24d9>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Lucy	Candelario

2. *Your Home Address:

2. *Your Home Address: Street Address	71 Shoshone Street
2. *Your Home Address: City/State	Buffalo, NY
2. *Your Home Address: Zip	14214

3. *Your Business Address

3. *Your Business Address Street Address	104 Maryland Street
3. *Your Business Address City/State	Buffalo, NY
3. *Your Business Address Zip	14201

4. *Daytime Phone Number:

716-845-0485

5. *E-mail Address:

lcandelario@thebellecenter.org

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

WEST BUFFALO CS (REGENTS) 140600860986

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: member
-

9. Are you a trustee and also an employee of the school?

No

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

No

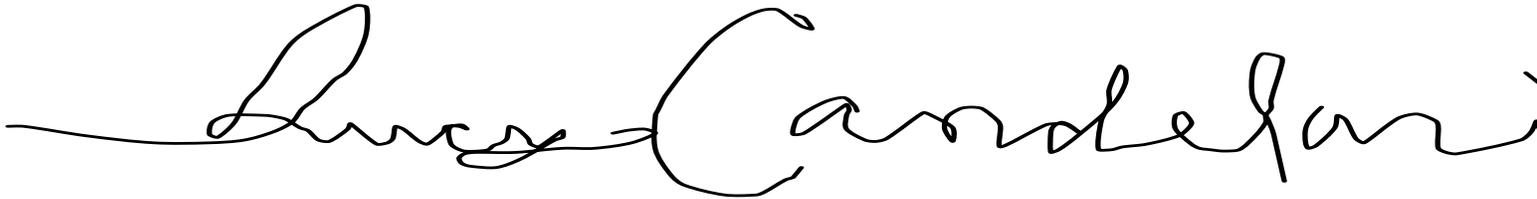
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "Lucy Cardelino". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Thank you.