

# I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, June 16, 2014

Updated Monday, July 07, 2014

## Page 1

### 1. SCHOOL NAME

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

140600860863 WESTERN NY MARITIME CS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Buffalo

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
266 Genesee Street Buffalo, NY 14204	716-842-6289	716-842-4241	

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

Contact Name	Lawrence W. Astyk
Title	Commandant
Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

www.wnymcs9-12.com

### 6. DATE OF INITIAL CHARTER

2004-01-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2004-09-01 00:00:00

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

(as reported on BEDS Day)

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

Check all that apply

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 9

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 10

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 11

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

Yes/No	Name of CMO/EMO
No	

## 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

## 12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	266 Genesee Street Buffalo, NY 14204	716-842-6289	BUFFALO CITY SD	9-12	Yes	Rent/Lease

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Lawrence W. Astyk	[REDACTED]		[REDACTED]
Operational Leader	Jon F. Mellott	[REDACTED]		[REDACTED]
Compliance Contact	Jon F. Mellott	[REDACTED]		[REDACTED]
Complaint Contact	Lawrence W. Astyk	[REDACTED]		[REDACTED]

13. Are the School sites co-located?

No

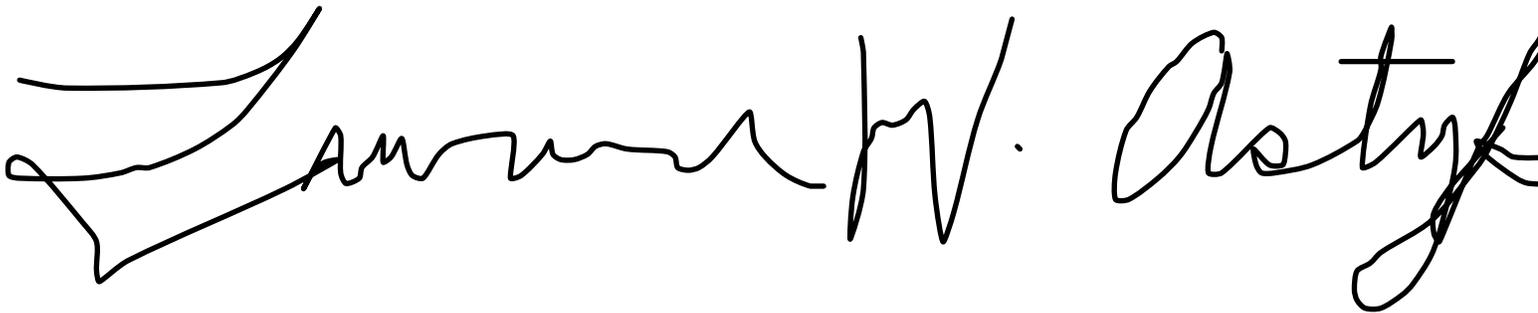
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "Samuel W. Astyk". The signature is written in a cursive style with a large, sweeping initial 'S'.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "Angelo Conroy". The signature is written in a cursive style with a large, sweeping initial 'A'.

Thank you.

# Appendix A: Progress Toward Goals

Created Wednesday, July 23, 2014

## Page 1

Charter School Name: 140600860863 WESTERN NY MARITIME CS

### 1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/reportcard.php?year=2013&instid=800000057456>

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

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	All students will progress towards proficiency in reading, writing, computing, scientific reasoning and social studies literacy.	Northwest Educational Assessments (NWEA) MAP testing given twice a year.	We have met this goal. Our results demonstrate individual growth as well as whole group growth. This growth is also supported by success on state assessments.	
Academic Goal 2	All WNYMCS will strive to score proficiency (65) on state assessments.	Five State Regents Exams needed for graduation.	We are very close to meeting this goal. We realize that it will have to be adjusted due to some learning disabilities. Passing rates for June 2014 are as follows: ELA 85%, Integrated Algebra 97%, Living Environment 86%, Global History and Geography 72%, and US History 83%.	We are realizing that a small proportion of our identified students will not be able to meet this goal and are working hard just to earn a local diploma. We have adjusted our goal to: 90% of our students will score at proficiency and at least 10% will score at mastery levels.
Academic Goal 3	WNYMCS students will score 10 points higher on regents than students in Buffalo Public Schools.	Five State Regents Exams needed for graduation.	We have met this goal and are adjusting our comparative schools to include Charter Schools and a suburban district as well as one Buffalo Public School which is	

similar in demographics to our school.

Academic Goal 4

Fewer than 3% of WNYMCS students will drop out of school.

Drop out and re-enrollment rates.

We have met this goal and continue to institute new supports for at risk students.

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

(No response)

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Ensure compliance with U.S. Navy guidance for the NJROTC program, and support for students so they demonstrate academic success.	NJROTC unit evaluation	<p>This objective has been met, with the designation of our school as a “Distinguished Unit” for the 2012-2013 and 2013-2014 school years by the U.S. Navy (past four years total). The Distinguished Unit award indicates the school program is among the top thirty percent of the 600 NJROTC programs nation-wide. The school has achieved this award “with academic honors” for each of the same school years (past three years total). This indicates that the school is in the top 20% of all 600 NJROTC programs nation-wide. WNYMCS has graduated two classes during the current charter term and from those cohorts our students earned a total of four full ROTC scholarships. Our graduating classes have averaged scholarship awards of two million four hundred thousand dollars in each of the two graduating years. Additionally over the past two years of the current charter our students have conducted over 14,000 hours of community service not including hours required of students enrolled in Participation in Government. We have also had three students over the past two years honored by the National Federation of Just Communities.</p>	
Org Goal 2	Refine and implement a recruiting process which will result in a full complement of cadets and others waiting to enter the school.	Enrollment Reports, Waiting List	<p>This objective has been met. The school uses mailings, radio and television advertising, television appearances, recruiting booths at major community events as well as roadside billboard displays to draw attention to its services. More importantly, the school’s participation in community wide service projects, Drill and Color Guard participation in a variety of over 100 area-wide events and growing participation in Section Six sanctioned athletic activities has focused attention on our success. We</p>	

			<p>have also worked with local veterans' organizations to help spread the word about our unique program. While enrollment started below the maximum student count as per our charter for the 2012-2013 school year, reinvigorated efforts resulted in the creation of waiting lists for both the 2013-2014 and the 2014-2015 school year. The school has also worked with local refugee service agencies and advertised in non-English language local publications to help recruit among ELL populations.</p>
Org Goal 3	Implement a governance training and development process established in the charter renewal application.	Annual survey of Board effectiveness	<p>This objective has been met. The Board of Trustees has established an annual survey of Board effectiveness and budgeted training for Board members. The school operating budget includes provisions for training for all administration members and faculty. An ongoing professional development program has been established based on a needs assessment done by the Vice Commandant in conjunction with the Department Heads.</p>
Org Goal 4	Take appropriate actions to maintain its "Good Standing" in attendance, legal requirements, and fiscal practices performance measures.	Attendance rates, formal complaints against school procedures or policy	<p>This objective was met:</p> <ul style="list-style-type: none"> <li>- Utilization of the E-School Data system for student data management, automatic calls home for absent students and aggressive enforcement of the school Attendance Policy resulted in 91% average daily attendance rate for the 2012-2013 school year. Implementation of minor adjustments to the attendance policy based on lessons learned as well as recognition of perfect attendance and other student centered motivational initiatives resulted in a 93% average daily attendance rate for the 2013-2014 school year. School leadership will continue to aim to improve this rate for the 2014-2015 school year.</li> <li>-There have been no known complaints to N.Y. State Ed or legal challenges regarding discipline or attendance policy enforcement during the current charter.</li> </ul>
Org Goal 5	Provide parent programs and services as outlined in the 2007-2008 Consolidated Application, to include parents of English Language Learners.	School Print Materials, Automated Voice Calls	<p>This objective has been met. School informational materials, applications and key automated voice messages are provided in a second language to mirror the culture of neighboring communities.</p>

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

Yes

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

	Organizational Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 6	Increase the participation of parents in school activities and the PTSA.	Parent Support Organization membership, Evaluation of Parent Involvement in Student Support Activities, Number of parents attending open houses, parent information meetings, and parent-teacher conferences	This objective has been met and will continue to be a focus in the charter renewal. The WNYMCS Board has directed the Parent Support Organization to increase student support activities and programs and decrease the emphasis on fundraising. This action has resulted in increased participation and interest by parents. Programs have been presented by community organizations which have increased parent participation. Open Houses, parent information meetings, and Parent-Teacher Conferences are drawing more parent participation.	
Org Goal 7	Create, administer and analyze a parent opinion survey leading to information which will stimulate their increased understanding of and participation in school operations, while assuring compliance with the school's parent involvement performance measure.	Parent surveys	This objective has been met. Surveys are administered and analyzed each year.	

## 2c. FINANCIAL GOALS

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

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Create, manage and annually update the school's comprehensive school improvement and accountability process, maintained in the annual accountability plan and the school wide plan.	Monthly Financial Report, Quarterly Financial Report, Independent Auditor's Report.	This objective was met. The accountant prepares compiled monthly financial statements to the Board of Trustees. The financial statements contain results of operations that is compared to budgeted operations. A written analysis of significant positive and negative variances is prepared and distributed to the finance	

committee. The Board Financial Committee produces a quarterly Financial Report to the Board of Trustees. The school's finances are audited annually by an independent auditor.

Financial Goal 2 Create and maintain annual budgets which show effective allocation of resources to ensure effective school programs; yearly balance sheets will show the school is fiscally sound and maintains adequate cash reserves, yearly submission of audited financial statements demonstrate the school is responsible and prudent with public resources.

Monthly Financial Report, Quarterly Financial Report, Independent Auditor's Report.

This objective was met:  
- The year to date actual results of operations is compared to budget on a monthly basis in order to monitor proper allocation of resources.  
- A monthly balance sheet is reviewed by the Board of Trustees in order to ensure adequate resources and reserves. During the 2012-2013 fiscal year, a loss was generated due to the fact that there was lower student enrollment. A marketing campaign to increase enrollment has resulted in higher enrollment with waiting lists for the 2013-2014 and 2014-2015 school years, which will increase the cash reserves of the school.  
- All audited financial statements have resulted in a "clean opinion" and there have been no management letter comments or adverse findings in independent fiscal audits during the current charter.  
- The school was able to invest in material and equipment, i.e. two "rolling chromebook labs" and associated software programs and an additional bus to meet growing academic and extracurricular needs and improve school capabilities.

# Appendix A: Progress Toward Goals

Created Friday, June 20, 2014  
Updated Monday, June 30, 2014

## Page 1

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				The students are tested two times a year to monitor progress. Individual pathways for instruction are identified. Students are scheduled to promote success. If a student is weak in math they will be placed in a two year Integrated Algebra program. If they are strong it will be a one year program. The same will occur in Science and Social Studies. If a student needs support academically, Academic Intervention Services will be utilized as well as reading support and additional interventions.
Academic Goal 3	WNYMCS students will score 10 points higher on regents than students in Buffalo Public Schools.	Five State Regents Exams needed for graduation.	We have met this goal and are adjusting our comparative schools to include Charter Schools and a suburban district as well as one Buffalo Public School which is similar in demographics to our school.	We have met this goal and are adjusting our comparative schools to include Charter Schools and a suburban district as well as one Buffalo Public School which is similar in demographics to our school.
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Financial Goal 2	Create and maintain annual budgets which show effective allocation of resources to ensure effective school programs; yearly balance sheets will show the school is fiscally sound and maintains adequate cash reserves, yearly submission of audited financial statements demonstrate the school is responsible and prudent with public resources.	Monthly Financial Report, Quarterly Financial Report, Independent Auditor's Report.	<p>This objective was met:</p> <ul style="list-style-type: none"><li>- The year to date actual results of operations is compared to budget on a monthly basis in order to monitor proper allocation of resources.</li><li>- A monthly balance sheet is reviewed by the Board of Trustees in order to ensure adequate resources and reserves. During the 2012-2013 fiscal year, a loss was generated due to the fact that there was lower student enrollment. A marketing campaign to increase enrollment has resulted in higher enrollment with waiting lists for the 2013-2014 and 2014-2015 school years, which will increase the cash reserves of the school.</li><li>- All audited financial statements have resulted in a "clean opinion" and there have been no management letter comments or adverse findings in independent fiscal audits during the current charter.</li><li>- The school was able to invest in material and equipment, i.e. two "rolling chromebook labs" and associated software programs and an additional bus to meet growing academic and extracurricular needs and improve school capabilities.</li></ul>
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# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Wednesday, July 23, 2014

## Page 1

Charter School Name: 140600860863 WESTERN NY MARITIME CS

### B. Financial Information

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

#### 1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child   Line 1: Total Expenditures Per Pupil	4753619
1. Total Expenditures Per Child   Line 2: BEDS Day Pupil Count	332
1. Total Expenditures Per Child   Line 3: Divide Line 1 by Line 2	14318

#### 2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

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

Please note the following:

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

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

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

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

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 1: Relevant Personnel Services Cost (Row)	480132
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 2: Management and General Cost (Column)	319762
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 3: Sum of Line 1 and Line 2	799894
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 4: BEDS Day Pupil Count	332
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 5: Divide Line 3 by the BEDS Day Pupil Count	2409

Thank you.

**FILL IN GRAY CELLS**

**Western New York Maritime Charter School**

STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30,

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$ 4,107,994	\$ -	\$ 4,107,994	\$ 3,736,350
Federal - Title and IDEA	-	206,979	206,979	188,195
Federal - Other	-	-	-	-
State and City Grants	-	-	-	-
Contributions and private grants	105,398	-	105,398	130,708
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	167,136	-	167,136	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	<b>\$ 4,380,528</b>	<b>\$ 206,979</b>	<b>\$ 4,587,507</b>	<b>\$ 4,055,253</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 3,030,532	\$ -	\$ 3,030,532	\$ 2,836,047
Special Education	372,738	-	372,738	327,367
Other Programs	390,953	-	390,953	184,931
Total Program Services	\$ 3,794,223	\$ -	\$ 3,794,223	\$ 3,348,345
Supporting Services				
Management and general	\$ 959,396	\$ -	\$ 959,396	\$ 967,707
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,753,619</b>	<b>\$ -</b>	<b>\$ 4,753,619</b>	<b>\$ 4,316,052</b>
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	<b>\$ (373,091)</b>	<b>\$ 206,979</b>	<b>\$ (166,112)</b>	<b>\$ (260,799)</b>
Contributions				
Foundations	\$ -	\$ -	\$ -	\$ -
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	15,680	-	15,680	6,099
Interest income	1,370	-	1,370	-
Miscellaneous income	54,203	-	54,203	40,298
Net assets released from restriction	203,479	(203,479)	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>\$ 274,732</b>	<b>\$ (203,479)</b>	<b>\$ 71,253</b>	<b>\$ 46,397</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ (98,359)</b>	<b>\$ 3,500</b>	<b>\$ (94,859)</b>	<b>\$ (214,402)</b>
NET ASSETS BEGINNING OF YEAR	\$ 1,041,702	\$ 5,835	\$ 1,047,537	\$ 1,261,939
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 943,343</b>	<b>\$ 9,335</b>	<b>\$ 952,678</b>	<b>\$ 1,047,537</b>

# Audited Financial Statement Checklist

Created Monday, June 16, 2014

Updated Thursday, October 23, 2014

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 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
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 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	Not Applicable
Report on Internal Control over Financial Reporting	Not Applicable
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	Not Applicable
Management Letter	Not Applicable

Thank you.

**WESTERN NEW YORK MARITIME CHARTER SCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED JUNE 30, 2014**  
**AND JUNE 30, 2013**

**WESTERN NEW YORK MARITIME CHARTER SCHOOL  
FOR THE YEARS ENDED JUNE 30, 2014  
AND JUNE 30, 2013  
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# R.A. MERCER & CO., P.C.

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## CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of  
Western New York Maritime Charter School  
Buffalo, New York

We have audited the accompanying financial statements of Western New York Maritime Charter School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities and cash flows for the year 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.

### Auditor's 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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 Western New York Maritime Charter School as of June 30, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matter**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on pages 17 and 18 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with 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.

R.A. Mercer & Co., P.C.

*R.A. Mercer & Co., P.C.*

Orchard Park, New York  
September 26, 2014

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**FINANCIAL STATEMENTS**

**WESTERN NEW YORK MARITIME CHARTER SCHOOL**  
**STATEMENTS OF FINANCIAL POSITION**  
**AS OF JUNE 30, 2014 AND JUNE 30, 2013**

	<u>2014</u>	<u>2013</u>
<b>ASSETS</b>		
Current Assets		
Cash	\$ 919,182	\$ 971,821
Grants and Other Receivables	302,638	139,150
Prepaid Expenses	14,077	98,172
Deposits	23,833	33,833
Fixed Assets		
Property and Equipment, net	<u>438,637</u>	<u>489,421</u>
 Total Assets	 <u>\$ 1,698,367</u>	 <u>\$ 1,732,397</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities:		
Accounts Payable	\$ 67,082	\$ 61,225
Lease Payable-Current Portion	13,837	14,570
Term Note-Current Portion	22,927	15,744
Accrued Expenses	583,281	539,750
Long Term liabilities:		
Lease Payable-Long Term Portion	33,604	47,678
Term Note-Long Term Portion	<u>26,712</u>	<u>5,893</u>
Total Liabilities	<u>747,443</u>	<u>684,860</u>
Net Assets:		
Unrestricted	941,589	1,041,702
Temporarily Restricted	<u>9,335</u>	<u>5,835</u>
Total Net Assets	<u>950,924</u>	<u>1,047,537</u>
 Total Liabilities and Net Assets	 <u>\$ 1,698,367</u>	 <u>\$ 1,732,397</u>

The accompanying notes are an integral part of these financial statements.

**WESTERN NEW YORK MARITIME CHARTER SCHOOL  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2014  
AND JUNE 30, 2013**

	<b>2014</b>	<b>2013</b>
<b>Unrestricted Net Assets:</b>		
<b>Revenue, Gains and Other Support</b>		
Public School District:		
Revenue - Resident Student Enrollment	\$ 3,606,884	\$ 3,287,009
- Special Education	512,732	449,341
Contributions	101,898	130,708
Fundraising	9,591	6,099
Food Service	149,976	-
Other Income	79,104	40,298
Net Assets Released from Restrictions	217,999	204,183
<b>Total Revenue, Gains and Other Support</b>	<b>4,678,184</b>	<b>4,117,638</b>
<b>Expenses</b>		
Program Expenses:		
Regular Education	3,039,421	2,836,047
Special Education	373,031	327,367
Other Program	391,246	184,931
Supporting Services:		
Management and General	966,377	967,707
<b>Total Expenses:</b>	<b>4,770,075</b>	<b>4,316,052</b>
<b>Change in Unrestricted Net Assets</b>	<b>(91,891)</b>	<b>(198,414)</b>
<b>Changes in Temporarily Restricted Net Assets</b>		
Federal and State Grants	209,777	188,195
Foundation Grants	3,500	-
Net Assets Released from Restrictions	(217,999)	(204,183)
<b>Change in Temporarily Restricted Net Assts</b>	<b>(4,722)</b>	<b>(15,988)</b>
<b>Change in Net Assets</b>	<b>(96,613)</b>	<b>(214,402)</b>
Net Assets - Beginning	1,047,537	1,261,939
Net Assets - Ending	<b>\$ 950,924</b>	<b>\$ 1,047,537</b>

The accompanying notes are an integral part of these financial statements.

**WESTERN NEW YORK MARITIME CHARTER SCHOOL  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2014  
AND JUNE 30, 2013**

	<u>2014</u>	<u>2013</u>
<b>Cash Flows From Operating Activities</b>		
Change in Net Assets	\$ (96,613)	\$ (214,402)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation	146,807	150,305
Loss on disposal of property and equipment	-	10,862
Increase in receivables	(163,488)	32,758
(Increase)/Decrease in prepaid expense and deposits	94,095	(2,190)
Increase/(Decrease) in accounts payable and accrued expenses	<u>49,388</u>	<u>6,125</u>
Net cash flows provided (used by) by operating activities	<u>30,189</u>	<u>(16,542)</u>
<b>Cash Flows Provided by Investing Activities</b>		
Purchase of property and equipment	<u>(96,023)</u>	<u>(91,732)</u>
Net cash used by investing activities	<u>(96,023)</u>	<u>(91,732)</u>
<b>Cash Flows from Financing Activities</b>		
Repayment of lease payable	(14,807)	25,779
Proceeds from term note	52,000	-
Repayment of term note	<u>(23,998)</u>	<u>(19,811)</u>
Net Cash provided by financing activities	<u>13,195</u>	<u>5,968</u>
Net Decrease in Cash and Cash Equivalents	(52,639)	(102,306)
Cash and Cash Equivalents - Beginning of Year	<u>971,821</u>	<u>1,074,127</u>
Cash and Cash Equivalents - End of Year	<u>\$ 919,182</u>	<u>\$ 971,821</u>
 Supplemental disclosures:		
Cash paid for interest	\$ 7,616	\$ 8,701
Copier paid for with Capital Lease	\$ -	\$ 56,000

The accompanying notes are an integral part of these financial statements.

**WESTERN NEW YORK MARITIME CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2014  
AND JUNE 30, 2013**

**Note 1. Summary of Significant Accounting Policies**

**Organization and Description of Activities**

On January 12, 2004, the Board of Regents of the University of the State of New York granted a five year provisional charter to the Western New York Maritime Charter School (the School) to operate as an education corporation under New York law. The Board of Regents approved a renewal application effective July 1, 2012 through June 30, 2015. Prior to the end of the current renewal, Western New York Maritime Charter School will re-apply to the Board of Regents for a renewal of their charter.

Charter schools receive state and federal public school funding and must meet all the same state and federal testing and learning requirements as public schools, yet they operate independently of the local school district, serving as their own local education agency.

Western New York Maritime Charter School is governed by a nine member, uncompensated Board of Directors and has 308 and 279 students in ninth through twelfth grades for the years ending June 30, 2014 and 2013, respectively.

Western New York Maritime Charter School is a charter member of the U.S. Navy Junior Reserve Officers Training Corps Program.

**Accrual Basis**

The financial statements have been prepared on the accrual basis of accounting.

**Cash and Cash Equivalents**

The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents which are included as cash in the accompanying financial statements.

At various times, cash and cash equivalents in financial institutions may exceed insured limits and subject the School to concentrations of credit risk.

**Property, Equipment and Leasehold Improvements**

Purchased property and equipment are recorded at cost and depreciation is provided for using the straight-line method over estimated useful lives. Leasehold improvements are capitalized at cost and are being amortized over their estimated useful lives.

Generally, equipment which has a cost in excess of \$500 at the date of acquisition and has an expected useful life of five years is capitalized.

## **Income Taxes**

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

## **Support and Revenue**

The School receives NYS per pupil aid which is passed through the district in which the student resides. Most of the students reside in the Buffalo Public School District. New York State Education Department mandates the rate per pupil. For the years ended June 30, 2014 and 2013, the per pupil rate was \$12,005 for Buffalo Public School District.

Contributions and grants are reported at fair value at the date the contribution/grant is made. A contribution or grant that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. Gifts of goods and equipment are reported as unrestricted support unless explicit donor stipulations specify how the donated assets must be used, in which case they are recorded as restricted support.

## **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Estimates and assumptions are made in a variety of areas, including useful lives of long lived assets.

## **Cost Allocation**

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

## **Reclassifications**

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

### **Note 2. Fair Value of Financial Instruments**

The carrying amount of cash and cash equivalents, accounts receivable and current liabilities approximates fair value because of the short maturity of these instruments.

**Note 3. Property and Equipment**

Property and equipment consists of the following:

	<u>2014</u>	<u>2013</u>
Leasehold and Land Improvements	\$ 522,538	522,538
Office Equipment	196,977	195,977
Instructional and Other Equipment	<u>865,947</u>	<u>771,075</u>
	1,585,462	1,489,590
Less Accumulated Depreciation	<u>(1,146,825)</u>	<u>(1,000,169)</u>
Property and Equipment, Net	<u>\$ 438,637</u>	<u>489,421</u>

Depreciation expense was \$146,807 and \$150,305 in 2014 and 2013 respectively.

**Note 4. Accrued Liabilities**

Accrued liabilities were as follows:

	<u>2014</u>	<u>2013</u>
Accrued Payroll	\$ 216,516	250,950
Accrued NYS TRS-Employer	319,620	235,918
Accrued NYS TRS-Employee	<u>47,145</u>	<u>52,882</u>
<b>Total</b>	<u>\$ 583,281</u>	<u>539,750</u>

**Note 5. Federal and State Grants**

The School has received grants which are subject to audit by agencies of the state and federal government. Such audits may result in disallowances and a request for a return of funds. The School believes that disallowances, if any will not be material.

**Note 6. Line of Credit**

The School has a \$150,000 line of credit with a local bank with interest payable at 1.5% above the bank's prime rate. This is a demand note and substantially all of the School's assets secure the loan. The interest rate was 4.75% at June 30, 2014 and 2013 and the balance outstanding was \$0 at June 30, 2014 and 2013.

**Note 7. Capital Lease Obligation**

The School is obligated under three non-cancellable capital leases for various equipment. At June 30, 2014 the assets carry a capitalizable cost totaling \$76,466 less accumulated depreciation in the amount of \$31,030 for a net book value of \$45,436. Future minimum lease payments due under the three leases are as follows:

Year ending:	6/30/2015	\$	17,550
	6/30/2016		16,446
	6/30/2017		14,400
	6/30/2018		<u>7,199</u>
			55,595
Less: Amount representing interest			<u>(8,154)</u>
Present value of minimum capital lease payments			47,441
Less: Current portion			<u>(13,837)</u>
		\$	<u>33,604</u>

**Note 8. Term Note**

	<u>Total</u>	<u>Due Within One Year</u>	<u>Due After One Year</u>
Due, M & T, \$1,529.98 per month including interest at 3.72%, final payment due December 2016	\$ 43,734	17,022	26,712
Due, M & T, \$756.84 per month including interest at 6.28%, final payment due February 2014	<u>5,905</u>	<u>5,905</u>	<u>-</u>
Total	<u>\$ 49,639</u>	<u>22,927</u>	<u>26,712</u>
Debt Maturities:			
	6/30/2015		22,927
	6/30/2016		17,666
Total	6/30/2017		<u>9,046</u>
			<u>\$ 49,639</u>

**Note 9. Temporarily Restricted Net Assets**

At June 30, 2014 and 2013 the School's Temporarily Restricted Net Assets were restricted for the following purposes:

Sailing Program	\$	5,000	5,000
Scholarships		3,835	335
Grants		<u>500</u>	<u>500</u>
	\$	<u>9,335</u>	<u>5,835</u>

**Note 10. Operating Lease**

The School has entered into a lease for its facilities effective April 1, 2005. The lease term is for a fifteen year period expiring March 31, 2020. There are two five year renewal options at escalating rent rates. The lease calls for a security deposit of \$28,833 and a special additional security deposit of \$100,000 by August 1, 2005. The total amount of the deposit at June 30, 2014 is \$23,833, of which \$28,833 is the initial security deposit and \$5,000 is the flexible security deposit.

Pursuant to a Memorandum dated August 7, 2009 between the School and the landlord, the School has released the landlord from its obligation to repay the security deposit in the amount of \$10,000 per year with the first installment due in fiscal year June 30, 2010 without pro rata adjustment until the security deposit is exhausted, in exchange for expanded use of the facility.

The School has agreed to pay for the demolition costs of 290 Genesee Street in the amount of \$25,700. Western New York Maritime Charter School will use the additional space as an athletic field, with the option to erect a gymnasium or similar building as long as the footprint does not decrease the paved parking area currently in use.

The following is a schedule by years of future minimum rental payments required under the operating lease that have initial or remaining non-cancelable lease terms in excess of one year as of June 30, 2014.

Year ended	6/30/2015	\$ 682,107
	6/30/2016	\$ 699,160
	6/30/2017	\$ 716,633
	6/30/2018	\$ 734,548
	6/30/2019	\$ 752,918
	Thereafter	\$ 578,415

**Note 11. Pension Plan**

Western New York Maritime Charter School participates in the New York State Teachers' Retirement System (NYSTRS). This system is a cost sharing multiple employer, public employee retirement system. The system 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.

The New York State Teachers' Retirement Board administers NYSTRS. The System 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. NYSTRS issues a publicly available financial report that contains financial statements and required supplementary information for the System. The report may be obtained by writing to the New York State Teachers' Retirement System, 10 Corporate Woods Drive, Albany, NY 12211-2395.

The System is noncontributory, except for employees who joined the System after July 27, 1976, who contribute 3% of their salary, except that employees in the System more than ten years are no longer required to contribute. Those joining the system on or after January 1, 2010 are required to contribute 3.5% of their salary. Pursuant to Article 11 of the Education Law, the New York State Teachers' Retirement Board establishes rates annually for NYSTRS.

The charter school is required to contribute at an actuarially determined rate. The rates for the years ended June 30, 2014 and June 30, 2013 are 16.25% and 11.84% of the annual covered payroll, respectively. The required contributions for the current year and two preceding years were:

2014	\$	318,300
2013	\$	230,261
2012	\$	213,585

**Note 12. Subsequent Events**

Management has evaluated subsequent events through September 26, 2014, the date on which the financial statements were available to be issued.

**WESTERN NEW YORK MARITIME CHARTER SCHOOL**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2014**

	No. of Positions	Program Services			Supporting Services	
		Regular Education	Special Education	Other Program	Management & General	Total
<b>Salaries</b>						
Administration Staff Personnel	5	\$ -	-	-	480,132	480,132
Instructional Personnel	40	1,489,059	247,418	-	-	1,736,477
Non-Instructional Personnel	8	-	-	169,770	-	169,770
<b>Total Salaries</b>	<b>53</b>	<b>1,489,059</b>	<b>247,418</b>	<b>169,770</b>	<b>480,132</b>	<b>2,386,379</b>
Payroll Taxes		135,577	22,596	15,426	43,671	217,270
Employee Benefits		359,594	59,932	40,915	115,831	576,272
Instructional Consultants		20,597	-	-	-	20,597
Instructional Materials		4,582	-	-	-	4,582
Classroom Supplies		19,503	-	-	-	19,503
Technology		35,436	-	-	-	35,436
Field Trips		87	-	-	-	87
Military Events		6,240	-	-	-	6,240
Uniforms		30,096	-	-	-	30,096
Athletic Department		5,236	-	-	-	5,236
Awards and Scholarships		6,900	-	-	-	6,900
Student Activities		25,343	-	-	-	25,343
Transportation		11,694	-	-	-	11,694
Conferences		12,557	-	-	-	12,557
Boot Camp		348	-	-	-	348
Food Service		-	-	91,800	-	91,800
Student Testing and Assessment		19,942	-	-	-	19,942
Staff Development		25,987	-	-	-	25,987
Consultants		-	-	-	13,025	13,025
Recruitment		45,013	-	-	-	45,013
Dues and Memberships		4,821	-	-	-	4,821
Occupancy		606,772	37,923	37,923	75,847	758,465
Maintenance Expense		-	-	-	88,962	88,962
Insurance		43,873	2,742	2,742	5,484	54,841
Telephone		23,318	1,457	1,457	2,915	29,147
Office Supplies and Expense		-	-	-	14,057	14,057
Postage		5,191	324	324	649	6,488
Printing		1,495	93	93	187	1,868
Outside Services		8,737	546	546	1,092	10,921
Professional Fees		-	-	-	66,428	66,428
Fundraising		-	-	-	7,160	7,160
Miscellaneous		-	-	-	8,187	8,187
Depreciation		91,423	-	30,250	25,134	146,807
Amortization Expense		-	-	-	10,000	10,000
Interest expense		-	-	-	7,616	7,616
<b>Total</b>		<b>\$ 3,039,421</b>	<b>373,031</b>	<b>391,246</b>	<b>966,377</b>	<b>4,770,075</b>

See paragraph on supplemental information included in Auditor's Report.

WESTERN NEW YORK MARITIME CHARTER SCHOOL  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2013

	No. of Positions	Program Services			Supporting Services	
		Regular Education	Special Education	Other Program	Management & General	Total
Salaries						
Administration Staff Personnel	7	\$ -	-	-	507,557	507,557
Instructional Personnel	40	1,408,889	222,744	-	-	1,631,633
Non-Instructional Personnel	5	-	-	97,137	-	97,137
Total Salaries	52	1,408,889	222,744	97,137	507,557	2,236,327
Payroll Taxes		121,610	19,303	7,721	44,397	193,031
Employee Benefits		279,039	44,292	17,717	101,871	442,919
Instructional Consultants		25,614	-	-	-	25,614
Instructional Materials		5,219	-	-	-	5,219
Classroom Supplies		9,478	-	-	-	9,478
Technology		36,736	-	-	-	36,736
Field Trips		-	-	-	-	-
Military Events		4,560	-	-	-	4,560
Uniforms		36,863	-	-	-	36,863
Athletic Department		9,968	-	-	-	9,968
Awards and Scholarships		2,300	-	-	-	2,300
Student Activities		11,830	-	-	-	11,830
Transportation		10,462	-	-	-	10,462
Conferences		7,518	-	-	71	7,589
Boot Camp		465	-	-	-	465
Student Testing and Assessment		23,673	-	-	-	23,673
Staff Development		18,727	-	-	-	18,727
Consultants		-	-	-	6,825	6,825
Recruitment		52,867	-	-	-	52,867
Dues and Memberships		9,684	-	-	-	9,684
Occupancy		581,496	36,343	36,343	72,687	726,869
Maintenance expense		-	-	-	93,945	93,945
Insurance		44,812	2,801	2,801	5,602	56,016
Telephone		17,862	1,116	1,116	2,233	22,327
Office Supplies and Expense		-	-	-	12,710	12,710
Postage		4,903	306	306	613	6,128
Printing		686	43	43	86	858
Outside Services		6,708	419	419	839	8,385
Professional Fees		-	-	-	56,165	56,165
Fundraising		-	-	-	6,006	6,006
Miscellaneous		-	-	-	12,500	12,500
Depreciation		104,078	-	21,328	24,899	150,305
Amortization Expense		-	-	-	10,000	10,000
Interest expense		-	-	-	8,701	8,701
Total		\$ 2,836,047	327,367	184,931	967,707	4,316,052

See paragraph on supplemental information included in Auditor's Report.

**COMPLIANCE AND INTERNAL CONTROL**

# R.A. MERCER & CO., P.C.

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## CERTIFIED PUBLIC ACCOUNTANTS

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

To the Board of Trustees of  
Western New York Maritime Charter School  
Buffalo, New York

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 Western New York Maritime Charter School (a nonprofit organization), which comprise the statement of financial position as of June 30, 2014 and 2013, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 26, 2014.

#### **Internal Control Over Financial Reporting**

In planning and performing our audits of the financial statements, we considered Western New York Maritime Charter 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 Western New York Maritime Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Western New York Maritime Charter 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 Western New York Maritime Charter 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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Orchard Park, New York  
September 26, 2014

R.A. Mercer & Co., P.C.  
*R.A. Mercer & Co., P.C.*

**Western New York Maritime Charter School  
Schedule of Findings and Responses  
Year Ended June 30, 2014**

I. Prior Audit Findings

For the year ended June 30, 2013, no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses, as required to be reported by *Government Auditing Standards*, were disclosed by the audit. No instances of noncompliance which were material to the financial statements of Western New York Maritime Charter School as required by *Government Auditing Standards* were disclosed by the audit.

II. Current Audit Findings

For the year ended June 30, 2014, no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses, as required to be reported by *Government Auditing Standards*, were disclosed by the audit. No instances of noncompliance which were material to the financial statements of Western New York Maritime Charter School as required by *Government Auditing Standards* were disclosed by the audit.





**Western New York Maritime Charter School**

**PROJECTED BUDGET FOR 2014-2015**

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

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

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,013,375	658,242	-	10,000	-	4,681,617	
Total Expenses	3,075,074	526,001	310,959	-	768,772	4,680,806	
Net Income	938,301	132,241	(310,959)	10,000	(768,772)	811	
Actual Student Enrollment	320	46					
Total Paid Student Enrollment	-	-					
PROGRAM SERVICES							SUPPORT SERVICES
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	636,160	39,760	39,760	-	79,520	795,200	
Repairs & Maintenance	-	-	-	-	77,400	77,400	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	-	-	-	-	-	-	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>685,200</b>	<b>42,825</b>	<b>42,825</b>	<b>-</b>	<b>163,050</b>	<b>933,900</b>	
DEPRECIATION & AMORTIZATION	124,000	-	15,500	-	15,500	155,000	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>3,075,074</b>	<b>526,001</b>	<b>310,959</b>	<b>-</b>	<b>768,772</b>	<b>4,680,806</b>	
<b>NET INCOME</b>	<b>938,301</b>	<b>132,241</b>	<b>(310,959)</b>	<b>10,000</b>	<b>(768,772)</b>	<b>811</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
Buffalo	275	46	321				
Various suburbs - blended rate	45	-	45				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>320</b>	<b>46</b>	<b>366</b>				
<b>REVENUE PER PUPIL</b>	<b>12,542</b>	<b>14,310</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>9,610</b>	<b>11,435</b>	<b>850</b>				

# Appendix E: Disclosure of Financial Interest Form

Created Friday, June 20, 2014

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## Page 1

140600860863 WESTERN NY MARITIME CS

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

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

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

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

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

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

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Friday, June 20, 2014

## Page 1

140600860863 WESTERN NY MARITIME CS

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Dave Comerford	Member	Yes	Business Administration	one 3 year term, June 2013 - 2 year term	Finance, Student Recruitment
2	Angelo Conorozzo	Chair/President	Yes	Founding Member 2004	five 2 year terms, 6 years as president, June 2014- 1 year term	Executive, Academic, Sailing, Student Recruitment, Finance
3	Joseph Eicheldinger	Treasurer	Yes	Financial Services, Budgeting	one 1 year term, three 2 year terms, 4 years as treasurer, June 2013 - 2 year term	Finance, Co-Chair 5K Run
4	Thomas Giles	Member	Yes	Financial and Budgeting	one 1 year term, three 2 year terms, June 2014 - 2 year term	Academics, Finance
5	Thomas O'Brien	Vice Chair/Vice President	Yes	Leadership	three 2 year terms, 5 years as vice-president, June 2014 - 2 year term	Executive, 5K Run, Head of Sailing, Scholarship
6	Barbara Tompkins	Secretary	Yes	Military Affiliation, Community Relations, Foundign Member 2014	three 3 year terms, 2 years as secretary, June 2013 - 2 year term	5K Run
7	Glenda Crawley	Member	Yes	Parent Relations	one 1 year term, June 2014 - 2 year term	None
8	Bruce Morrison	Member	Yes	Teacher Representative	one 1 year term, June 2014 - 1 year term	None

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

2

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

1

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

15

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

10

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

12

Thank you.

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE: 9/19/2013**

**PRESENT:** , Tim O'Brien, Joe Eicheldinger, David Comerford, , Tom Giles, David Baskerville, Catherine Oldenburg, Barbara Tompkins, Glenda Crowley and Bruce Morrison

**Excused:** Angelo Conorozzo, Commandant Larry Astyk    **Absent:** Michael Hainz

Invited Guests:

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:31 pm. Minutes from 15Aug13 was accepted.	Motedioned by David Comerford And second by Bruce Morrison
<b>Public Comment</b>	None	
<b>Faculty Concerns</b>	Mr. Bruce Morrison provided a sample copy of the WNYMCS Citation for Teacher Recognition for Board approval. Mrs. Tiffany D. Rogers was selected as the first recipient for her dedication to the school and students. Mr. Bruce Morrison talked about how Mrs. Tiffany Rogers helped Cadet Huntley achieve goals and he now attends Canisius College.	Motedioned by Joe Eicheldinger And second by Tim Obrien  Citation for Mrs. Tiffany Rogers was dated 19 September 2013
<b>Parent Concerns</b>	The Parent Rep voiced the concerns of the Parents to have a nurse on duty at the school full-time. The Parents would also like to have Professionals/Internship come in and talk to the students about the requirements for different professions. The parents are concerned about who is qualified to dispense medication to the students. The parents suggested someone come in on an internship from UB with the current expansion of the UB Medical School downtown. The parents also suggested they be called the Maritime Parent Association (MPA) since they cannot be a PTSA. Mr. Bruce Morrison explained the school procedures for sick students and medication disbursement to the Board.	
<b>Administration Concerns</b>	Catherine Oldenburg invited the Board to DMI which will be held at 2:30 on 27 September 2013 at the school. Joe Hankins will be at the school on that day. Pathfinder doubled our numbers and we can take 24 students this year. The Orienteering Team has donated clothes to help the students attending the Pathfinder program. Student enrollment is 330.	
Committee Reports:  Executive	None	

Finance	None. Joe Eicheldinger will send out the Financials once he receives them.	
Academic Standards	None	
Student Recruitment	WNYMCS is doing well and will hold an Open House in October for 8 <sup>th</sup> Graders who will be attending as Freshmen. It has been a positive influence letting the Students visit elementary schools. 18 Students moved up from Social Studies to Global Studies. Susan Gibbons visited on last week and she was impressed by the Teachers and Students. October will be an informal visit by Mrs. Susan Gibbons.	
Maritime / Sailing	Tim spoke about the Annual 5K Race and distributed the Race Donation Letters for contributions. He also distributed the Race Posters. The online registration website is up and running at <a href="http://www.racemanagementsolutions.com/WNY-Maritime-March">www.racemanagementsolutions.com/WNY-Maritime-March</a> .	
Old Business	None	
New Business	At the October 17, 2013 Board Meeting Tim O. and Angelo C. will both be out of town. The Board needs a volunteer to act as President Pro-Temp as per the Roberts Rules. Tom Giles volunteered.	Motioned by David Comerford And second by Glenda Crawley
Announcements		
Adjournment	Board meeting adjourned at 6:24pm.	Motion by David Comerford and second by Tom Giles

Completed By: Barbara Tompkins

Date: 15 Sep 2013

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE: 10/17/2013**

**PRESENT:** Larry Astyk, Joe Eicheldinger, David Comerford, Tom Giles, David Baskerville, Catherine Oldenburg, Barbara Tompkins, Glenda Crowley and Bruce Morrison

**Excused:** Angelo Conorozzo, Tim O'Brien    **Absent:**

Invited Guests:

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:25 pm. Minutes from 19Sep13 was accepted. (Requested to move the second sentence in the "Parent Concerns" to the end of the paragraph. Also the acronym "DMI" in Administration Concerns was incorrect and should have been AMI.	Motedioned by David Comerford And second by David Baskerville
<b>Public Comment</b>	None	
<b>Faculty Concerns</b>	None	
<b>Parent Concerns</b>	Mrs. Glenda Crowley said she explained the schools policy on sick call and medication disbursement to the parents and the issue was dropped.	
<b>Administration Concerns</b>	COL Lawrence Astyk explained Microsoft NYS School Technology Voucher Program. WNYMCS received a Microsoft voucher for \$9,570.00. WNYMCS would like to purchase 52 Chromebooks. It would cost the school an additional \$7, 164.88 to purchase enough Samsung Chromebooks to field two classrooms. See enclosure	Motedioned by David Comerford And second by David Baskerville
Committee Reports:  Executive  Finance  Academic Standards	None  Lisa Kirisits explained the year end financials. The independent auditors report found nothing wrong with the schools accounting practices. WNYMCS did receive a Management Letter from R.A. Mercer and Company P.C. stating that there is noncompliance for documents supporting valid proof of student residency such as a lease or utility bill in the student files. COL Lawrence Astyk explained two of the students are new and have not completed the enrollment process.  Reports will be provided next meeting. WNYMCS started 4 new music courses and Film Literature. June	

<p>Student Recruitment</p> <p>Maritime / Sailing</p>	<p>2013 regents report and next week's math testing. Last year 169 students failed the new student testing. This year it was 57 students who failed.</p> <p>WNYMCS held an Open House on October 8<sup>th</sup>. New students are coming to WNTMCS through word of mouth and advertisement.</p> <p>David Comerford talked about the upcoming race and the site. David Comerford also said there would be a meeting on next Thursday at 12:00pm. Mrs. Catherine Oldenburg spoke to Pierre Wallender about expanding the Environmental Science course and using his facility. The meeting went good and should have a positive outcome.</p>	
<p>Old Business</p>	<p>None</p>	
<p>New Business</p>	<p>It was suggested the Board consider getting a third bus for WNYMCS.</p>	
<p>Announcements</p>	<p>We have 20 school district students that attend WNYMCS. Students come from as far out as Cattaraugus. Project Lead the Way has 3 WNYMCS Students involved in it. Pathfinder project went good. The students gain a great deal from the experience. One student said "He learned he could do more than he thought he could."</p>	
<p>Adjournment</p>	<p>Board meeting adjourned at 6:23pm.</p>	<p>Motion by Bruce Morrison and second by Glenda Crawley</p>

Completed By: Barbara Tompkins

Date: 19 November 2013

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE: 11/21/2013**

**PRESENT:** Larry Astyk, Angelo Conorozzo, Tim O'Brien, Joe Eicheldinger, David Comerford, David Baskerville, Barbara Tompkins and Bruce Morrison

**Excused:** Tom Giles, Catherine Oldenburg, Glenda Crowley     **Absent:**

Invited Guests:

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:20 pm. Minutes from 17Nov13 was accepted with one change under Faculty Concerns. Deletion of comments under Action Plan.	Motedion by Joe Eicheldinger And second by David Comerford
<b>Public Comment</b>	None	
<b>Faculty Concerns</b>	Parent Teacher conference is being conducted tonight as well. Mrs. Catherine Oldenburg and Mrs. Glenda Crowley are both at that event. Mr. Bruce Morrison talked about how good the students were doing. For example 83 students are on the Merit Roll. The schools success is shown in the students' behavior and academics. The Teachers would like to receive their bonus in November or December instead of June. This would help them with the holidays. Col Lawrence Astyk will try to have the bonus to the teachers by the beginning of December.	
<b>Parent Concerns</b>	None	
<b>Administration Concerns</b>	COL Lawrence Astyk said there was nothing to report.	
<b>Committee Reports:</b>		
Executive	The committee will have a meeting with Carl Paladino to discuss what "Plan B" will consist of and discuss a buyout.	
Finance	Joe Eicheldinger discussed the Financial Statement "Four Months End dated October 31, 2013. There	

<p>Academic Standards</p> <p>Student Recruitment</p> <p>Maritime / Sailing</p>	<p>are some variances in the Salary report due to a rehire and a promotion. Col. Lawrence Astyk would like to hire another Social Studies Teacher. This would reduce the class sizes and assist in meeting the 80% graduation rate as mandated by Board of Education. There was a concern about the amount under "Line of Credit." Joe Eicheldinger explained this will come off in the next statement. Current enrollment is at 320. The Teachers Retirement is going up to 17.5% and Healthcare will rise to 22%.</p> <p>None.</p> <p>WNYMCS next Open House is February 1, 2014. AM Buffalo interviewed students during the Annual 5K Race.</p> <p>Tim Obrien said the 5<sup>th</sup> Annual 5K Race was the best in terms of participants (244) and advertisement. The Race brought in \$6,500.00 in fee and 42 advertisements totaling \$4,500.00. Not all bills are in yet but the profit should be around \$6,900.00 for scholarships. Cameron Majors from Orienteering came in 1<sup>st</sup> Place during the race. A complete race report will be provided at the December meeting. Tim Obrien also stated he needs the contact information he sent out ASAP. Ten students are going to West Point to participate in the JROTC Orienteering Competition.</p>	
<p>Old Business</p>	<p>None</p>	
<p>New Business</p>	<p>Tim Obrien has expressed his desire to step down as the Race Director for next year. David Comerford said he would consider the taking over the job.</p>	
<p>Announcements</p>	<p>On November 27, 2013, Carl Latee the Commander of the Submarine Base will be here at WNYMCS and Open House is February 1, 2014.</p>	
<p>Adjournment</p>	<p>Board meeting adjourned at 7:21pm.</p>	<p>Motion by Tim Obrien and second by David Baskerville</p>

Completed By: Barbara Tompkins

Date: 17 December 2013

**Agenda for the Board of Trustees Meeting  
WESTERN NEW YORK MARITIME CHARTER SCHOOL  
Thursday, December 17, 2013**

**Present: Tim O'Brien, Joe Eicheldinger, Lawrence Astyk, Dave Comerford, Bruce Morrison, Glenda Crawley, and Catherine Oldenburg**

**Excused: Angelo Conorozzo, Tom Giles, Barbara Tompkins**

**1. Call to order:** Call to order at 5:20. Corrected minutes from October were accepted. Minutes from October Motioned by Dave Comerford and Glenda Crawley seconded. Minutes from Nov. 17 read. Moved by Bruce Morrison and seconded by Joe Eicheldinger accepted as presented.

**2. Review and acceptance of Minutes**

**3. Invitation for Public Comment:** Limited to 15 speakers, 3 minute time limit each **None**

**4. Faculty Report / Concerns: None**

**5. Parent Report / Concerns: None**

**6. Administration Report / Concerns:** 310 students Lawrence Astyk reported on students shadowing. He said that Staff were appreciative of Christmas bonuses. Could Jon Mellott sign food services invoices? Bruce Morrison moved that Jon Mellott be permitted to approve food service invoices, seconded by Glenda Crawley and approved unanimously.  
Open Meetings February 27 and April 24. These changes will be sent to the City Editor

**7. Committee Reports**

**Executive Committee: None**

**Finance Committee:** Joe Eicheldinger presented draft to correct technical issues. Need a vote to accept revised motion 990. Joe Eicheldinger resented, Glenda Crawley seconded all approved. Motion accepted. Financial statement: ahead of budget revenue wise. Line of credit zeroed out. We are in good shape. Expenses are well controlled. We are running a very tight ship.

**Academic Standards / Discipline Committee:** Question about Common Core from Tim O'Brien. Teachers being trained. It was reported that there is Buy for high Standards.

**Student Recruitment:** Open House Feb. 1. Alumni Basketball

**Maritime / Sailing Committee:** Profit and Loss Statement Net Profit \$3510. Preliminary. Still have to collect from ad book anticipated a \$5,000.00 overall profit.

**8. Old Business-None**

**9. New Business- None**

**10. Announcements: Open House Feb1**

**11. Adjournment: Glenda Crawley moved to adjourn and Dave Comerford seconded. All agreed.**

**Next WNYMCS Board Meeting January 16, 2013**

**MINUTES OF BOARD MEETING of the WNYMCS BOARD OF TRUSTEES**

**MEETING DATE: 16 JANUARY 2014**

**PRESENT:** Angelo Conorozzo, Tim O'Brien, Larry Astyk, David Comerford, Tom Giles, David Baskerville, Glenda Crowley, and Bruce Morrison

**Excused:** Joe Eicheldinger, Catherine Oldenburg, Barbara Tompkins

**Absent:**

**Invited Guests: None**

TOPIC	DISCUSSION	ACTION TAKEN/PLANNED [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	<p>Call to order at 5:17 pm. Minutes from 19 DEC 13 were accepted (note changes below).</p> <p>Requested changes - "by" to "buy-in" in Academic Standards section; change to "Joe Eicheldinger presented" and "seconded by Glenda Crowley" in Finance section (format to carry forward).</p>	<p>Motioned by David Comerford and seconded by Tim O'Brien</p> <p>Motioned by Tim O'Brien and seconded by Tom Giles</p>
<b>Public Comment</b>	None	
<b>Faculty Concerns</b>	Mr. Bruce Morrison's recommendation of Ms. Florence Dollard for Board of Trustees formal Faculty/Staff Commendation discussed, accepted, and unanimously approved.	<p>Motioned by David Comerford and seconded by Glenda Crowley</p> <p>Commendation will be prepared (Bruce Morrison/Jon Mellott), signed (Angelo Conorozzo), and presented (Lawrence Astyk)</p>
<b>Parent Concerns</b>	Mrs. Glenda Crowley noted that there was a parent group meeting on February 4 <sup>th</sup> and that there were currently about ten active members.	
<b>Administration Concerns</b>	<p>LtCol Lawrence Astyk briefed the Board regarding:</p> <ul style="list-style-type: none"> <li>• Teachers Desk Opportunity for the Faculty.</li> <li>• Upcoming Open house – 1 FEB 14</li> <li>• TV commercials, Bill Boards and Electronic Boards</li> <li>• Cadet appearance on AM Buffalo</li> <li>• Taping of "Its Academic"</li> </ul>	

	<ul style="list-style-type: none"> <li>• 65 applications in now(already close to the usual 70 by April 1<sup>st</sup>)</li> <li>• Current enrollment about 310</li> <li>• Sailing program – Pierre Wallender</li> </ul>	
Committee Reports:		
Executive	None	
Finance	Tom Giles reviewed/explained <i>the Western New York Maritime Charter School Financial Statement Discussion &amp; Analysis for the Six Months Ended December 31, 2013</i> document for the Board.	
Academic Standards	None	
Student Recruitment	None (see LtCol Lawrence Astyk above)	
Maritime / Sailing	<p>Tim O'Brien reported that the Maritime March 5k Race profit stands at \$5079.43, and is expected to grow to over \$6000.00 as overdue bills are paid.</p> <p>After further consideration, Tim O'Brien has agreed to return as Director for the next Maritime March 5K. Huzzah!</p>	
Old Business	None	
New Business	None	
Announcements	None	
Adjournment	Board meeting adjourned at 6:33pm.	Motioned by Tim O'Brien and seconded by Glenda Crawley

Completed by: Bruce Morrison

Date: 5 FEB 14

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE:**

27 February 2014

**PRESENT:** Larry Astyk, Joe Eicheldinger, David Comerford, Tom Giles, David Baskerville, Catherine Oldenburg, Barbara Tompkins, Glenda Crawley, Bruce Morrison, Angelo Conorozzo, and Tim O'Brien

**Excused:**

**Absent:**

**Invited Guests:**

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:14pm. Minutes from 16 January 2014 were accepted without corrections.	Moted by Tim Obrien Second by David Comerford Enclosure 1
<b>Public Comment</b>	None	
<b>Faculty Concerns</b>	Angelo Conorozzo the Board President was given a citation to sign for Mrs. Florence A. Dollard. Mrs. Florence Dollard is on Faculty as a Teacher and has made various contributions to WNYMCS and its students	
<b>Parent Concerns</b>	There was no Parent Concerns however, Catherine Oldenburg stated there will be a Parent Focus Group in March. She received various replies from parents stating they will be in attendance. The Parent Teacher Conference was a success. The attendance was the largest WNYMCS has had since its existence. There was 160 parents who attended.	
<b>Administration Concerns</b>	During the Parent Teacher conference surveys were taken by the parents. 98% of the surveys were favorable towards WNYMCS. Mr. Jon Mellott will send out a rollup of the survey to the Board for review. Based on the survey the Faculty has come up with some new initiatives that would improve upon WNYMCS. The JROTC will be departing on 28Feb14 to compete in the JROTC Competition. They will also compete in the National Competition in Georgia 6-9 Mar14. Last year the JROTC place 14 out of 28. The Drill Team visited several schools to promote WNYMCS to potential students. Currently, there are 109 applications for admittance. Last year there were only 70. Twenty of the applications are for admission this year. April 1 <sup>st</sup> starts the lottery for admission. This time we have several applications from students at Frontier School. Tuesday, March 4, 2014 the Board is scheduled to meet with SED from 3:30-4:30. Angelo went over the BOE Protocol on page 8 of the packet. Steve Polowitz wants to know if WNYMCS will be participating in the lawsuit with the other Charter Schools which outlines the unfair funding practices towards Charter Schools.	
<b>Committee Reports:</b>  Executive	The Executive committee talked to Tom Burton about real estate for WNYMCS. The Board discussed a field house gym within close proximity (2 or 3 blocks). The Board also discussed how great our current	

	location is and if we were to purchase the building there is plenty of room for expansion.	
Finance	Joe Eicheldinger discussed the Financial Statement "Seven Months Ended January 31, 2014". He also stated that he would be working on the 5 Year Budget to be presented to SED next month during the visit.	Enclosure 2
Academic Standards	Tom Giles presented the Regents Results comparing 2012 to 2013. Comparing the results the minimum improvement was 9% with the exception of ELA which dropped by 14%. Tom Giles stated he would get with Catherine Oldenburg to find out the reason why it dropped. The Regents this year was very good compared to last year's even with the bad weather. Mrs. Glenda Crawley calls parents of late students every day to find out the reason why the student is late. This contributes to the high academics WNYMCS has. Currently there are 39 students on the Merit Roll and 31 Students on the Honor Roll. This is the highest school record so far.	Enclosure 3
Student Recruitment	None. Current enrollment is at 315 students.	
Maritime / Sailing	The 5K Race Planning committee will hold its next meeting March 10, 2014 at 12:30 in the schools conference room. The 2013 Annual 5K Race profited close to \$6,000.00 which will be used to give Scholarships to Graduating Seniors. Mr. Pierre Wallander posted a very nice "Thank You" to WNYMCS on his Facebook page.	
Old Business	The Student Kiwanis Club was formed and held its first meeting February 4, 2014.	Enclosure 4
New Business	Jim Starks is interested in being on WNYMCS Board. Tom G. is going to ask him to attend a Board meeting.	
Announcements	SED meeting is 4-5 March 2014. The Board meets with them March 4 from 3:30-4:30.	Enclosure 5
Adjournment	The Board meeting was adjourned at 6:44pm.	Motioned by Tom Giles Second by Tim Obrien

Completed By: Barbara Tompkins

Date: March 1, 2014

**MINUTES OF BOARD MEETING of the WNYMCS BOARD OF TRUSTEES**

**MEETING DATE: 16 JANUARY 2014**

**PRESENT:** Angelo Conorozzo, Tim O'Brien, Larry Astyk, David Comerford, Tom Giles, David Baskerville, Glenda Crowley, and Bruce Morrison

**Excused:** Joe Eicheldinger, Catherine Oldenburg, Barbara Tompkins

**Absent:**

**Invited Guests:** None

TOPIC	DISCUSSION	ACTION TAKEN/PLANNED [ WHO WILL DO WHAT BY WHEN]
<p><b>Call to Order and review of last minutes</b></p>	<p>Call to order at 5:17 pm. Minutes from 19 DEC 13 were accepted (note changes below).</p> <p>Requested changes - "by" to "buy-in" in Academic Standards section; change to "J. Eicheldinger presented" and "seconded by G. Crowley" in Finance section (format to carry forward).</p>	<p>Motioned by D. Comerford and seconded by T. O'Brien</p> <p>Motioned by T. O'Brien and seconded by T. Giles</p>
<p><b>Public Comment</b></p>	<p>None</p>	
<p><b>Faculty Concerns</b></p>	<p>Mr. Morrison's recommendation of Ms. Florence Dollard for Board of Trustees formal Faculty/Staff Commendation discussed, accepted, and unanimously approved.</p>	<p>Motioned by D. Comerford and seconded by G. Crowley</p> <p>Commendation will be prepared (Morrison/Mellott), signed (Conorozzo), and presented (Astyk)</p>
<p><b>Parent Concerns</b></p>	<p>Mrs. Crowley noted that there was a parent group meeting on February 4<sup>th</sup> and that there were currently about ten active members.</p>	

*Enclosure 1*

<b>Administration Concerns</b>	<p>COL Astyk briefed the Board regarding:</p> <ul style="list-style-type: none"> <li>• Teachers Desk Opportunity for the Faculty.</li> <li>• Upcoming Open house – 1 FEB 14</li> <li>• TV commercials, Bill Boards and Electronic Boards</li> <li>• Cadet appearance on AM Buffalo</li> <li>• Taping of "Its Academic"</li> <li>• 65 applications in now(already close to the usual 70 by April 1<sup>st</sup>)</li> <li>• Current enrollment about 310</li> <li>• Sailing program – Pierre W.</li> </ul>	
<b>Committee Reports:</b>  <b>Executive</b>  <b>Finance</b>  <b>Academic Standards</b>  <b>Student Recruitment</b>  <b>Maritime / Sailing</b>	<p>None</p> <p>Tom Giles reviewed/explained <i>the Western New York Maritime Charter School Financial Statement Discussion &amp; Analysis for the Six Months Ended December 31, 2013</i> document for the Board.</p> <p>None</p> <p>None (see COL Astyk above)</p> <p>Tim O'Brien reported that the Maritime March 5k Race profit stands at \$5079.43, and is expected to grow to over \$6000.00 as overdue bills are paid.</p> <p>After further consideration, Tim O'Brien has agreed to return as Director for the next Maritime March 5K. Huzzah!</p>	
<b>Old Business</b>	<p>None</p>	
<b>New Business</b>	<p>None</p>	
<b>Announcements</b>	<p>None</p>	

**Adjournment**

Board meeting adjourned at 6:33pm.

Motioned by T. O'Brien and seconded by  
G. Crawley

**Completed by: Bruce Morrison**

**Date: 5 FEB 14**

DRAFT

WESTERN NEW YORK MARITIME CHARTER SCHOOL

FINANCIAL STATEMENTS

SEVEN MONTHS ENDED JANUARY 31, 2014

Enclosure 2

ACCOUNTANT'S COMPILATION REPORT

The Board of Directors  
Western New York Maritime Charter School  
Buffalo, New York

We have compiled the accompanying balance sheet of Western New York Maritime Charter School as of January 31, 2014, and the related statement of activities for the seven months ended January 31, 2014 (historical and budgeted). We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. The budgeted statement of activities information for the seven months ended January 31, 2014, is presented for supplementary analysis purposes only.

Management is responsible for the preparation and fair presentation of the financial statements and supplementary budgeted information in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements and the supplementary budgeted information.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of the compilation is to assist management in presenting financial information in the form of financial statements and supplementary budgeted information without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements and supplementary budgeted information.

The accompanying annual budget of Western New York Maritime Charter School for the year ended June 30, 2014 has not been compiled or examined by us, and accordingly, we do not express an opinion or any other form of assurance on it.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the organization's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

February 17, 2014

**Western New York Maritime Charter School**  
**Balance Sheet**  
**January 31, 2014**

(See accountants' compilation report)

**ASSETS**

Cash	\$ 1,202,820.80
Grant and other receivables	74,765.38
Prepaid expenses	107,596.48
Property and equipment	1,578,271.26
Accumulated depreciation	<u>(1,085,146.69)</u>
Property and equipment, net	493,124.57
Deposit	<u>33,833.00</u>
Total Assets	<u>\$ 1,912,140.23</u>

**LIABILITIES AND NET ASSETS**

Liabilities:

Accounts payable	\$ 29,247.08
Line of credit	0.00
Term note	60,113.68
Accrued expenses	273,270.53
Capital lease obligations	54,720.47
Deferred revenue	573,036.45
Refundable grants	<u>0.00</u>
Total Liabilities	<u>990,388.21</u>

Net Assets:

Unrestricted	915,417.02
Temporarily restricted	<u>6,335.00</u>
Total Net Assets	<u>921,752.02</u>

Total Liabilities and Net Assets	<u>\$ 1,912,140.23</u>
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**Western New York Maritime Charter School**  
**Statement of Activities**  
**For the seven months ended January 31, 2014 (Historical and Budgeted)**  
(See accountants' compilation report)

	Grants	School	Total WNYMCS	YTD Budget	Favorable (Unfavorable) Variance	Annual Budget
<b>Change in unrestricted net assets:</b>						
<b>Revenue and support:</b>						
State Aid (School District Payments)	\$ 0.00	\$ 1,884,789.68	\$ 1,884,789.68	\$ 1,860,800.00	\$ 23,989.68	3,721,550.00
Special education	0.00	272,800.00	272,800.00	226,250.00	46,550.00	452,514.00
Grants - Navy	51,471.26	0.00	51,471.26	42,650.00	8,821.26	85,300.00
Federal grants	79,410.20	0.00	79,410.20	101,500.00	(22,089.80)	202,800.00
Contributions - private	8,222.00	6,184.90	14,406.90	2,940.00	11,466.90	5,000.00
Fundraising income	0.00	8,309.74	8,309.74	5,810.00	2,499.74	10,000.00
Vending machine income	0.00	8,166.35	8,166.35	5,810.00	2,356.35	10,000.00
Interest income	0.00	866.92	866.92	0.00	866.92	0.00
Physical Training Gear income	0.00	2,420.00	2,420.00	1,500.00	920.00	3,000.00
Cafeteria income	0.00	66,524.87	66,524.87	0.00	66,524.87	0.00
Other income	0.00	25,184.28	25,184.28	1,750.00	23,434.28	3,000.00
<b>Total revenue and support</b>	<b>139,103.46</b>	<b>2,275,246.74</b>	<b>2,414,350.20</b>	<b>2,249,010.00</b>	<b>165,340.20</b>	<b>4,493,164.00</b>
<b>Expenses</b>						
<b>Instructional:</b>						
Instructional salaries	48,791.00	691,977.91	740,768.91	618,677.00	(122,091.91)	1,274,128.00
Instructional consultants	7,722.00	6,597.00	14,319.00	7,500.00	(6,819.00)	15,000.00
Special education salaries	0.00	123,522.43	123,522.43	137,514.00	13,991.57	266,193.00
Professional salaries	8,680.86	47,320.63	56,001.49	54,649.00	(1,352.49)	93,691.00
Educational materials	0.00	1,058.25	1,058.25	9,280.00	8,223.75	12,400.00
Textbooks	0.00	3,425.25	3,425.25	3,560.00	134.75	5,150.00
Classroom paper & supplies	844.76	13,659.45	14,504.21	9,680.00	(4,824.21)	10,000.00
Student testing and assessment	0.00	17,591.10	17,591.10	16,580.00	(1,011.10)	23,000.00
Cafeteria salaries	0.00	36,081.22	36,081.22	0.00	(36,081.22)	0.00
Cafeteria expense	0.00	45,011.69	45,011.69	0.00	(45,011.69)	0.00
Student services	0.00	1,679.71	1,679.71	1,000.00	(679.71)	2,000.00
Uniforms	5,374.34	1,399.80	6,774.14	12,500.00	5,725.86	25,000.00
Physical Training Gear Expense	0.00	1,658.18	1,658.18	2,500.00	841.82	5,000.00
Athletic department	0.00	11,793.21	11,793.21	11,500.00	(293.21)	23,000.00
Awards & scholarships	0.00	0.00	0.00	1,250.00	1,250.00	2,500.00
Field trips	0.00	0.00	0.00	2,000.00	2,000.00	4,000.00
Transportation	0.00	3,730.50	3,730.50	9,000.00	5,269.50	18,000.00
Student activities	0.00	6,895.24	6,895.24	1,000.00	(5,895.24)	2,000.00
Boot camp food	0.00	348.00	348.00	5,000.00	4,652.00	5,000.00
Conferences	681.60	5,162.24	5,843.84	5,000.00	(843.84)	10,000.00
<b>Total instructional</b>	<b>72,094.56</b>	<b>1,018,909.81</b>	<b>1,091,004.37</b>	<b>908,190.00</b>	<b>(182,814.37)</b>	<b>1,796,062.00</b>
<b>Administrative:</b>						
Administrative salaries	0.00	207,011.25	207,011.25	237,902.00	30,890.75	407,819.00
Staff development	86.60	1,559.96	1,646.56	8,750.00	7,103.44	15,000.00
Dues and memberships	0.00	2,719.95	2,719.95	4,620.00	1,900.05	7,900.00
Student & teacher recruitment	0.00	40,032.73	40,032.73	20,440.00	(19,592.73)	35,000.00
Board development	0.00	0.00	0.00	1,190.00	1,190.00	2,000.00
<b>Total administrative</b>	<b>86.60</b>	<b>251,323.89</b>	<b>251,410.49</b>	<b>272,902.00</b>	<b>21,491.51</b>	<b>467,719.00</b>
<b>Maintenance:</b>						
Salaries	0.00	61,136.56	61,136.56	50,911.00	(10,225.56)	87,281.00
Building & equipment repair	0.00	31,612.61	31,612.61	30,730.00	(882.61)	52,700.00
Custodial supplies	0.00	6,956.84	6,956.84	9,240.00	2,283.16	15,800.00
Maintenance contract	0.00	14,911.36	14,911.36	3,080.00	(11,831.36)	5,300.00
<b>Total maintenance</b>	<b>0.00</b>	<b>114,617.37</b>	<b>114,617.37</b>	<b>93,961.00</b>	<b>(20,656.37)</b>	<b>161,081.00</b>
<b>General:</b>						
Payroll taxes	4,396.62	114,122.41	118,519.03	130,200.00	11,680.97	234,300.00
Health insurance	3,670.72	145,895.34	149,566.06	168,560.00	18,993.94	288,940.00
Pension	9,021.89	157,378.11	166,400.00	190,380.00	23,980.00	336,892.00
Rent	0.00	387,627.00	387,627.00	387,627.00	0.00	665,500.00
Utilities	0.00	34,836.68	34,836.68	72,030.00	37,193.32	132,700.00
Telephone & internet	0.00	13,560.28	13,560.28	7,840.00	(5,720.28)	13,400.00
Insurance	0.00	33,258.82	33,258.82	33,040.00	(218.82)	56,600.00
Office supplies	0.00	7,498.67	7,498.67	9,940.00	2,441.33	17,000.00
Postage	0.00	4,169.61	4,169.61	5,040.00	870.39	8,600.00
Printing	0.00	1,241.26	1,241.26	2,030.00	788.74	3,500.00
Outside services (copier lease & maintenance)	0.00	5,181.06	5,181.06	7,070.00	1,888.94	12,080.00
Legal fees	0.00	188.00	188.00	2,940.00	2,752.00	5,000.00
IT services	0.00	23,444.04	23,444.04	19,100.00	(4,344.04)	30,000.00
Accounting services and audit fees	0.00	36,070.00	36,070.00	38,150.00	2,080.00	65,440.00
HR, grant writer & charter renewal consultants	0.00	3,150.00	3,150.00	5,180.00	2,030.00	8,820.00
Payroll processing fees	0.00	1,052.24	1,052.24	560.00	(492.24)	1,000.00
Fundraising expense	0.00	5,979.88	5,979.88	2,940.00	(3,039.88)	5,000.00
Miscellaneous	0.00	1,687.73	1,687.73	2,940.00	1,252.27	5,000.00
Bank charges	0.00	567.87	567.87	210.00	(357.87)	400.00
Depreciation	0.00	84,980.00	84,980.00	90,440.00	5,460.00	155,000.00
Interest expense	0.00	4,126.06	4,126.06	7,840.00	3,713.94	13,400.00
<b>Total general</b>	<b>17,089.23</b>	<b>1,066,015.06</b>	<b>1,083,104.29</b>	<b>1,184,057.00</b>	<b>100,952.71</b>	<b>2,058,572.00</b>
<b>Total expenses</b>	<b>89,270.39</b>	<b>2,450,866.13</b>	<b>2,540,136.52</b>	<b>2,459,110.00</b>	<b>(81,026.52)</b>	<b>4,483,434.00</b>
<b>Change in net assets</b>	<b>\$ 49,833.07</b>	<b>\$ (175,619.39)</b>	<b>\$ (125,786.32)</b>	<b>\$ (210,100.00)</b>	<b>\$ 84,313.68</b>	<b>\$ 9,730.00</b>
Net assets - beginning			1,047,538.34			
<b>Net assets - ending</b>			<b>\$ 921,752.02</b>			

Statistical data  
Student population as of 2/1/14:

315

**Western New York Maritime Charter School**  
**Financial statement discussion & analysis**  
**For the seven months ended January 31, 2014**

**Statement of Activities**

**REVENUE**

Enrollment was budgeted at 310 for the fiscal year ended June 30, 2014. State aid revenue recognized through January 31, 2014 amounted to \$1,884,800 based on approximate 319 FTE's (267 Buffalo and 52 suburb students) as compared to \$1,860,800 budgeted for a favorable variance of \$24,000. Special education revenue shows a favorable variance of \$46,500 through January 31, 2014 due to actual number of special education students at 0.9 level of funding of 33 versus 28 budgeted.

There was approximately \$79,400 in Federal grants and \$51,500 in Navy grants recognized through January 31, 2014.

**EXPENSES** (significant variances)

*Instructional salaries* show approximately \$740,800 through January 31, 2014 as compared to \$618,700 budgeted resulting in an unfavorable variance of \$122,100. The unfavorable variance is partially offset by a favorable variance in *Administrative salaries* in the amount of \$30,900. This is due in part to an Administrative Assistant position switching payroll departments to an instructional position. There is also a Naval Instructor position that was not budgeted that is partially reimbursed by the Navy.

*Classroom supplies* amounted to approximately \$14,500 through January 31, 2014 as compared to \$9,700 YTD budget. *Classroom supplies* are budgeted over 10 months, from September to December.

*Cafeteria income/ expense – cafeteria income* show revenue of \$66,500 through January 31, 2014. There are \$15,775 in free & reduced lunch state & federal reimbursements recorded as a receivable and included in the *cafeteria income*. The January 2014 free & reduced lunch claim could not be estimated and is not recorded or included in *Cafeteria income*. *Cafeteria salaries/ expense (which includes salaries and food purchases)* shows a combined total of approximately \$81,100. The net loss from the food service program approximates \$14,600 through January 31, 2014 which will be reduced by the amount of the January 2014 free & reduced lunch payment. The School become a new school food authority (SFA) and began running its own food service program effective with the new 2013-14 school year. The food service program was not budgeted and is expected to be close to breakeven cost center in 2013-14.

*Student & teacher recruitment* amounted to \$40,000 through January 31, 2014 as compared to \$20,440 YTD budget and \$35,000 annual budget.

*Building & equipment repair* amounting to \$31,600 through January 31, 2014 includes \$8,500 for painting. *Building & equipment repair* are budgeted evenly over the fiscal year and the actual expenses are generally weighted heavier in the beginning months of the year.

*Health insurance* is favorable to budget by \$19,000 with \$149,600 in actual costs versus \$168,600 budgeted through January 31, 2014. Health insurance was budgeted conservatively due to historically high increases in this line item. The school has a high deductible health insurance plan and Health Savings Account (HSA) to which the school contributes.

*Utilities* amounted to \$34,800 through January 31, 2014 as compared to \$72,200 budgeted resulting in a favorable variance of \$37,200. Utilities are expected to be favorable to budget for the year. The favorable variance is partially attributed to January 2014 National Grid (electric) bill not being invoiced by the utility company. The account is in good standing and National Grid will bill for two months in March 2014. This favorable variance is expected to reverse some in the winter months but still be favorable to budget for the year.

*IT Services* amounting to \$23,400 through January 31, 2014 versus \$19,100 budgeted.

**Western New York Maritime Charter School  
Financial statement discussion & analysis  
For the seven months ended January 31, 2014**

**CHANGE IN NET ASSETS:**

For the three months ended January 31, 2014, WNYMCS had net loss of (\$125,786) vs. budgeted net loss of (\$210,100). The bottom line is favorable to budget by \$84,314.

**Balance Sheet**

*Accounts receivable* totaling approximately \$74,800 consist of Title I, Title IIA, & ARRA grants totaling \$28,600, food service receivables of approximately \$15,775 and \$30,500 in State Aid billings and other receivables.

*Accounts payable* of \$29,200 represent trade payables in the amount of \$1,000 and 2013-14 New York State Teachers Retirement System TRS employee withholdings in the amount of \$28,200.

*Accrued expenses* totaling \$273,270 represents pension accrual for FYE 6/30/14 of \$167,720 and \$105,550 in payroll holdover accrual.

*Deferred revenue* of \$573,036 represents the state aid payments received totaling \$2,730,626 (\$2,430,320 Buffalo, and \$300,306 other districts) less State aid revenue earned in the amount of \$2,157,590 (\$1,884,790 State aid plus \$272,800 Special Ed revenue).

# Efforts produce results!

## June 2012 Regents Results

Subject	Passing rate
ELA	83%
Global	49%
Int Alg	61%
Living Env	67%
US History	69%

## June 2013 Regents Results

Subject	Passing rate
ELA	69%
Global	65%
Int Alg	83%
Living Env	77%
US History	78%

**Western New York Maritime Charter School Key Club Meeting**

**February 4, 2014**

**3:00 PM**

**Room 108**

**Called to order:** CDR Tony Deaville, Senior Naval Science Instructor, WNY Maritime Charter School and Mr. John Moffitt, Key Club Advisor, Kiwanis Club of Buffalo

**Present:** Nicholas Houston, Olivia Mann, Nomar Martinez, Denise McEntire, Hannah Ogden, Isaiah Rios, Marquis Rivera, Bobby Smith, Rafael Telemin, Matine Uwangabe, Mikayla Waldraff, Jamarr Wiggins

**New Business:** The Club discussed the process of recruiting in order to acquire the necessary number for charter strength (15) by the end of February. We also discussed the need of a working Executive Board.

**Election 2014:** A motion by Olivia Mann, seconded by Bobby Smith, to elect officers at today's meeting was passed.

**For President:** Jamar Wiggins nominated Olivia Mann, seconded by Bobby Smith  
Isaiah Rios nominated Rafael Telemin, seconded by Matine Uwangabe

Candidates spoke briefly about their respective qualifications. It was noted that the Vice President would need to stay informed and be ready to take over next year if a Senior were to be elected for this year. Olivia Mann was elected President. Cmdr. Deaville and Mr. Moffitt turned the meeting over to Olivia Mann.

**For Vice President:** Nomar Martinez nominated Rafael Telemin, seconded by Isaiah Rios  
Isaiah Rios nominated Jamarr Wiggins, seconded by Nomar Martinez  
Hannah Ogden nominated Matine Uwangabe, seconded by Bobby Smith

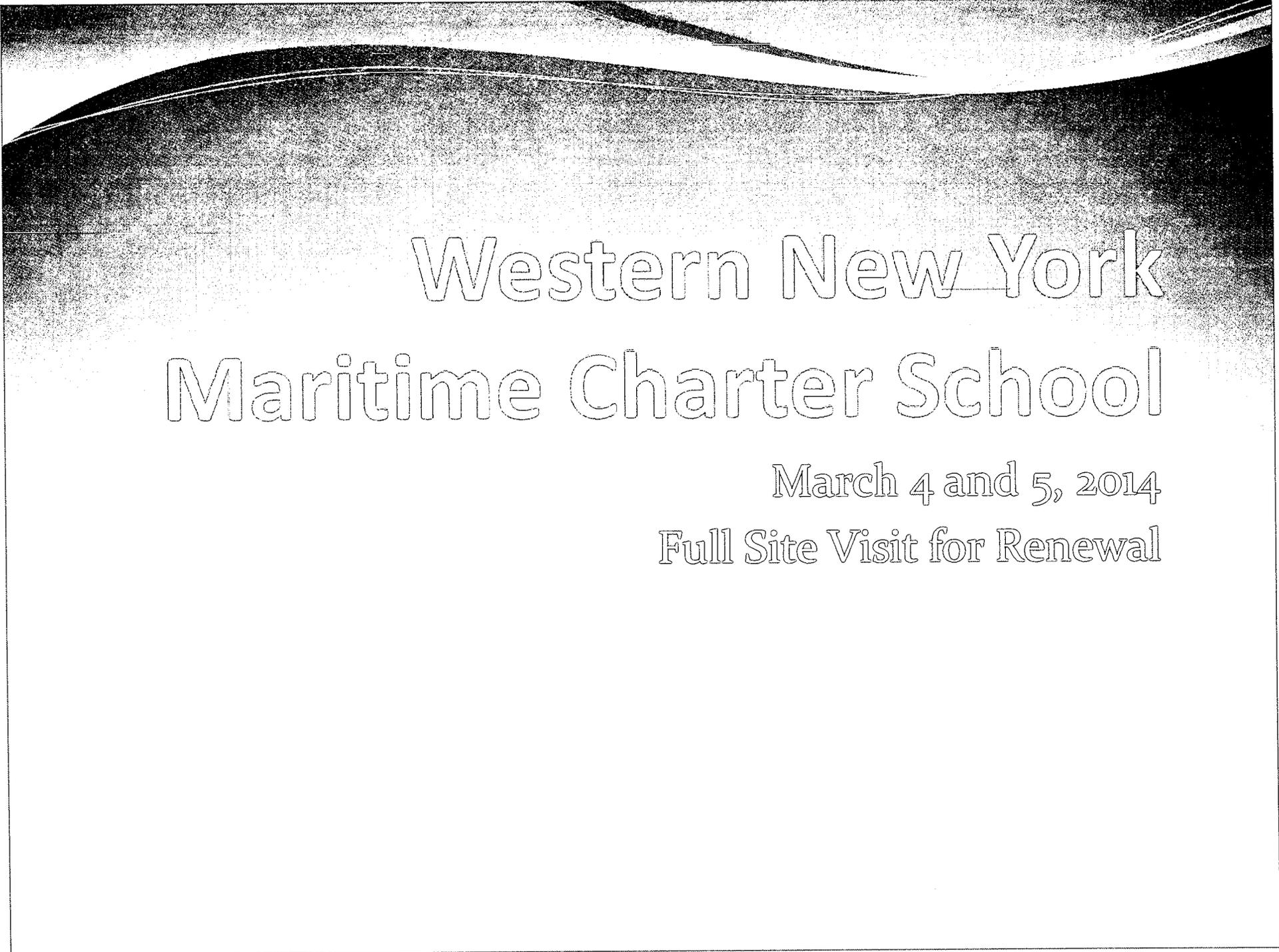
Candidates spoke briefly about their respective qualifications. Rafael Telemin was elected Vice President.

**For Secretary:** Isaiah Rios nominated Hannah Ogden, seconded by Matine Uwangabe  
President Mann asked three times if there were any further nominations. There were several persons speaking to Hannah's ability as Secretary, however, no further nominations. Matine Uwangabe moved that the Secretary cast one unanimous vote and Marquis Rivera seconded. The motion passed.

**For Treasurer:** Bobby Smith nominated Nomar Martinez, seconded by Hannah Ogden  
Rafael Telemin nominated Isaiah Rios, seconded by Jamarr Wiggins  
Matine Uwangabe nominated Denæjah McEntire, seconded by Isaiah Rios

Candidates spoke briefly about their respective qualifications. Denæjah McEntire was elected Treasurer.

*Enclosure 4*



Western New York  
Maritime Charter School

March 4 and 5, 2014  
Full Site Visit for Renewal

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE:**

20 March 2014

**PRESENT:** Larry Astyk, Joe Eicheldinger, David Comerford, Tom Giles, David Baskerville, Barbara Tompkins, Glenda Crawley, Bruce Morrison, Angelo Conozzo, and Tim O'Brien

**Excused:** Catherine Oldenburg

**Absent:**

**Invited Guests:**

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:24pm. Minutes from 27 February 2014 were accepted with corrections to the spelling of Jim Starck's name and an explanation of who Steve Polowitz is. It was noted that SED wants full names to be used in the Board Minutes.	Moted by David Baskerville Second by Tim O'Brien Enclosure 1
<b>Public Comment</b>	There was not public comment. The appeal by Cadet Miguel Vazquez did not take place. The cadets' parents decided not to appeal the decision.	Information Only
<b>Faculty Concerns</b>	Mr. Bruce Morrison thanked the Board for doing things to improve Faculty moral like the Teacher Recognition Program. He also stated that Mr. Tom Burton offered to have one of the Teacher stay at his property for a week each year as a Faculty incentive. Mr. Tom Burton would also like to donate more historical artifacts to the school and have the students research the items in order to have a sign/plaque of what the significance is.	Board decided against the use of Mr. Burton's properties due to conflict of interest.
<b>Parent Concerns</b>	The parents would like to have a dining for dollars breakfast. They would like for the Board to attend Spring Showcase which is being conducted tonight until 7:30 p.m.	See enclosure 2
<b>Administration Concerns</b>	MIT of Boston would like to take six students for a boat building course.	Information Only

Committee Reports: Executive	Angelo Conorozzo would like to schedule a meeting with the Executive Committee to discuss the Commandants Evaluation, Real Estate, Succession Plan and BOT Evaluation. Angelo Conorozzo will send out an email to the Executive Committee with the meeting date and time.	Information Only
Finance	Joe Eicheldinger discussed the Projected Operating Budget dated July 1, 2013 – June 30, 2018. Student population is 320 because that is the break even number. We will be losing 3 full time teachers and 2 part time positions effective June 30, 2014. WNYMCS has been giving the staff an annual 2% increase in salary over the past couple of years. There was a question on the Special Education line 13 in reference to the increase in the amount projected. The budget for June 30, 2015 was approved by the Board.	Motioned by David Comerford Second by Tom Giles Enclosure 3
Academic Standards	None	Information Only
Student Recruitment	None	Information Only
Maritime / Sailing	Tim O'Brien stated that we are still working on the plans for the 2015 Annual Race. CPT Wallender will be having a Birthday Party given by his children and the Board is invited.	
Old Business	It was also stated that per SED, WNYMCS needs to increase its ELL and upgrade the technology for posting minutes on the schools website. Tom Giles received an email from Jim Starck regarding possible membership on the WNYMCS Board. WNYMCS received correspondence with reference to WNYMCS joining the Northeast Charter Schools and pay an annual membership fee of \$8,300.00	Board discussed it and decided against membership in the Northeast Charter Schools
New Business	Jon Mellott and Robert Fetter attended the Regional Charter School Leadership Networking Group Breakfast.	Information Only
Announcements	Next Board meeting is 21 April 2014	Information Only
Adjournment	The Board meeting adjourned at 6:42 p.m.	Motioned by Tim O'Brien Second by Tom Giles

Completed By: Barbara Tompkins

Date: May 14, 2014

***Welcome to WNY Maritime's Spring Showcase***

***Enjoy experiencing the activities which help your child  
learn!***

***Locations:***

***Library - Art, English as a Second Language, Music and  
Special Education***

***Gym – Physical Education***

***Lab and Cafeteria – Science and Math***

***Assembly – Social Studies, English and Spanish and our  
Scholastic Book Fair***

***Room 108 - NJROTC***

A	B	C	F	G	H	I	J	K	L	
1	WNY Maritime Charter School								FOR INTERNAL	
2	Projected Operating Budget								USE ONLY	
3	7/1/2013 - 6/30/18									
4		ACTUAL	PROJECTED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
5			Act =7/1/13-1/31/14							
6	Increase in expenses		Bud =2/1/14-6/30/14	5%	5%	5%	5%	5%	5%	
7		6/30/13	6/30/14	6/30/14	6/30/15	6/30/16	6/30/17	6/30/18	6/30/19	
8	Student Population	278,5837	313,2341	310	320	320	320	320	320	
9	State Aid per student	\$ 12,005	\$ 12,005	\$ 12,005	\$ 12,005	\$ 12,005	\$ 12,005	\$ 12,005	\$ 12,005	
10										
11	<b>Revenue</b>									
12	School District Payments (State	3,287,009	3,751,892	3,721,550	3,760,375	3,760,375	3,760,375	3,760,375	3,760,375	
13	Special Education	449,341	551,567	452,514	486,242	486,242	486,242	486,242	486,242	
14	Grants - Navy	103,923	88,236	85,300	92,300	94,200	96,100	98,000	100,000	
15	Federal grants	188,195	190,000	202,800	172,000	172,000	172,000	172,000	172,000	
16	Contributions	26,785	17,698	5,000	5,000	5,000	5,000	5,000	5,000	
17	Fundraising Income	9,668	14,246	10,000	10,000	10,000	10,000	10,000	10,000	
18	Vending machine income	8,816	16,332	10,000	10,000	10,000	10,000	10,000	10,000	
19	Interest income	1,839	1,486	-	-	-	-	-	-	
20	Physical Training Gear Income	4,228	4,149	3,000	3,000	3,000	3,000	3,000	3,000	
21	Cafeteria Income	-	133,050	-	139,700	146,690	154,020	161,720	169,810	
22	Other income	21,845	3,173	3,000	3,000	3,000	3,000	3,000	3,000	
23	Student clubs	-	-	-	-	-	-	-	-	
24	Total Revenue	4,101,648	4,771,829	4,493,164	4,681,617	4,690,507	4,699,737	4,709,337	4,719,427	
25	<b>Expenses</b>									
26	<b>Instructional:</b>									
27	Instructional salaries	1,408,889	1,543,615	1,274,128	1,303,866	1,329,945	1,356,545	1,383,674	1,411,348	
28	Instructional consultants	25,614	24,547	15,000	15,000	15,000	15,000	15,000	15,000	
29	Special Education - salaries	222,744	258,568	302,193	346,334	353,261	360,325	367,532	374,883	
30	Professional	97,136	98,253	93,691	93,691	95,565	97,476	99,425	101,414	
31	Educational materials	1,628	2,056	12,400	11,000	11,000	11,000	11,000	11,000	
32	Textbooks	3,591	6,850	5,150	4,625	4,625	4,625	4,625	4,625	
33	Classroom paper & supplies	9,478	29,008	10,000	10,000	10,000	10,000	10,000	10,000	
34	Student testing & assessment	23,673	27,156	23,000	23,000	23,000	23,000	23,000	23,000	
35	Cafeteria salaries	-	72,162	-	67,600	68,952	70,332	71,738	73,173	
36	Cafeteria expense	-	90,024	-	72,700	76,340	80,160	84,170	88,380	
37	Student services	1,609	3,360	2,000	2,000	2,000	2,000	2,000	2,000	
38	Uniforms	15,926	13,548	25,000	19,000	19,000	19,000	19,000	19,000	
39	Physical Training Gear Expense	8,641	3,316	5,000	5,000	5,000	5,000	5,000	5,000	
40	Athletic Department	28,210	23,586	23,000	23,000	23,000	23,000	23,000	23,000	
41	Awards & Scholarships	2,300	-	2,500	2,500	2,600	2,700	2,800	2,900	
42	Field trips	-	-	4,000	4,000	4,000	4,000	4,000	4,000	
43	Military events	-	-	-	-	-	-	-	-	
44	Transportation	10,462	7,462	18,000	18,000	18,000	18,000	18,000	18,000	
45	Student activities	8,835	13,790	2,000	2,000	2,000	2,000	2,000	2,000	
46	Boot camp food	465	948	5,000	5,000	5,000	5,000	5,000	5,000	
47	Conferences	7,518	11,688	10,000	10,000	10,500	11,030	11,580	12,160	
48										
49	<b>Administrative:</b>									
50	Salaries	412,387	369,575	371,819	335,954	342,673	349,527	356,517	363,648	
51	Staff Development	18,727	2,823	15,000	4,000	4,200	4,400	4,600	4,800	
52	Consultants	-	-	-	-	-	-	-	-	
53	Dues & Memberships	9,684	4,663	7,900	8,300	8,700	9,100	9,600	10,100	
54	Student recruitment (advertising)	52,865	40,033	35,000	35,000	35,000	35,000	35,000	35,000	
55	Board development	-	-	2,000	2,000	2,100	2,200	2,300	2,400	
56										
57	<b>Maintenance:</b>									
58	Maintenance salary	95,170	104,806	87,281	92,640	94,493	96,384	98,312	100,279	
59	Equipment repair	51,706	54,193	52,700	55,400	58,200	61,100	64,100	67,300	
60	Custodial supplies	10,074	11,926	15,800	16,600	17,400	18,300	19,200	20,200	
61	Maintenance contract	32,165	25,562	5,300	5,400	5,700	6,000	6,300	6,600	
62										
63	<b>General:</b>									
64	Payroll taxes	193,031	209,277	234,300	228,100	232,700	237,300	242,100	246,900	
65	Health Insurance	212,659	247,466	288,940	272,120	295,832	323,100	355,428	390,996	
66	Pension	230,260	332,800	336,892	366,053	410,712	460,905	517,135	580,158	
67	Rent	649,234	649,200	665,500	682,100	699,200	716,600	734,500	752,900	

A	B	C	F	G	H	I	J	K	L	
1	WNY Maritime Charter School						FOR INTERNAL			
2	DRAFT - ver #2						USE ONLY			
3	03/18/14						7/1/2013 - 6/30/18			
4		ACTUAL	PROJECTED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
5			Act =7/1/13-1/31/14							
6	Increase in expenses		Bud =2/1/14-6/30/14	5%	5%	5%	5%	5%	5%	
7		6/30/13	6/30/14	6/30/14	6/30/15	6/30/16	6/30/17	6/30/18	6/30/19	
68	Utilities	77,635	79,720	132,700	113,100	113,500	113,900	114,300	114,700	
69	Telephone & Internet	22,327	23,246	13,400	24,400	25,600	26,900	28,200	29,600	
70	Insurance	56,016	57,015	56,600	61,300	64,030	67,830	71,960	76,350	
71	Office supplies	12,710	12,855	17,000	15,000	15,800	16,600	17,400	18,300	
72	Postage	6,128	7,148	8,600	9,000	9,500	10,000	10,500	11,000	
73	Printing	858	2,128	3,500	3,500	3,780	4,080	4,402	4,758	
74	Outside services (copier lease & maintenance)	8,385	8,882	17,000	14,493	14,493	14,493	14,493	14,493	
75	Legal fees	-	188	5,000	5,000	5,250	13,000	13,000	13,000	
76	IT consultant	36,736	30,000	30,000	30,000	31,500	33,100	34,800	36,500	
77	Accounting services & audit fees	56,165	61,834	65,440	68,720	72,110	75,670	79,490	83,470	
78	HR, grant writer & charter renewal	6,825	5,400	8,820	19,260	9,700	10,200	10,700	11,200	
79	Payroll processing fees	1,357	1,804	1,000	1,000	1,000	1,050	1,103	1,158	
80	Fundraising expense	6,006	10,251	5,000	5,000	5,000	5,000	5,000	5,000	
81	Miscellaneous	10,515	2,894	5,000	5,000	5,300	5,600	5,900	6,200	
82	Bank charges	698	974	400	400	400	400	400	400	
83	Depreciation	160,305	145,680	155,000	155,000	155,000	155,000	155,000	155,000	
84	Interest expense	8,701	7,073	10,600	8,650	7,000	7,000	5,700	4,200	
85	Total expenses	4,316,049	4,739,350	4,485,554	4,680,806	4,824,661	4,999,932	5,179,984	5,372,493	
86										
87	Incr (decr) in net assets	(214,402)	32,479	7,610	811	(134,154)	(300,195)	(470,647)	(653,066)	
88										
89	<b>Cash Flow</b>									
90	<b>Add: Non-Cash Expenditures &amp; Proceeds from Line of Credit and Other Timing Adjustments</b>									
91	Depreciation	160,305	145,680	155,000	155,000	155,000	155,000	155,000	155,000	
92	Bus Loan	-	-	-	-	-	-	-	-	
93	Line of Credit - M & T Bank	-	-	-	-	-	-	-	-	
94		160,305	145,680	155,000	155,000	155,000	155,000	155,000	155,000	
95										
96	<b>Less: Capital Equipment Purchases &amp; Payments on Line of Credit &amp; Other Timing Adjustments</b>									
97	Capital Equipment Purchases	(91,732)	(30,690)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	
98	Principal payments - bus & copier	5,968	(16,779)	(34,600)	(31,310)	(22,155)	(14,000)	(15,400)	(16,800)	
99	Payments on Line of Credit	-	-	-	-	-	-	-	-	
100		(85,764)	(47,469)	(94,600)	(91,310)	(82,155)	(74,000)	(75,400)	(76,800)	
101										
102	Inflow (Outflow) - Current Year	(139,860)	130,690	68,010	64,501	(61,309)	(219,195)	(391,047)	(574,866)	
103										
104	Cash - Beginning of Year	1,074,127	934,267		1,064,956	1,129,457	1,068,148	848,953	457,906	
105	Net Cash - End of Year	934,267	1,064,956		1,129,457	1,068,148	848,953	457,906	(116,960)	
106										
107										
108	Balance LOC - EOY	-	-	-	-	-	-	-	-	
109										

Enclosure 3

DRAFT

WESTERN NEW YORK MARITIME CHARTER SCHOOL  
FINANCIAL STATEMENTS  
EIGHT MONTHS ENDED FEBRUARY 28, 2014

Enclosure 4

DRAFT

**Western New York Maritime Charter School  
Balance Sheet  
February 28, 2014**

(See accountants' compilation report)

**ASSETS**

Cash	\$ 979,662.95
Grant and other receivables	99,980.59
Prepaid expenses	29,543.61
Property and equipment	1,579,966.26
Accumulated depreciation	<u>(1,097,286.69)</u>
Property and equipment, net	<u>482,679.57</u>
Deposit	<u>33,833.00</u>
Total Assets	\$ <u><u>1,625,699.72</u></u>

**LIABILITIES AND NET ASSETS**

Liabilities:	
Accounts payable	\$ 42,185.79
Line of credit	0.00
Term note	58,040.32
Accrued expenses	308,060.53
Capital lease obligations	53,480.70
Deferred revenue	248,142.02
Refundable grants	<u>0.00</u>
Total Liabilities	<u>709,909.36</u>
Net Assets:	
Unrestricted	909,455.36
Temporarily restricted	<u>6,335.00</u>
Total Net Assets	<u>915,790.36</u>
Total Liabilities and Net Assets	\$ <u><u>1,625,699.72</u></u>

Enclosure 4

**Western New York Maritime Charter School**  
**Statement of Activities**  
**For the eight months ended February 28, 2014 (Historical and Budgeted)**  
(See accountants' compilation report)

	Grants	School	Total WNYMCS	YTD Budget	Favorable (Unfavorable) Variance	Annual Budget
<b>Change in unrestricted net assets:</b>						
<b>Revenue and support:</b>						
State Aid (School District Payments)	\$ 0.00	\$ 2,212,689.68	\$ 2,212,689.68	\$ 2,232,960.00	\$ (20,270.32)	3,721,550.00
Special education	0.00	272,000.00	272,000.00	271,500.00	500.00	452,514.00
Grants - Navy	52,978.29	0.00	52,978.29	51,180.00	1,798.29	85,300.00
Federal grants	92,563.41	0.00	92,563.41	121,800.00	(29,236.59)	202,800.00
Contributions - private	11,722.00	6,134.90	17,856.90	3,360.00	14,496.90	5,000.00
Fundraising income	0.00	8,309.74	8,309.74	6,540.00	1,669.74	10,000.00
Vending machine income	0.00	9,553.90	9,553.90	6,540.00	2,913.90	10,000.00
Interest income	0.00	976.96	976.96	0.00	976.96	0.00
Physical Training Gear Income	0.00	2,420.00	2,420.00	1,800.00	620.00	3,000.00
Cafeteria income	0.00	90,158.79	90,158.79	0.00	90,158.79	0.00
Other income	0.00	53,948.42	53,948.42	2,000.00	51,948.42	3,000.00
<b>Total revenue and support</b>	<b>157,263.70</b>	<b>2,656,192.39</b>	<b>2,813,456.09</b>	<b>2,697,880.00</b>	<b>115,576.09</b>	<b>4,493,164.00</b>
<b>Expenses</b>						
<b>Instructional:</b>						
Instructional salaries	58,103.88	819,324.40	877,428.28	729,968.00	(147,460.28)	1,274,128.00
Instructional consultants	7,722.00	11,597.00	19,319.00	9,000.00	(10,319.00)	15,000.00
Special education salaries	0.00	141,569.15	141,569.15	163,250.00	21,680.85	266,193.00
Professional salaries	9,645.40	54,163.67	63,809.07	62,456.00	(1,353.07)	93,691.00
Educational materials	0.00	1,056.25	1,056.25	9,280.00	8,223.75	12,400.00
Textbooks	0.00	3,425.25	3,425.25	3,560.00	134.75	5,150.00
Classroom paper & supplies	3,488.46	13,904.30	17,392.76	9,680.00	(7,712.76)	10,000.00
Student testing and assessment	0.00	18,007.77	18,007.77	16,580.00	(1,427.77)	23,000.00
Cafeteria salaries	0.00	41,540.83	41,540.83	0.00	(41,540.83)	0.00
Cafeteria expense	0.00	54,229.64	54,229.64	0.00	(54,229.64)	0.00
Student services	0.00	1,754.71	1,754.71	1,200.00	(554.71)	2,000.00
Uniforms	7,296.96	1,399.80	8,696.76	15,000.00	6,303.24	25,000.00
Physical Training Gear Expense	0.00	1,658.18	1,658.18	3,000.00	1,341.82	5,000.00
Athletic department	0.00	14,005.70	14,005.70	13,800.00	(205.70)	23,000.00
Awards & scholarships	0.00	0.00	0.00	1,500.00	1,500.00	2,500.00
Field trips	0.00	0.00	0.00	2,400.00	2,400.00	4,000.00
Transportation	0.00	4,357.75	4,357.75	10,900.00	6,442.25	18,000.00
Student activities	0.00	8,728.02	8,728.02	1,200.00	(7,528.02)	2,000.00
Boot camp food	0.00	348.00	348.00	5,000.00	4,652.00	5,000.00
Conferences	681.60	5,162.24	5,843.84	6,000.00	156.16	10,000.00
<b>Total instructional</b>	<b>86,938.30</b>	<b>1,196,232.66</b>	<b>1,283,170.96</b>	<b>1,063,674.00</b>	<b>(219,496.96)</b>	<b>1,796,062.00</b>
<b>Administrative:</b>						
Administrative salaries	0.00	235,289.49	235,289.49	271,888.00	36,598.51	407,819.00
Staff development	86.60	1,559.96	1,646.56	10,000.00	8,353.44	15,000.00
Dues and memberships	0.00	2,925.09	2,925.09	5,280.00	2,354.91	7,900.00
Student & teacher recruitment	0.00	42,673.16	42,673.16	23,360.00	(19,313.16)	35,000.00
Board development	0.00	0.00	0.00	1,360.00	1,360.00	2,000.00
<b>Total administrative</b>	<b>86.60</b>	<b>262,447.70</b>	<b>262,534.30</b>	<b>311,888.00</b>	<b>29,353.70</b>	<b>467,719.00</b>
<b>Maintenance:</b>						
Salaries	0.00	69,020.56	69,020.56	58,184.00	(10,836.56)	87,281.00
Building & equipment repair	0.00	33,876.21	33,876.21	35,120.00	1,243.79	52,700.00
Custodial supplies	0.00	7,279.29	7,279.29	10,560.00	3,280.71	15,800.00
Maintenance contract	0.00	19,419.44	19,419.44	3,520.00	(15,899.44)	5,300.00
<b>Total maintenance</b>	<b>0.00</b>	<b>129,595.50</b>	<b>129,595.50</b>	<b>107,384.00</b>	<b>(22,211.50)</b>	<b>161,081.00</b>
<b>General:</b>						
Payroll taxes	5,182.82	135,998.30	141,181.12	156,300.00	15,118.88	234,300.00
Health insurance	4,090.23	167,182.54	171,272.77	192,640.00	21,367.23	288,940.00
Pension	10,691.97	176,108.03	186,800.00	219,090.00	32,290.00	336,892.00
Rent	0.00	443,196.00	443,196.00	443,196.00	0.00	665,500.00
Utilities	0.00	49,588.50	49,588.50	84,270.00	34,681.50	132,700.00
Telephone & internet	0.00	20,598.55	20,598.55	8,960.00	(11,638.55)	13,400.00
Insurance	0.00	37,740.92	37,740.92	37,760.00	19.08	56,600.00
Office supplies	0.00	8,510.64	8,510.64	11,360.00	2,849.36	17,000.00
Postage	0.00	4,369.61	4,369.61	5,760.00	1,390.39	8,600.00
Printing	0.00	1,241.26	1,241.26	2,320.00	1,078.74	3,500.00
Outside services (copier lease & maintenance)	0.00	5,846.12	5,846.12	8,080.00	2,233.88	12,080.00
Legal fees	0.00	2,158.00	2,158.00	3,350.00	1,200.00	5,000.00
IT services	0.00	25,892.83	25,892.83	20,830.00	(5,062.83)	30,000.00
Accounting services and audit fees	0.00	36,070.00	36,070.00	43,600.00	7,530.00	65,440.00
HR, grant writer & charter renewal consultants	0.00	3,600.00	3,600.00	5,920.00	2,320.00	8,820.00
Payroll processing fees	0.00	1,138.68	1,138.68	640.00	(498.68)	1,000.00
Fundraising expense	0.00	5,979.88	5,979.88	3,360.00	(2,619.88)	5,000.00
Miscellaneous	0.00	2,169.67	2,169.67	3,360.00	1,190.33	5,000.00
Bank charges	0.00	637.37	637.37	240.00	(397.37)	400.00
Depreciation	0.00	97,120.00	97,120.00	103,360.00	6,240.00	155,000.00
Interest expense	0.00	4,791.39	4,791.39	8,960.00	4,168.61	13,400.00
<b>Total general</b>	<b>19,965.02</b>	<b>1,229,938.29</b>	<b>1,249,903.31</b>	<b>1,363,366.00</b>	<b>113,462.69</b>	<b>2,058,572.00</b>
<b>Total expenses</b>	<b>106,989.92</b>	<b>2,838,214.15</b>	<b>2,945,204.07</b>	<b>2,846,312.00</b>	<b>(98,892.07)</b>	<b>4,483,434.00</b>
<b>Change in net assets</b>	<b>\$ 50,273.78</b>	<b>\$ (182,021.76)</b>	<b>\$ 1,047,538.34</b>	<b>\$ (131,747.98)</b>	<b>\$ 16,684.02</b>	<b>\$ 9,730.00</b>
<b>Net assets - beginning</b>			<b>\$ 915,790.36</b>			
<b>Net assets - ending</b>						

Statistical data  
Student population as of 2/1/14: 304

**Western New York Maritime Charter School**  
**Financial statement discussion & analysis**  
**For the eight months ended February 28, 2014**

**Statement of Activities**

**REVENUE**

Enrollment was budgeted at 310 for the fiscal year ended June 30, 2014. State aid revenue recognized through February 28, 2014 amounted to \$2,212,700 based on approximate 313 FTE's (262 Buffalo and 51 suburb students) as compared to \$2,232,960 budgeted for an unfavorable variance of \$20,200. The FTEs were overstated in previous periods by approximately 6 FTEs as there were some duplicate student records for certain SPED students in which the level of funding changed (e.g. 0.9 to 1.65 or 1.65 to 0.9). Regular and SPED FTEs were overstated by approximately 6 FTEs resulting in an over accrual of State aid & Special education revenue earned.

There was approximately \$92,600 in Federal grants and \$52,900 in Navy grants recognized through February 28, 2014.

**EXPENSES** (significant variances)

*Instructional salaries* show approximately \$877,400 through February 28, 2014 as compared to \$729,900 budgeted resulting in an unfavorable variance of \$147,500. The unfavorable variance is partially offset by a favorable variance in *Administrative salaries* in the amount of \$36,600. This is due in part to an Administrative Assistant position switching payroll departments to an instructional position. There is also a Naval Instructor position that was not budgeted that is partially reimbursed by the Navy.

*Classroom supplies* amounted to approximately \$17,400 through February 28, 2014 as compared to \$9,700 YTD budget. *Classroom supplies* are budgeted over 10 months, from September to December.

*Cafeteria income/ expense – cafeteria income* show revenue of \$90,200 through February 28, 2014. There are \$27,250 in free & reduced lunch state & federal reimbursements recorded as a receivable and included in the *cafeteria income*. *Cafeteria salaries/ expense (which includes salaries and food purchases)* shows a combined total of approximately \$95,800. The net loss from the food service program approximates \$5,600 through February 28, 2014. The School become a new school food authority (SFA) and began running its own food service program effective with the new 2013-14 school year. The food service program was not budgeted and is expected to be close to breakeven cost center in 2013-14.

*Student & teacher recruitment* amounted to \$42,700 through February 28, 2014 as compared to \$23,360 YTD budget and \$35,000 annual budget.

*Building & equipment repair* amounting to \$33,900 through February 28, 2014 includes \$8,500 for painting. *Building & equipment repair* are budgeted evenly over the fiscal year and the actual expenses are generally weighted heavier in the beginning months of the year.

*Health insurance* is favorable to budget by \$21,400 with \$171,300 in actual costs versus \$192,640 budgeted through February 28, 2014. Health insurance was budgeted conservatively due to historically high increases in this line item. The school has a high deductible health insurance plan and Health Savings Account (HSA) to which the school contributes.

*Utilities* amounted to \$49,600 through February 28, 2014 as compared to \$84,300 budgeted resulting in a favorable variance of \$34,700. Utilities are expected to be favorable to budget for the year. The favorable variance is partially attributed to January 2014 National Grid (electric) bill not being invoiced by the utility company. The account is in good standing and National Grid will bill for two months in March 2014. This favorable variance is expected to reverse some in the winter months but still be favorable to budget for the year.

*IT Services* amounting to \$25,900 through February 28, 2014 versus \$20,830 budgeted.

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE:**

21 April 2014

**PRESENT:** Larry Astyk, Joe Eicheldinger, David Comerford, Catherine Oldenburg, Barbara Tompkins, Glenda Crowley, Bruce Morrison, Angelo Conorozzo, and Tim O'Brien

**Excused:** Tom Giles

**Absent:** David Baskerville

**Invited Guests:**

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:16pm. Minutes from March 20, 2014 was accepted with noted changes to Faculty Concerns, Parent Concerns, Administration Concerns, Executive Report and Announcements.	Motedioned by David Comerford Second by Tim O'Brien  Encl 1
<b>Public Comment</b>	None	Information only
<b>Faculty Concerns</b>	None	Information only
<b>Parent Concerns</b>	None	Information only
<b>Administration Concerns</b>	Received the WNYMCS BOE report card for 2012-2013 (encl. 2). Catherine Oldenburg explained the computations and stated that WNYMCS is surpassing most of the schools. She expects this year's graduation rate to be higher this year than last year. WNYMCS June Regents results will count for the WNYMCS Charter Renewal. The target is exam and graduation rate improvements. The answer to the question of whether the positions at the school need to be advertised for Commandant or Vice Commandant is No and they do not have to be certified in the positions either. Susan Gibbons and Bill Clark will be in town on 2 May 2014 to visit WNYMCS from 8:30 – 11:30am. The WNYMCS Executive Committee will meet with them at 10:00am. LTC Astyk discussed the email sent out by Jon Mellott discussing the Charter Renewal for WNYMCS (encl. 3). The WNYMCS Executive Committee will make a decision on the Charter Renewal information and Long-Term Strategic Action Plan.	Encl 2 and 3
<b>Committee Reports:</b>  Executive	WNYMCS Executive Committee minutes are off the record and they do not have to provide the minutes. The Committee met on 4 April 2014.	Information only

Finance	Joe Eicheldinger discussed the WNYMCS Financial Statement "Nine Months Ended March 31, 2014."	Encl. 4
Academic Standards	None	Information only
Student Recruitment	None but there are 20 students on the wait list for acceptance into WNYMCS.	Information only
Maritime / Sailing	Last Month Glenda Crowley and Tim O'Brien attended the Birthday Party for Pierre Wallender. They discussed the sale of a donated boat which belongs to WNYMCS for \$5,000.00. Mr Wallender has a buyer that would be interested in purchasing a boat. The Annual 5K Race Committee will be meeting on April 28, 2014.	Information only
Old Business	The WNYMCS Executive Committee discussed adding Tim Starck to the Board and they decided that he could be a stand by for the June Board Elections. WNYMCS Board has 9 members and have always had a quorum for meetings.	Information only
New Business	None	Information only
Announcements	WNYMCS Military Ball is May 17, 2014 and the next Board Meeting is May 15, 2014.	Information only
Adjournment	The Board meeting was adjourned at 6:32pm.	Motioned by Tim O'Brien Second by Glenda Crowley

Completed By: Barbara Tompkins

Date: 14 May 2014

<p>opportunities as often as possible.</p>	<p>newsletter</p> <ul style="list-style-type: none"> <li>• Variety of activities and jobs for parents</li> <li>• Workshops for Teaching Parents Skills if in Skills Deficit</li> <li>• Workshops for Teaching Parents how to Engage in Learning Activities at home</li> <li>• Informational Pamphlet</li> <li>• Use social media to create a buzz</li> </ul>	<p>school year</p>		<p>Parents at Home</p>	<ul style="list-style-type: none"> <li>• Feedback from parents/students</li> <li>• Feedback from teachers and parent committee members</li> <li>• Improved Student Scores in Relation to at home learning activities</li> </ul>
<p>Parents as educational partners</p>	<ul style="list-style-type: none"> <li>• Sign up sheets at open house</li> <li>• Informational Pamphlet</li> <li>• Volunteer letters go home or mailed</li> <li>• Phone call to ask for participation</li> </ul>	<p>September-throughout the school year</p>	<p>Administrator</p>	<p>Parent/teacher committee</p>	<ul style="list-style-type: none"> <li>• Parent attendance at events</li> <li>• Feedback from parents/students</li> <li>• Feedback from teachers and parent committee members</li> </ul>

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures that the financial statements are reliable and can be audited without issue.

In the second section, the author outlines the various methods used to collect and analyze data. This includes both primary and secondary research techniques. The goal is to identify trends and patterns that can inform business decisions.

The third section focuses on the implementation of new strategies. It details the steps involved in launching a new product line and the challenges that may arise. The author provides practical advice on how to overcome these challenges and ensure a successful launch.

Finally, the document concludes with a summary of the key findings and recommendations. It stresses the need for continuous monitoring and evaluation of the implemented strategies to ensure they remain effective in a dynamic market environment.

The following table provides a detailed breakdown of the financial data for the first quarter. Each row represents a different category, and the columns show the values for each month.

Category	January	February	March
Revenue	120,000	135,000	150,000
Expenses	80,000	90,000	100,000
Profit	40,000	45,000	50,000
Assets	200,000	210,000	220,000
Liabilities	150,000	160,000	170,000
Equity	50,000	50,000	50,000

The data indicates a steady increase in revenue and profit over the quarter, despite a corresponding increase in expenses. This suggests that the new strategies implemented are beginning to show positive results.

The final section of the document discusses the future outlook for the company. It identifies key opportunities for growth and the potential risks that could impact the business. The author recommends a focus on innovation and customer service to maintain a competitive edge in the market.

Overall, the document provides a comprehensive overview of the company's financial performance and strategic direction. It serves as a valuable resource for management and stakeholders alike.

BEDS Day Information - Condensed form of  
The New York State School Report Card (2012-13)  
Western New York Maritime Charter School

Enrollment: 292 9<sup>th</sup> Grade: 105 10<sup>th</sup> Grade: 74 11<sup>th</sup> Grade: 47 12<sup>th</sup> Grade: 66

Males: 171 Females: 121 LEP: 2% SwD: 15% ED: 78%

59% Black 16% Hispanic 21% White 4% Multiracial

Free and Reduced Lunches: 77%

High School Completers (2012-13)

Results	Number	Local	Regents	Advanced
All Students	61	5	8%	92%
Students With Disabilities	6	3	50%	50%

7 Non Completers (2%)

Post-Graduation Plans

20% - 4 year college 43% - 2 year college 7% - Employment 13% - Military 7% - Unknown

Cohort Results

Exam	2009 Cohort			2008 Cohort		
	Number of Students	% Proficient Levels 3 & 4	State % Proficiency	Number of Students	% Proficient Levels 3 & 4	State Proficiency
ELA	58	76	81	84	82	82
Algebra	58	81	84	84	80	82
Global	58	72	78	84	71	77
US History	58	78	79	84	74	78
Science	58	79	82	84	81	81

Four Year Graduation Rate: Maritime - 71% State Standard 80%

Five Year Graduation Rate: Maritime - 83% State Standard 80%

Regents Results (2012-13)

Exam	Total #	% Passing	% Mastery
ELA	129	47	4
Integrated Algebra	98	82	1
Geometry	37	54	5
Algebra/Trig	20	65	15
Global History	121	60	5
US History	79	80	14
Living Environment	82	72	6
Earth Science	38	84	21
Chemistry	14	29	7

## Jon Mellott

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**To:** CONOROAA@buffalostate.edu  
**Cc:** Lawrence Astyk; obrientimbarbara@gmail.com; Catherine Oldenburg;  
joseph\_eicheldinger@keybank.com; Lisa Kirisits  
**Subject:** Charter Renewal and other items  
**Attachments:** Super\_Eval\_Doc\_1.pdf; Maritime Admin and Operations Duty Descriptions.docx;  
Renewal5yrbudgetemplate062113.xlsx; WNYMCS Long-term Strategic Action Plan  
Template.docx

Mr. Conorozzo,  
LtCol Astyk asked me to send you this email.

I will be providing you a draft of our renewal application packet on May 27<sup>th</sup>. Then I leave for Army training from 29 May-14 June. Upon my return I can incorporate any feedback you have as I compile the final draft of the application packet. I will then provide a full complete final draft for your review before submission.

There are a few items below that he would like to pass to you tonight and they are outlined below:

- 1) Does the Board intend on maintaining the current Commandant evaluation form for the next charter? There is no required format for APPR. Attached is another example to see if the Board desires changes or if the current form still works for us.
- 2) I had created an internal document outlining the various duties and such of administrative and operations positions. It is attached. LtCol Astyk would like the Board to review this and consider if it wanted to adopt this officially. That being said there will likely be some changes to the Director for Instructional Services position, so that portion should not be adopted. The only thing we had like this in the original charter was not nearly as detailed and is outdated anyway in terms or roles and even positions. I have a hard copy of that for Larry to bring to the meeting tonight.
- 3) For the 5 year budget projections for the charter renewal there is an official template that must be followed. I have attached it here for Lisa Kirisits, Larry and Joe Eicheldinger's benefits. I would need the Board to furnish these to me to include in the renewal packet. I would need these no later than mid-July.
- 4) Finally in the last renewal the Board's self-evaluation document was used as the holder for the Exhibit referring to long-term plans. This would not appropriate this time around. Rather we should used a strategic action plan document. On there could be such aspiration plans such as a new building or expansion into a middle school. It need not include specific academic, organizational, financial or charter-specific goals/objectives that we include in the schoolwide action plan. Cathy Oldenburg and I will work on that and will ensure that it meets requirements of the new Performance Benchmark Framework that the State has issued. That will be included in the full packet I compile so you will be able to approve/provide feedback on this. Rather this Strategic Action plan should really only focus on the type of ideas I mentioned above like middle school expansion. If you use the template I attached and just sketch in a few goals (there need not be more than a few) I can pretty it up. If you could have this for me by mid-June upon my return that would work best.

JON F. MELLOTT  
LTC, AR USAR  
Director for Administrative Services  
WNY Maritime Charter School  
(716) 842-6289 ext. 303

EVALUATION FORM  
FROM ORIGINAL CHARTER

**WESTERN NEW YORK MARITIME CHARTER SCHOOL**

**Board of Trustee and Commandant Evaluation**

**A. The board's proposed evaluation plan for the Commandant.**

The Board of Trustees will evaluate the Commandant each year. The Commandant's performance will be assessed in relation to his/her job description, and the evaluation will cover at least the following activity areas: a) Staff Relations; b) Administration; c) Planning; d) Educational program; e) Leadership; f) Fiscal Management; g) External Public Relations; h) Effectiveness in Working with the Board to meet the requirements of the charter contract and the overall strategic plan of the charter school; and i) Effectiveness in helping the Board achieve its own accountability and level of responsibility. The specifics of the evaluation process will be determined by the Board President, and the Commandant will be given prior notice of the process. The Board President will report the results to the Commandant at the completion of the process.

The Board will use the following evaluation instruments, subject to ongoing review and modification, as necessary, to improve the evaluation process. Any modification of the evaluation process or instruments must be approved by the full Board.

The Commandant's Performance Evaluation - The following rating scale is used:

- 1 = Rarely (Almost Never)
- 2 = Occasionally (Every now and then)
- 3 = Often (Usually);
- 4 = Most of the time (Almost Always)

**Builds High Performing Teams**

1	2	3	4	Encourages and responds to input from team members
1	2	3	4	Works with staff and students to establish and build teams within the school
1	2	3	4	Helps the team set inspiring goals
1	2	3	4	Focuses the team on achieving specific, measurable results

**Coordinates the Work of Others**

1	2	3	4	Works in close partnership with the teachers and staff
1	2	3	4	Clearly sets and communicates expectations and timelines
1	2	3	4	Delegates responsibility and tasks well

**Implements the Vision**

1	2	3	4	Develops the school vision with stockholders (for example: Board, parents,
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				decisions.
1	2	3	4	Works with staff to align curriculum with city and state standards.
1	2	3	4	Develops principles, strategies and actions for coordinating academic planning among administrators and teachers.

### Instruction

				Develops effective classroom routines across classrooms.
1	2	3	4	Recognizes and promotes innovative teaching methods and encourages teachers to pilot appropriate innovative programs to engage students.
1	2	3	4	Provides programs to meet the needs of special education and limited English proficient students.

**Instructional Leadership Evaluation Measures:** Using data and results from the above rating scale and measures, the Commandant's overall performance in improving teaching and learning is evaluated by the Board of Trustees. The Commandant's performance in this area is evaluated according to the following rating scale:

4	Excellent	Has a track record of improving teaching and learning by getting input on curriculum, supporting a variety of teaching methods, and creating learning programs that are appropriate to the students.
3	Good	Often successfully improves teaching and learning, but is sometimes not strong at getting input on curriculum, supporting a variety of teaching methods, and/or creating learning programs that are appropriate to the students.
2	Fair	Sometimes improves teaching and learning, but is often ineffective at getting input on curriculum, supporting a variety of teaching methods, and/or creating learning programs that are appropriate to the students.
1	Unsatisfactory	Rarely improves teaching and learning, and does little to promote student success.

**Operations and Financials**—The Commandant's performance in managing school resources and facilities effectively, using knowledge of policies and procedures to make sound decisions and ensuring the efficient operation of the school will be evaluated. The Commandant's performance in this area is evaluated according to the following rating scale:

- 1 = Rarely (Almost Never)
- 2 = Occasionally (Every now and then)
- 3 = Often (Usually);
- 4 = Most of the time (Almost Always)

### Daily Operations

3 = Often (Usually);  
4 = Most of the time (Almost Always)

### High Academic Expectations

1	2	3	4	Works with stakeholders to set and communicate high academic expectations.
1	2	3	4	Creatively develops ways to recognize and reward students' effort, success, and achievement.
1	2	3	4	Creatively develops ways to get students to work and study.
1	2	3	4	Enlist peer influence in support of higher expectations and the pursuit of Excellence.

### Personal Attention and Caring

1	2	3	4	Creates an atmosphere of respect among students.
1	2	3	4	Helps students, staff and families form productive and respectful relationships in support of teaching and learning.
1	2	3	4	Ensures that staff, students, and families feel respected, valued, and important.
1	2	3	4	Provides a continuum of student services.
1	2	3	4	Creates a school environment that supports students through crisis and other challenges.

### Discipline and Order

1	2	3	4	Develops and implements a plan to maintain and/or increase student attendance.
1	2	3	4	Implements policies and procedures consistently and responsibly to help ensure an environment that is safe, stable and conducive to learning.
1	2	3	4	Follows school discipline code and safety plan.

**Caring Culture Measures**—Using data and results from the above rating scale and measures, the Commandant's overall performance in creating a caring and student-centered school culture management and operations is evaluated by the Board of Trustees. The Commandant's performance in this area is evaluated according to the following rating scale:

4	Excellent	Has a track record of creating a student-centered climate by setting and communicating high academic expectations, creating an atmosphere of respect and caring, and maintaining discipline and order.
3	Good	Often successfully creates a student-centered climate, but is sometimes not



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Click her >> SUPERINTENDENTS' EVALUATION TOOLBOX

SAMPLE - *modify as needed*

DOWNLOAD IN pdf FORMAT TO MAINTAIN DOCUMENT INTEGRITY

\_\_\_\_\_ SCHOOL DISTRICT

Board of Education Evaluation of the Superintendent

Board Member:

Attached please find the materials needed to complete individual Board Member evaluation of the Superintendent of Schools.

Please complete this task and return the materials to the Board President via the District Office by Noon on Thursday, November \_\_, 20\_\_.

Thank you.

\_\_\_\_\_ SCHOOL DISTRICT  
BOARD OF EDUCATION

EVALUATION OF THE SUPERINTENDENT OF SCHOOLS

Confidential

From: Fall 20\_\_ To: Fall 20\_\_

Procedure: Set forth in Board of Education Policy and the Contract with the Superintendent of Schools.

Key: The superintendent's responsibilities have been organized in seven categories. Each board member is asked to judge the superintendent's performance on each item cited in each of the categories.

\*Note: Any area determined as being performed in a less than satisfactory manner must contain specific recommendations on how the superintendent can improve his performance in that area.

A. RELATIONS WITH THE BOARD

- 1. Keeps the Board informed on issues, needs and operation of the school system.

Encl 3

13. Is willing to modify proposals and recommendations in light of Board suggestions.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

14. Acts at his own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

15. Advises the Board on the need for new and/or revised policies.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

16. Encourages, reinforces and protects the 'Board process.'

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

## B. COMMUNITY RELATIONS

1 Gains respect and support of the community on the conduct of the school operation.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

2. Solicits and gives attention to problems and opinions brought to him by all groups and individuals.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

3. Develops an open friendly and cooperative relationship with the news media.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

4. Participates actively in community life and affairs.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

5. Works effectively with public and private agencies.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

6. Makes himself available to meet with community and school groups.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

7. Informs the local community about the district's program.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

10. Meets and confers with leaders of the teachers' association, representing to the best of his ability and understanding, the interest and will of the Board.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

11. Receive recommendations for personnel matters from Board members with an open mind.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

#### D. INSTRUCTIONAL LEADERSHIP

1. Understands and keeps informed regarding all aspects of the instructional program.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

2. Implements the District's philosophy of education.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

3. Implements the District's educational goals.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

4. Participates with staff, Board, and community to study, develop and implement curriculum improvement.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

5. Organizes and implements a planned program of staff development and improvement.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

#### E. FISCAL RESPONSIBILITIES:

1. Keeps informed on needs of the school program - plant, facilities, equipment, and supplies.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

2. Supervises business operations, insisting on competent and efficient performance.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

### G. PLANNING AND PROCESSING

1. Develops appropriate models of organization for the District.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

2. Implements appropriate models of organization for the District.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

3. Works with the Board to develop appropriate annual organizational goals of the District.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

4. Plans and structures the activities of the Board to meet the goals of the District.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

5. Plans and structures the resources of the organization to meet the goals of the District.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

6. Over the past year has demonstrated appropriate effort and progress towards meeting the District Goals.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

7. Develops appropriate annual Superintendents goals.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

8. Plans and structures his activates to meet the Superintendent's goals.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

9. Over the past year has demonstrated appropriate effort and progress towards meeting the Superintendent's Goals.

\_\_\_ Satisfactory \_\_\_ Needs Improvement (comments expected)

### H. SUMMARY

Comments:

**Commandant – Chief Executive Officer** - Responsible for all aspects of the day to day and long range planning for the operations of the school. Duties include those normally associated with the superintendent of a school district as well some of those of a school principal.

**Primary Roles**

1. Provide building leadership
2. Budget management
3. Public representative of the school
4. Reports to the Board

**Secondary Roles**

**Desired background & experience:** Experience as a building principal, district superintendent, owner/CEO of business, or military command. Military experience highly preferred, but not required. Educator experience preferred, but not required. Candidates who have 5+ years as Vice Principal/Assistant Superintendent may be considered.

**Education:** Master's Degree required, Building and District Leader Certificates preferred

**Competencies:** Strong understanding of the following:

- Organizational leadership
- Organizational management
- Budget process
- Public affairs
- Local/state politics

**Targeted Base Salary:** \$100,000 - \$120,000 range

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**Vice Commandant** - The Vice Commandant directs the Academic Program for the school. The Vice Commandant provides support to teachers as they prepare students for college and career readiness and to meet and exceed the requirements of a New York State Diploma. Duties include those normally associated with a principal, assistant superintendent for curriculum and instruction, and some of those duties normally associated with a Vice Principal.

**Primary Roles**

1. **Coordinate, conduct or participate in activities which contribute to the effective operation of the school as directed by the Commandant.**  
Key Duties - Advocate for teachers and students.  
Oversee the Sailing Program.  
Return all professional phone and email messages within two business days, striving for a response within one business day.
2. **Create and implement the Staff Development Plan to provide for professional growth.**  
Key Duties - Consult with and/or be a resource person for teachers to facilitate the academic growth and success of the students.

**Targeted Base Salary:** \$70,000 - \$80,000 range

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**Director of Instructional Services** – Responsible for data collection and management in support of internal analysis and external reporting.

**Primary Roles**

1. Chief Information Officer
2. Tech integration specialist
3. ARB (Academic Review Board) coordinator
4. Regents exam coordinator
5. Substitute teaching coordinator

**Secondary Roles**

1. 504 Administration Representative
2. Tech coordinator: Maritime March
3. Photographer/ Social Media management
4. School safety team member
5. Non-federal grant writing

**Desired background & experience:** 5+ years teaching experience. Military experience preferred but not required.

**Education:** Master's in Education, Minimum Advanced Certificate in School Administration, SBL/SDL certification.

**Competencies:** Strong understanding of the following:

- Computer skills
- Data management
- Coaching skills
- Technology integration
- Data-driven curriculum planning and decision-making
- Strong interpersonal skills
- Understanding of urban education

**Targeted Base Salary:** \$60,000 - \$70,000 range

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**Director for Administrative Services** – The Director for Administrative Services (DFAS) supervises all building business relative to administration.

**Primary Roles**

1. Serve as Contracting and Purchasing Officer – Periodic review of insurances and contracts
2. Maintains all policies and directives
3. Assures required building inspections are performed in a timely manner
4. Compile input and submit the Charter School Annual Report to NYSED

**Targeted Base Salary:** \$60,000 - \$70,000 range

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**Dean of Students** – Responsible for all school discipline procedures.

**Primary Roles**

1. Reports directly to the Commandant regarding incidences requiring cadet discipline.
2. Reviews assessment and disposition of student discipline against requirements of Cadet Handbook and Student Discipline Policy.
3. Retains all parental notification correspondence and documentation of student discipline.
4. Compiles and submits Dignity Act, Corporal Punishment, and NYSED VADIR reports.
5. Manages student discipline, including processing referrals and scheduling hearings.
6. Supervises day-to-day operations in the Brig (In school suspension room), and the Brig Attendant.
7. Counsel students on infractions of discipline policy and determine corrective action
8. Investigate incidents regarding discipline infractions to determine appropriate actions when ready facts are not sufficient for determinations
9. Notify Special Education and Director for Admin when suspending IEP students

**Secondary Roles**

1. School safety team member
2. Coordinate with Dignity Act coordinator for bullying prevention

**Desired background & experience:** Experience in education, counseling or human relations. Experience with adolescents highly preferred. Military experience highly preferred, but not required.

**Education:** Bachelor's degree in education or counseling. Master's preferred. Other degrees acceptable with appropriate work experience.

**Competencies:** Strong understanding of the following:

- State regulations regarding discipline and reporting
- Clerical administration and record keeping skills
- Must be hardworking and good with people. A person in this position must be able to remain calm and make sound decisions at a moment's notice.
- Must have a strong desire to improve the behavior, academics, and live of cadets.

**Targeted Base Salary:** \$35,000 - \$50,000 range

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**Director of IT** – Responsible for all IT and associated equipment procuring, tracking and maintaining.

**Primary Roles**

1. Maintain all IT equipment
2. Annually review IT contracts to ensure maximum economy.
3. Coordinate with E-Rate consultant to ensure maximum reimbursement. Manages E-Rate process.

7. Tracks payroll records and timesheets for hourly employees, makes sure it gets to the accountant by the date needed
8. Communicates with the accountants office
9. Orders office supplies and other supplies as directed
10. Accepts attendance notes and inputs notes into the system
11. Communicates with parents as directed
12. Assist with bus pass applications and communicates with Buffalo's NFTA contact.
13. Maintains log in book, late book, phone log
14. Takes PTO (Personal Time Off) sheets and logs them
15. Prepares paperwork for employee medical insurance and HSA accounts and submits
16. Calls homes of students who are missing exams

**Secondary Roles**

1. Initial triage of ill-students and determines whether student may remain in school, must call home, or there is a need to call for medical assistance

**Desired background & experience:** Experience in human resources or clerical work

**Education:** High school diploma required. Associates degree highly preferred.

**Competencies:** Strong understanding of the following:

- Computer skills particularly Microsoft Office and Outlook
- Data management and record keeping
- Multi-tasking
- State regulations regarding record keeping and human resources
- Communication skills; written and oral
- Strong interpersonal skills

**Targeted Base Salary:** \$30,000 - \$40,000 range

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**Food Service Director** – Responsible for management of all food service operations.

**Primary Roles**

1. Hiring and supervising the cafeteria workers.
2. Train and work with employees to assure the best possible food production and service to students and staff
3. Submit Government Commodity request forms monthly.
4. Inventory review at the beginning and the end of the school year.
5. File end of month State and Federal reports, based on meal counts in appropriate categories
6. Process and record Free and Reduced Lunch Applications. Notify parents of eligibility status. Submit all information to Bureau of Child Nutrition Programs.
7. Solicit any Federal or State Grants pertaining to the Food Service Operation.
8. Compile monthly Profit and Loss Statements
9. Compile payroll bi-weekly and submit to payroll office.
10. Plan monthly menus. Determine amount of food and supplies required and purchase from vendors.

3. Assists with day to day operations, to include escort of students, receipt and delivery of packages, grounds maintenance and spot clean-ups when custodial staff is unavailable.

**Desired background & experience:** Security experience preferred.

**Education:** High school diploma preferred. Training in self-defense preferred.

**Competencies:** Strong understanding of the following:

- A solid work ethic
- Strong interpersonal skills

**Targeted Base Salary:** \$15-20/hour

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## **Maintenance**

### **Primary Roles**

1. Makes repairs according to submitted job requests.
2. Makes recommendations to Commandant on contractor/merchandise quotes.

**Desired background & experience:** 5+ years in general maintenance.

**Education:** High school diploma required. Vocational certificate or military equivalent preferred.

**Competencies:** Strong understanding of the following:

- A solid work ethic
- Building schematics
- Basic construction
- Basic electrical
- Basic heating and cooling

**Targeted Base Salary:** \$15-20/hour

**WESTERN NEW YORK MARITIME CHARTER SCHOOL**  
**PERSONNEL POLICY**

**INTRODUCTION**

All policies and procedures set forth herein are presented as the basis of operations for the Western New York Maritime Charter School (WNYMCS). These policies and procedures have been formed to establish a standard method of practice for the school, and to constitute an agreement regarding the manner of relationship between the Board of Trustees and school employees, and between the administrative and instructional employees and the students. This manual and the policies and procedures set forth within it stands as the basis for how the WNYMCS will conduct itself as both an organization and center for education.

**QUALIFICATIONS FOR TEACHERS, ADMINISTRATORS, AND OTHER STAFF**

The WNYMCS will ensure that all personnel meet any applicable certification requirements specified under the Charter Schools Act. Outlined below are the qualifications the school seeks in candidates for the Commandant, Vice Commandant, teachers, and other school employees. A single individual may assume the responsibilities of multiple positions, which especially may be appropriate in the initial years of the school's operation.

**COMMANDANT**

**Responsibilities**

- Provide leadership and direction to staff
- Hire, evaluate, and terminate staff
- Administer scheduling, enrollment and curriculum
- Facilitate parent education and involvement
- Make formal reports to chartering entity
- Implement and follow policies and procedures
- Provide a safe environment for learning
- Ensure proper budgeting, accounting, auditing, and financial planning

**Qualifications**

- Demonstrated successful leadership in a senior administrative position in a public or private school, preferably but not necessarily as Commandant

WNYMCS will seek to hire the most qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, marital status, disability, or sexual orientation. These policies will place WNYMCS in compliance with all federal and state anti-discrimination laws and with the Americans with Disabilities Act (ADA) of 1990. The school will ensure that all employees are authorized for employment in the United States as required by the Immigration and Control Act of 1986. This school's policy is to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination.

The Board of Trustees will be responsible for hiring the WNYMCS Commandant. The Commandant is responsible for conducting the hiring process for all staff, with oversight by and under the ultimate responsibility of the Board of Trustees, and for developing, reviewing and implementing the school's annual performance management plan, in coordination with the Board of Trustees. This annual performance management plan will include an initial orientation for faculty and staff development of an introductory period for performance evaluation, and, finally, an annual performance assessment.

Candidates for employment at WNYMCS will be interviewed by the Commandant and/or a Vice Commandant or other designee. When an offer is made, the candidates will be sent two copies of an employment letter outlining the terms of contract: the specific position, the start date, and the salary. In order to accept the position, the candidate will be expected to return one copy signed. New employees will be expected to complete all employee financial and benefit forms as required by the WNYMCS Board of Trustees and the Commandant and/or their designees. All information supplied by the candidates relating to their employment is subject to verification, including prior positions held, periods of time employed, reason for termination, educational degree, certification/license and criminal clearance status. Falsification of any information may lead to withdrawal of an offer of employment or termination if employed.

# WNYMCS Long-Term Strategic Action Plan

Vision:

Mission:

**SMART Goals: Specific, Measureable, Attainable, Relevant and Timely**

<b>What?</b>	<b>How?</b>	<b>When?</b>	<b>Who?</b>	<b>Who?</b>	<b>Accomplished?</b>
Strategy	Major Tasks/Activities	Dates Begin/End	1. Responsibility	2. Workers	Evidence of Completion/Success

## Parental Involvement Action Plan

**Vision:** That Parents and Students interact educationally in and out of the home

**Mission:** To promote Parents and Teachers working together in order to provide means for educational advancement of students

**SMART Goals: Specific, Measureable, Attainable, Relevant and Timely**

<b>What?</b>	<b>How?</b>	<b>When?</b>	<b>Who?</b>	<b>Who?</b>	<b>Accomplished?</b>
<b>Strategy</b>	<b>Major Tasks/Activities</b>	<b>Dates Begin/End</b>	<b>1. Responsibility</b>	<b>2. Workers</b>	<b>Evidence of Completion/Success</b>
Parents will spend more time engaged in educational activities with their children	<ul style="list-style-type: none"> <li>• Recruit teachers and parents to volunteer for workshops</li> <li>• Set up "open house" for parents to meet with teachers</li> <li>• Recruit teachers and parents to promote program through newsletters and media outlets</li> </ul>	<p>August-September</p> <p>November-December</p> <p>March-April</p>	Administrator	<p>Parent/teacher committee</p> <p>Classroom Teachers</p>	<ul style="list-style-type: none"> <li>• Parent attendance at events</li> <li>• Feedback from parents/students</li> <li>• Feedback from teachers and parent committee members</li> <li>• Improved Student Attendance</li> <li>• Improved Student Homework Performance</li> </ul>
Promote learning	<ul style="list-style-type: none"> <li>• Multiple mailings of</li> </ul>	September-throughout the	Administrator	Parent/teacher committee	<ul style="list-style-type: none"> <li>• Parent attendance at events</li> </ul>

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WESTERN NEW YORK MARITIME CHARTER SCHOOL

FINANCIAL STATEMENTS

NINE MONTHS ENDED MARCH 31, 2014

Balance Sheet  
Income Statement  
Statement of Cash Flows  
Statement of Financial Position  
Statement of Financial Position

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Statement of Financial Position

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ACCOUNTANT'S COMPILATION REPORT

The Board of Directors  
Western New York Maritime Charter School  
Buffalo, New York

We have compiled the accompanying balance sheet of Western New York Maritime Charter School as of March 31, 2014, and the related statement of activities for the nine months ended March 31, 2014 (historical and budgeted). We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. The budgeted statement of activities information for the nine months ended March 31, 2014, is presented for supplementary analysis purposes only.

Management is responsible for the preparation and fair presentation of the financial statements and supplementary budgeted information in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements and the supplementary budgeted information.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The objective of the compilation is to assist management in presenting financial information in the form of financial statements and supplementary budgeted information without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements and supplementary budgeted information.

The accompanying annual budget of Western New York Maritime Charter School for the year ended June 30, 2014 has not been compiled or examined by us, and accordingly, we do not express an opinion or any other form of assurance on it.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the organization's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

April 13, 2014

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**Western New York Maritime Charter School  
Balance Sheet  
March 31, 2014**

(See accountants' compilation report)

**ASSETS**

Cash	\$ 1,158,482.54
Grant and other receivables	110,236.52
Prepaid expenses	100,410.57
Property and equipment	1,579,817.26
Accumulated depreciation	<u>(1,109,277.69)</u>
Property and equipment, net	470,539.57
Deposit	<u>33,833.00</u>
Total Assets	<u>\$ 1,873,502.20</u>

**LIABILITIES AND NET ASSETS**

Liabilities:

Accounts payable	\$ 27,407.38
Line of credit	0.00
Term note	55,938.90
Accrued expenses	347,260.53
Capital lease obligations	52,230.58
Deferred revenue	413,325.83
Refundable grants	<u>0.00</u>
Total Liabilities	<u>896,163.22</u>

Net Assets:

Unrestricted	968,003.98
Temporarily restricted	<u>9,335.00</u>
Total Net Assets	<u>977,338.98</u>

Total Liabilities and Net Assets	<u>\$ 1,873,502.20</u>
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**Western New York Maritime Charter School**  
**Statement of Activities**  
**For the nine months ended March 31, 2014 (Historical and Budgeted)**  
 (See accountants' compilation report)

	Grants	School	Total WNYMCS	YTD Budget	Favorable (Unfavorable) Variance	Annual Budget
<b>Change in unrestricted net assets:</b>						
<b>Revenue and support:</b>						
State Aid (School District Payments)	\$ 0.00	\$ 2,581,489.68	\$ 2,581,489.68	\$ 2,605,120.00	\$ (23,630.32)	3,721,550.00
Special education	0.00	317,400.00	317,400.00	316,750.00	650.00	452,514.00
Grants - Navy	54,499.39	0.00	54,499.39	59,710.00	(5,210.61)	85,800.00
Federal grants	117,161.34	0.00	117,161.34	142,100.00	(24,938.66)	202,800.00
Contributions - private	11,722.00	6,134.90	17,856.90	3,780.00	14,076.90	5,000.00
Fundraising income	0.00	9,722.36	9,722.36	7,470.00	2,252.36	10,000.00
Vending machine income	0.00	11,522.20	11,522.20	7,470.00	4,052.20	10,000.00
Interest Income	0.00	1,096.19	1,096.19	0.00	1,096.19	0.00
Physical Training Gear Income	0.00	2,420.00	2,420.00	2,100.00	320.00	3,000.00
Cafeteria income	0.00	91,983.56	91,983.56	0.00	91,983.56	0.00
Other Income	0.00	58,583.78	58,583.78	2,250.00	56,333.78	3,000.00
<b>Total revenue and support</b>	<b>183,382.73</b>	<b>3,080,352.67</b>	<b>3,263,735.40</b>	<b>3,146,750.00</b>	<b>116,985.40</b>	<b>4,493,164.00</b>
<b>Expenses</b>						
<b>Instructional:</b>						
Instructional salaries	67,416.76	946,562.70	1,013,979.46	841,259.00	(172,720.46)	1,274,128.00
Instructional consultants	7,722.00	11,597.00	19,319.00	10,500.00	(8,819.00)	15,000.00
Special education salaries	0.00	160,715.87	160,715.87	188,986.00	28,270.13	266,193.00
Professional salaries	10,609.94	61,006.71	71,616.65	70,263.00	(1,353.65)	93,691.00
Educational materials	0.00	1,056.25	1,056.25	9,280.00	8,223.75	12,400.00
Textbooks	0.00	3,425.25	3,425.25	3,950.00	524.75	5,150.00
Classroom paper & supplies	3,488.46	14,863.03	18,351.49	9,680.00	(8,671.49)	10,000.00
Student testing and assessment	5,000.00	13,424.44	18,424.44	17,910.00	(514.44)	23,000.00
Cafeteria salaries	0.00	47,730.93	47,730.93	0.00	(47,730.93)	0.00
Cafeteria expense	0.00	61,662.35	61,662.35	0.00	(61,662.35)	0.00
Student services	0.00	1,754.71	1,754.71	1,400.00	(354.71)	2,000.00
Uniforms	7,751.46	1,399.80	9,151.26	17,500.00	8,348.74	25,000.00
Physical Training Gear Expense	0.00	1,658.18	1,658.18	3,500.00	1,841.82	5,000.00
Athletic department	0.00	14,011.48	14,011.48	16,100.00	2,088.52	23,000.00
Awards & scholarships	0.00	0.00	0.00	1,750.00	1,750.00	2,500.00
Field trips	0.00	0.00	0.00	2,800.00	2,800.00	4,000.00
Transportation	0.00	5,326.32	5,326.32	12,600.00	7,273.68	18,000.00
Student activities	500.00	9,170.93	9,670.93	1,400.00	(8,270.93)	2,000.00
Boot camp food	0.00	348.00	348.00	5,000.00	4,652.00	5,000.00
Conferences	3,999.15	3,546.24	7,545.39	7,000.00	(545.39)	10,000.00
<b>Total Instructional</b>	<b>106,467.77</b>	<b>1,359,260.19</b>	<b>1,465,747.96</b>	<b>1,220,878.00</b>	<b>(244,869.96)</b>	<b>1,796,062.00</b>
<b>Administrative:</b>						
Administrative salaries	0.00	263,126.23	263,126.23	305,874.00	42,747.77	407,819.00
Staff development	386.60	1,659.96	2,046.56	11,250.00	9,203.44	15,000.00
Dues and memberships	0.00	3,061.43	3,061.43	5,940.00	2,878.57	7,900.00
Student & teacher recruitment	0.00	43,363.16	43,363.16	26,280.00	(17,083.16)	35,000.00
Board development	0.00	0.00	0.00	1,530.00	1,530.00	2,000.00
<b>Total administrative</b>	<b>386.60</b>	<b>311,210.78</b>	<b>311,597.38</b>	<b>350,874.00</b>	<b>39,276.62</b>	<b>467,719.00</b>
<b>Maintenance:</b>						
Salaries	0.00	76,705.56	76,705.56	65,457.00	(11,248.56)	87,291.00
Building & equipment repair	0.00	35,525.34	35,525.34	39,510.00	3,984.66	52,700.00
Custodial supplies	0.00	9,035.39	9,035.39	11,880.00	2,844.61	15,800.00
Maintenance contract	0.00	22,326.27	22,326.27	3,960.00	(18,366.27)	5,300.00
<b>Total maintenance</b>	<b>0.00</b>	<b>143,592.56</b>	<b>143,592.56</b>	<b>120,807.00</b>	<b>(22,785.56)</b>	<b>161,081.00</b>
<b>General:</b>						
Payroll taxes	5,969.05	154,775.25	160,744.30	177,400.00	16,655.70	234,300.00
Health insurance	4,509.74	188,469.74	192,979.48	216,720.00	23,740.52	288,940.00
Pension	12,362.04	193,437.96	205,800.00	249,850.00	44,050.00	336,892.00
Rent	0.00	498,765.00	498,765.00	498,765.00	0.00	665,500.00
Utilities	0.00	63,822.49	63,822.49	96,720.00	32,897.51	132,700.00
Telephone & internet	0.00	23,203.94	23,203.94	10,080.00	(13,123.94)	13,400.00
Insurance	0.00	42,481.75	42,481.75	42,480.00	(1.75)	56,600.00
Office supplies	0.00	9,431.47	9,431.47	12,780.00	3,348.53	17,000.00
Postage	0.00	4,569.61	4,569.61	6,480.00	1,910.39	8,600.00
Printing	0.00	1,476.26	1,476.26	2,610.00	1,133.74	3,500.00
Outside services (copier lease & maintenance)	0.00	6,661.12	6,661.12	9,090.00	2,428.88	12,080.00
Legal fees	0.00	2,158.00	2,158.00	3,780.00	1,622.00	5,000.00
IT services	1,885.00	26,239.85	28,124.85	22,590.00	(5,534.85)	30,000.00
Accounting services and audit fees	0.00	43,080.00	43,080.00	49,050.00	5,970.00	65,440.00
HR, grant writer & charter renewal consultants	0.00	4,050.00	4,050.00	6,660.00	2,610.00	8,200.00
Payroll processing fees	0.00	1,225.12	1,225.12	720.00	(505.12)	1,000.00
Fundraising expense	0.00	6,545.20	6,545.20	3,780.00	(2,765.20)	5,000.00
Miscellaneous	0.00	2,530.09	2,530.09	3,780.00	1,249.91	5,000.00
Bank charges	0.00	669.87	669.87	270.00	(399.87)	400.00
Depreciation	0.00	109,260.00	109,260.00	116,280.00	7,020.00	155,000.00
Interest expense	0.00	5,418.31	5,418.31	10,080.00	4,661.69	13,400.00
<b>Total general</b>	<b>24,725.83</b>	<b>1,388,271.03</b>	<b>1,412,996.86</b>	<b>1,539,965.00</b>	<b>126,968.14</b>	<b>2,058,572.00</b>
<b>Total expenses</b>	<b>131,600.20</b>	<b>3,202,334.56</b>	<b>3,333,934.76</b>	<b>3,292,524.00</b>	<b>(101,410.76)</b>	<b>4,483,434.00</b>
<b>Change in net assets</b>	<b>\$ 51,782.53</b>	<b>\$ (121,981.89)</b>	<b>(70,199.36)</b>	<b>(85,774.00)</b>	<b>\$ 15,574.64</b>	<b>\$ 9,730.00</b>
Net assets - beginning			1,047,538.34			
<b>Net assets - ending</b>			<b>\$ 977,338.98</b>			

**Western New York Maritime Charter School**  
**Financial statement discussion & analysis**  
**For the nine months ended March 31, 2014**

**Statement of Activities**

**REVENUE**

Enrollment was budgeted at 310 for the fiscal year ended June 30, 2014. State aid revenue recognized through March 31, 2014 amounted to \$2,581,490 based on approximate 313 FTE's (262 Buffalo and 51 suburb students) as compared to \$2,605,120 budgeted for an unfavorable variance of (\$23,630). State aid is unfavorable to budget primarily due to 52 suburb FTEs which have a lower rate per pupil than Buffalo (\$12,005). The FTEs were overstated in previous periods by approximately 6 FTEs as there were some duplicate student records for certain SPED students in which the level of funding changed (e.g. 0.9 to 1.65 or 1.65 to 0.9). Regular and SPED FTEs were overstated by approximately 6 FTEs resulting in an over accrual of State aid & Special education revenue earned.

There was approximately \$117,200 in Federal grants and \$54,500 in Navy grants recognized through March 31, 2014.

**EXPENSES** (significant variances)

*Instructional salaries* show approximately \$1,014,000 through March 31, 2014 as compared to \$841,300 budgeted resulting in an unfavorable variance of \$172,700. The unfavorable variance is partially offset by a favorable variance in *Administrative salaries* in the amount of \$42,700. This is due in part to an Administrative Assistant position switching payroll departments to an instructional position. There is also a Naval Instructor position that was not budgeted that is partially reimbursed by the Navy.

*Classroom supplies* amounted to approximately \$18,400 through March 31, 2014 as compared to \$9,700 YTD budget. *Classroom supplies* are budgeted over 10 months, from September to December.

*Cafeteria income/ expense – cafeteria income* show revenue of \$92,000 through March 31, 2014. There are \$12,900 in free & reduced lunch state & federal reimbursements recorded as a receivable and included in the *cafeteria income*. *Free & reduced lunch for March 2014 could not be estimated and is not included in Cafeteria income*. *Cafeteria salaries/ expense (which includes salaries and food purchases)* shows a combined total of approximately \$109,393. The School became a new school food authority (SFA) and began running its own food service program effective with the new 2013-14 school year. The food service program was not budgeted and is expected to be close to breakeven cost center in 2013-14.

*Student & teacher recruitment* amounted to \$43,400 through March 31, 2014 as compared to \$26,280 YTD budget and \$35,000 annual budget.

*Building & equipment repair* amounting to \$35,525 through March 31, 2014 includes \$8,500 for painting. *Building & equipment repair* are budgeted evenly over the fiscal year and the actual expenses are generally heavier in the beginning months of the year.

*Health insurance* is favorable to budget by \$23,800 with \$193,000 in actual costs versus \$216,700 budgeted through March 31, 2014. Health insurance was budgeted conservatively due to historically high increases in this line item. The school has a high deductible health insurance plan and Health Savings Account (HSA) to which the school contributes.

*Utilities* amounted to \$63,800 through March 31, 2014 as compared to \$96,700 budgeted resulting in a favorable variance of \$32,900. Utilities are expected to be favorable to budget for the year. The favorable variance is partially attributed to January 2014 National Grid (electric) bill not being invoiced by the utility company. The account is in good standing and National Grid will bill for two months in March 2014. This favorable variance is expected to reverse some in the winter months but still be favorable to budget for the year.

*IT Services* amounting to \$28,100 through March 31, 2014 versus \$22,600 budgeted.

**Western New York Maritime Charter School**  
**Financial statement discussion & analysis**  
**For the nine months ended March 31, 2014**

**CHANGE IN NET ASSETS:**

For the three months ended March 31, 2014, WNYMCS had net loss of (\$70,199) vs. budgeted net loss of (\$85,774). The bottom line is favorable to budget by \$15,575.

**Balance Sheet**

*Accounts receivable* totaling approximately \$110,200 consist of Title I, Title IIA, & ARRA grants totaling \$66,300, food service receivables of approximately \$12,900 and \$31,000 in State Aid billings and other receivables.

*Accounts payable* of \$27,400 represent 2013-14 New York State Teachers Retirement System TRS employee withholdings in the amount of \$35,726 and credits on trade payables of approximately \$8,300.

*Accrued expenses* totaling \$347,300 represents pension accrual for FYE 6/30/14 of \$207,100 and \$140,140 in payroll holdover accrual.

*Deferred revenue* of \$413,326 represents the state aid payments received totaling \$3,312,216 (\$2,955,946 Buffalo, and \$356,270 other districts) less State aid revenue earned in the amount of \$2,898,890 (\$2,581,490 State aid plus \$317,400 Special Ed revenue).

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE:**

**PRESENT:** Larry Astyk, David Comerford, David Baskerville, Catherine Oldenburg, Barbara Tompkins, Glenda Crowley and Bruce Morrison, Angelo Conorozzo, Tim O'Brien

**Excused:** Joe Eicheldinger, Tom Giles

**Absent:**

**Invited Guests:**

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:15pm. Minutes from April 21, 2014 was accepted with the correction to the spelling of March in the Review of Last Minutes section and is was changed to was in the Student Recruitment section. The March minutes where corrected to add conflict of interest in the proposal from Mr. Burton in the Faculty Concerns and the information on Jim Starck wanting to become a Board Member in the Old Business section was corrected.	Motioned by Tim Obrien Second by David Baskerville
<b>Public Comment</b>	None	Information Only
<b>Faculty Concerns</b>	National Fuel would like to promote an internship and conduct training during the Infrastructure Course at WNYMCS.	Information Only
<b>Parent Concerns</b>	None	Information Only
<b>Administration Concerns</b>	Catherine Oldenburg attended a fundraiser for Nativity school. Their fundraiser was a success because it was a silent auction and the basket raffles. May 28, 2014 will be the Change of Command at the school. May 23, 2014 is a fundraiser BBQ at the school. There are 49 students on the Wait List.	Information Only
Committee Reports:		
Executive	The Executive Board met on May 2, 2014	Information Only
Finance	Distributed an example of Form 990 for Boards review.	Information Only

Academic Standards	Catherine Oldenburg distributed a copy of a previous WNYMCS Report Card from 2007-2008 and 2011-2012 to be used as a comparison to the Report Card distributed last month for 2012-2013.	Information Only
Student Recruitment	David Comerford talked about the improvement in advertisement which has helped with the enrollment as evidenced by the current Wait List.	Information Only
Maritime / Sailing	Mr. Finn took his class out and provided community service by cleaning up the community. If the sale of the boat goes through that would leave WNYMCS with one boat.	Information Only
Old Business	None	Information Only
New Business	None	Information Only
Announcements	Next meeting June 19, 2014 will be Board elections. School BBQ sale May 23, 2014. WNYMCS received the Distinguished Unit Award for 2014. WNYMCS Change of Command is May 28, 2014. Executive Board will have a meeting on June 5, 2014. WNYMCS Graduation will be June 27, 2014 at the Millennium Hotel at 11:00am. Annual Board sailing trip will be August 21, 2014.	Information Only
Adjournment	The Board meeting was adjourned at 6:09pm.	Motioned by David Comerford Second by David Baskerville

Completed By: Barbara Tompkins

Date: June 16, 2014

**MINUTES OF BOARD MEETING WNYMCS BOARD OF TRUSTEES**

**MEETING DATE: June 19, 2014**

**PRESENT:** Larry Astyk, Joe Eicheldinger, David Comerford, Tom Giles, David Baskervill, Catherine Oldenburg, Barbara Tompkins, Glenda Crawley and Bruce Morrison, Angelo Conorozzo, Tim O'Brien, Jon Mellott

**Excused:**

**Absent:**

**Invited Guests:**

TOPIC	DISCUSSION	ACTION PLAN [ WHO WILL DO WHAT BY WHEN]
<b>Call to Order and review of last minutes</b>	Call to order at 5:18pm. Minutes from April 21, 2014 and May 14, 2014 was accepted with corrections to David Baskervill's name and changing the work from Board to Committee in the Executive Committee report.	Motedioned by Second by
<b>Public Comment</b>	None	Information Only
<b>Faculty Concerns</b>	Catherine Oldenburg stated in the Living Environment class there is an 86% passing rate and out of that 29% are at the mastery level. In the US History class there is an 83% passing rate and out of that 28% are at the mastery level. As a system the US Global course has gone from a two year course to a one year course per Mr. Bruce Morrison. Catherine Oldenburg stated the Teachers are using the previous regent exams to evaluate where their students are and what areas they need to focus on in the course. The incoming students are comprised of 50% African American, 25% Caucasian and 25% Hispanic. Special Education is at 10% of the students. There are 4-5% in ELA and the target rate is 7%.	Information Only
<b>Parent Concerns</b>	None	Information Only
<b>Administration Concerns</b>	Graduation is on June 27, 2014 at 11:00am. There were 80 new students who came in for fittings. There are 50-60 students on the wait list. There is no planned raise for the Teachers in the upcoming budget. Col. Larry Astyk would like to give everyone (faculty) a \$400.00 bonus which would cost the school around \$20,000.00. It was motioned by Tom Giles for the bonus to be \$500.00 to the Teachers and \$400.00 to non-faculty. It was seconded by Glenda Crawley. After a discussion the board agreed upon a \$400.00 bonus to all faculty and non-faculty which was motioned by Tom Giles and seconded by Glenda Crawley again	Motedioned by Tom Giles and Seconded by Glenda Crawley
<b>Committee Reports:</b>  Executive	The next Executive Committee meeting will be July 2014 to discuss the Charter Renewal packet.	Information Only

<p>Finance</p> <p>Academic Standards</p> <p>Student Recruitment</p> <p>Maritime / Sailing</p>	<p>Joe Eicheldinger presented the WNYMCS Financial Statement Discussion and Analysis for the Eleven Months ending May 31, 2014. There was a question in regards to where the funding came from under the Fundraising and Contributions line item. Mr. Joe Eicheldinger believes \$3,500.00 came from the Barrett Foundation but he will give us a solid answer at the next board meeting.</p> <p>Discussed the improvements in the Living Environment course which Catherine Oldenburg handed out the Student scores.</p> <p>WNYMCS will have 24 upper classmen out of the 136 new students that will be attending the school. Next year's enrollment will start out at 350 students. There are 50 students that still need to be fitted for uniforms.</p> <p>The sail boat deal fell through. The Board will have its Annual Sailing in August 2014. The Race committee raised over \$7,000.00 which will go to this year's graduates in the form of Scholarships. The students will receive awards in the categories of Academics, Leadership and Characteristics of Al Scott award.</p>	<p>Information Only</p> <p>Information Only</p> <p>Information Only</p> <p>Information Only</p>
<p>Old Business</p>	<p>The board received a Thank You Letter from Mrs. Florence Dollard for her recognition she received. The Navy sent a Thank You Letter for WNYMCS renewing its JROTC program. Tim O'Brien talked about the in-house academic recognition that the students received and several students received more than one award. Board Evaluation should be turned in along with the Commandants Evaluation tonight. Any comments or suggestions for the Charter Renewal need to be given to LTC Jon Mellott by June 25, 2014.</p>	<p>Information Only</p>
<p>New Business</p>	<p>The following are the new board Terms.</p> <p>Joe Eicheldinger – excepted and extended until 30 June 2015  David Comerford – excepted and extended until 30 June 2015  Barbara Tompkins – excepted and extended until 30 June 2015  Glenda Crowley – term ends 1 September 2014: this position will be voted in by the PTA during their meeting in August 2014</p> <p>Bruce Morrison – term ends 30 June 2015</p> <p>Angelo Conorozzo – term ends 30 June 2015</p> <p>Tom Giles – term ends 30 June 2016</p>	<p>Information Only</p> <p>Motioned by Tom Giles  Second by David Comerford</p> <p>Motioned by Tim O'Brien  Second by David Comerford</p> <p>Motioned by Tom Giles  Second by David Comerford</p> <p>Motioned by Barbara Tompkins  Second by David Comerford</p>

	<p>Tim O'Brien – term ends 30 June 2016</p> <p>David Baskerville – Decline appointment and resigned his position.</p> <p>Glenda Crawley – term ends 1 September 2015: was appointed on the Board in the vacant position left by David Baskervill</p>	<p>Motioned by Barbara Tompkins Second by David Comerford</p> <p>A Thank You letter will be sent to him for the board. Motioned by Joe Eicheldinger Second by Tim O'Brien</p>
<b>Announcements</b>	<p>July 21, 2014 is the next Board Meeting. The Annual Board Sailing is August 21, 2014. WNYMCS Graduation is June 27, 2014. There will be 54 students in the summer Sailing Program. Catherine Oldenburg and Barbara Tompkins talked about the students who welcomed home Honor Flight #15.</p>	<p>Information Only</p>
<b>Adjournment</b>	<p>The Board meeting was adjourned at 6:44pm.</p>	<p>Motioned by Second by.</p>

Completed By: Barbara Tompkins

Date: June 29, 2014

## WNYMCS 2015-2020 Student Enrollment and Retention Targets Plan

The State Education Department's enrollment and retention targets for WNYMCS are as follows:

Category	Enrollment Target	Retention Target
FRPL	79.3%	76.8%
ELL	7.9%	58.8%
SWD	14.3%	63%

Below is the school's data during the current charter term:

Category	Enrollment 2012-2013	Retention 2012-2013	Enrollment 2013-2014	Retention 2013-14
FRPL	77.7%	70%	80.4%	72.2%
ELL	2.3%	83.3%	3.3%	80%
SWD	14.7%	79%	15.6%	56.4%
All Students	N/A	74%	N/A	75.6%?

Historic strengths in enrollment fall within the free and reduced lunch and students with disabilities categories. The residents of Buffalo remain the largest pool from which the school recruits and after 10 years of operation the most effective recruiting among this population is based upon reputation and word of mouth within the local community. It is this pool that continues to feed into our free and reduced lunch and students with disabilities enrollment figures. Despite the effectiveness of word of mouth recruiting, the school does not rest on its laurels in terms of recruiting. The need to pay continued attention to recruiting became abundantly clear when there was a dip in enrollment during the 2012-2013 school year. The school accordingly reinvigorated its recruiting efforts, which have resulted in waiting lists for the 2013-2014 and the 2014-2015 school years. These practices include mailings, radio and television advertising, television appearances, recruiting booths at major community events as well as roadside billboard displays to draw attention to its services. More importantly, the school's participation in community wide service projects, Drill and Color Guard participation in a variety of over 100 area-wide events, countless recruiting trips to Buffalo public, charter and parochial schools, and growing participation in Section Six sanctioned athletic activities has focused attention on our success.

A continued challenge is the recruiting of ELL students. Through numerous efforts to better recruit among ELL populations, the ELL population at the school is currently at 3.3% with Buffalo City Schools maintaining 11% (NYS Report Card 2011-12). We are continuing to attempt to increase this population by positioning recruiting billboards in traditionally non-English speaking neighborhoods, through advertisement in local non-English publications, outreach to agencies who deal with refugee communities, holding recruiting events at a local bilingual school, and through word of mouth recruiting by our current ELL students which will likely prove to be the best tool since our retention rate among ELL students has been excellent and exceeds our overall retention rate.

Overall retention, and thus the retention of free and reduced lunch students which comprise the vast majority of our student body, could be viewed as a weakness. However given the high expectations of the school's code of conduct and discipline policy, as well as the many demands of conformity to uniform and grooming regulations inherent in the nature of the

school's charter which revolves around an exemplary NJROTC program, a certain amount of student attrition is to be expected, particularly in the freshman year. Despite this there have been many efforts to help retain students. First and foremost we have made it a point to ensure that during our recruiting efforts we are very clear and upfront about our high standards with prospective students and parents alike. Other actions to increase retention rates include a mentorship program, rehabilitative disciplinary efforts such as the breakfast club, expanded opportunities for extracurricular activities, and individualized scheduling. Of special note is the institution of a research based student perception survey which helps the school improve areas of that we could improve upon as perceived by the students. All of these efforts will be continued and expanded upon and they have been validated by the upward trend in retention for free and reduced lunch students as noted above.

Our retention of ELL students has far exceeded targets set by the State Education Department. This is due to the many services we provide these populations as well as the individualized attention they receive in the school's family like small school setting. ESL programming and whole staff collaboration with this programming provide ELL students real and perceived support for their academic success. This, coupled with the sense of belonging that the structure of the Corps of Cadets provides, makes ELL students feel that they are supported and welcome. These efforts not only support retention, but as mentioned above, will likely prove most effective in ultimately improving ELL enrollment. These efforts will continue into the next charter term.

Traditionally throughout the history of the school our retention rate among SWD students hovered around 55%. To address this, greater emphasis was given to services in support of these students in order to increase achievement and thus retention. Services included AIS, foundational courses, resource room, and other special education accommodations as appropriate. This resulted in a positive spike in retention totaling 79%. However, we slid back to 56.4% at the end of the 2013-2014 school year which represents a loss of 17 students. Upon analysis 2 of these students were due to students no longer wishing to participate in the NJROTC program and thus transferring schools and none were due to academic frustration. Rather the remaining 15 were losses due to discipline. To address this and regain the positive trend the Director of Innovation and School Culture will work closely with the Special Education and Guidance departments to enact positive interventions that are aimed at retaining SWD students who face disciplinary challenges. Interventions will include targeted mentoring, early intervention, personal goal setting and improved parental contact. We will also obtain professional development through BOCES for special education teachers in how to deal with specific behaviors in a positive manner and conduct in house professional development for general education teachers in how to build positive relationships based on mutual respect, how to set classroom rules and expectations and how to reinforce the code of conduct. To help in these efforts we have hired an assistant coordinator for special education. We suspect that these efforts will help improve retention rates for SWD and general education students alike.

# Appendix I: Teacher and Administrator Attrition

Created Friday, June 20, 2014

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## Page 1

Charter School Name: 140600860863 WESTERN NY MARITIME CS

Instructions for completing the Teacher and Administrator Attrition Tables  
Board of Regents-authorized charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
31	5	6

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
5	0	0

Thank you

# Appendix J: Uncertified Teachers

Created Friday, June 20, 2014

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## Page 1

Charter School Name: 140600860863 WESTERN NY MARITIME CS

### Note Definition of FTE:

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

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

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

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	1
Total FTE (Sum of all Uncertified Teaching Staff)	1

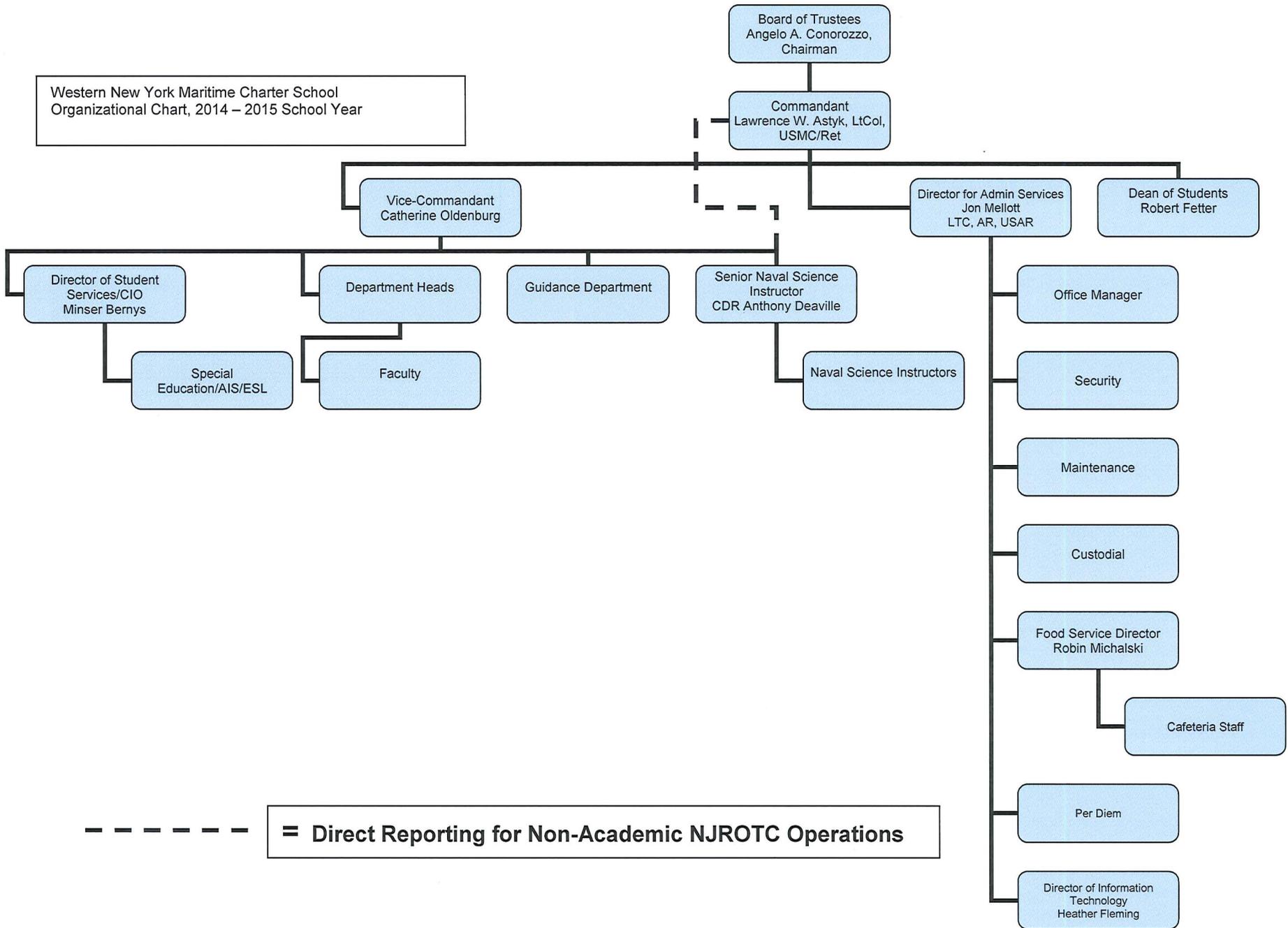
How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

29

Thank you.

# School Organizational Chart

Western New York Maritime Charter School  
Organizational Chart, 2014 – 2015 School Year



----- = Direct Reporting for Non-Academic NJROTC Operations

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, June 20, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/040805207172334ce16296337c4c4857c2a638ed/>

## 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:

*Robert Baskervill*

### 2. Charter School Name:

*Western New York Maritime Charter School*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on 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

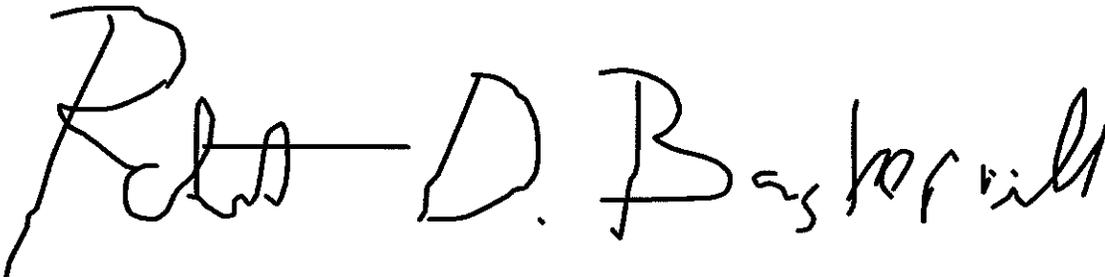
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 of Robert D. Baykovick in black ink.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, June 19, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/22c5cf9ce8fd02341487eebd508b7caf058e1740/>

## 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:

*Tom Giles*

### 2. Charter School Name:

*Western New York Maritime Charter School*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on 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

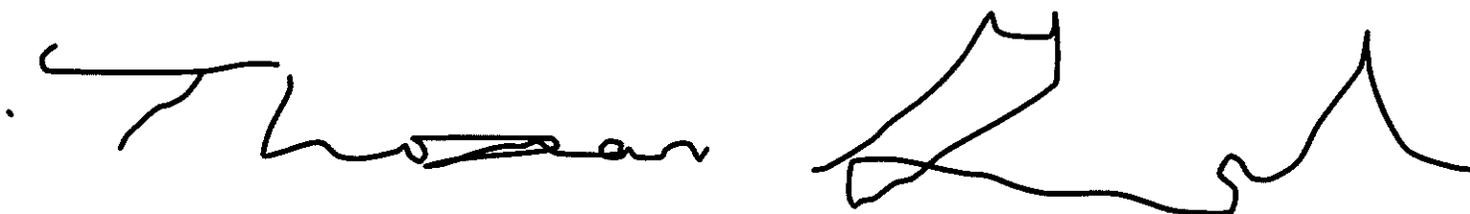
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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

Two handwritten signatures in black ink. The first signature on the left is written in a cursive style and appears to be 'Thomas'. The second signature on the right is also in cursive and is more stylized, possibly reading 'John'.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, June 19, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/2b9a18dd40786d471c09b03f3d5e47c5c2442e33/>

## 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:

*Barbara Tompkins*

### 2. Charter School Name:

*Western New York Maritime Charter School*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

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

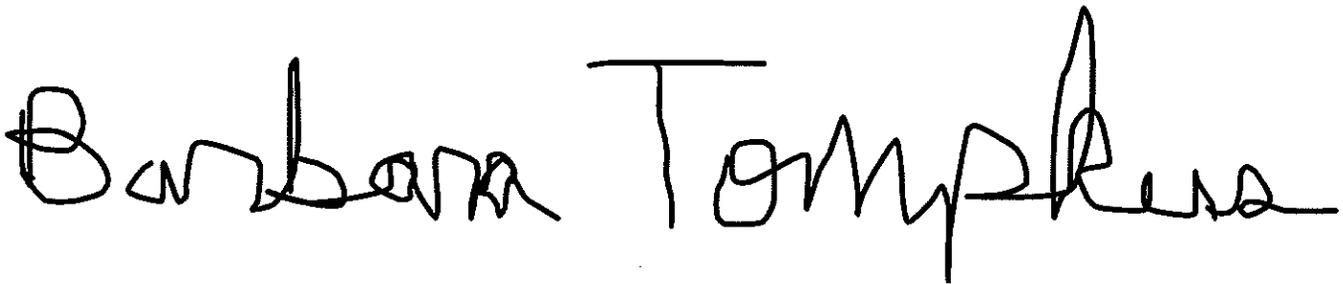
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 "Barbara Tompkins". The signature is written in a cursive style with a large, prominent 'B' at the beginning and a long, sweeping tail at the end.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, June 19, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/4e1e7aac4d584cc16e3f8b7150e3dd34367ede90/>

## 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:

*Thomas C O'Brien*

### 2. Charter School Name:

*Western New York Maritime Charter School*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. *Your Home Address:   Street Address	
4. *Your Home Address:   City/State	
4. *Your Home Address:   Zip	

### 5. \*Your Business Address

5. *Your Business Address   Street Address	
5. *Your Business Address   City/State	
5. *Your Business Address   Zip	

### 6. \*Daytime Phone Number:

[Redacted]

### 7. \*E-mail Address:

[Redacted]

### 8. Select all positions you held on Board:

(check all that apply)

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

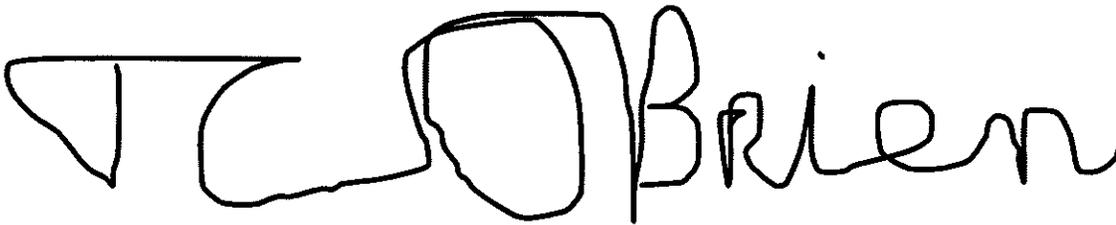
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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. The first part of the signature is a stylized monogram that appears to be 'TO'. The second part is the name 'Brien' written in a cursive script.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, June 19, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/235db988d099cce3be17207cf88e237dc6a11b57/>

## 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:

*Joseph G. Eicheldinger*

2. Charter School Name:

*Western New York Maritime Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

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*

13. 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

14. Are you a member, director, officer or employee of an organization formally partnered with 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

J. D. Eichling

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, June 19, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/132951bbb855f873c5b428b33ccbc8c243b4abe5/>

## 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:

*Angelo A. conorozzo*

### 2. Charter School Name:

*Western New York Maritime Charter School*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- 
- Chair/President
- 
- Vice Chair/Vice President
- 
- 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: \_\_\_\_\_

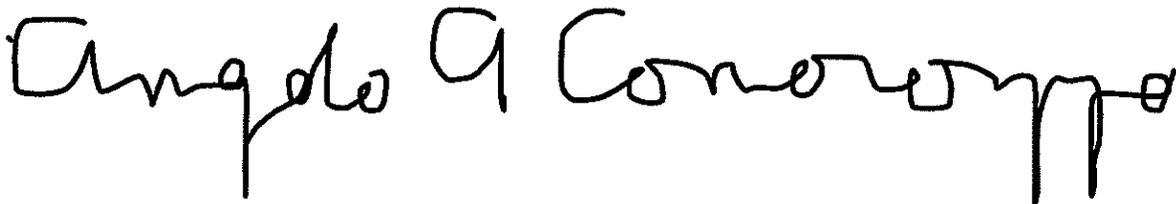
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 "Angelo A. Conroy". The signature is written in a cursive style with a large initial 'A' and a long, sweeping tail on the 'y'.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, June 17, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/cc30e87aed3626b5be7d348a9b79bf9c4c8ff7e3>

## 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:

*Bruce Morrison*

2. Charter School Name:

*Western New York Maritime Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Other, please specify...: Teacher Representative
- 

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

Yes

9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[TEMP.0] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	Social Studies Teacher
[TEMP.1] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	Teach Social Studies Classes
[TEMP.2] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	\$41,991.00
[TEMP.3] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	August 2005

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

No

Page 2

13. 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

14. Are you a member, director, officer or employee of an organization formally partnered with 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

Bruce MORRISON

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Created Monday, June 16, 2014

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## 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:

*Glenda Crawley*

2. Charter School Name:

*Western New York Maritime Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

- 
- Parent Representative
- 

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

*Yes*

9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

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[TEMP.0] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	Assistant Office Mananager
[TEMP.1] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	answer phone, file paper etc.
[TEMP.2] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	12.00 hr
[TEMP.3] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	09-19-13

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

*No*

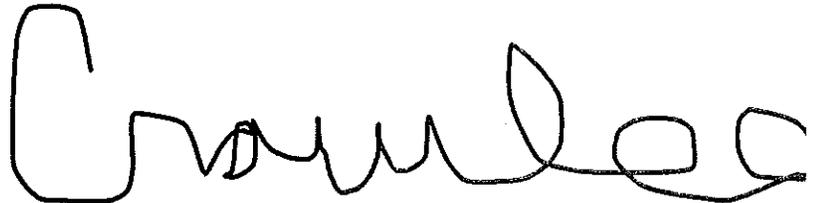
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with 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 cursive script that reads "Brenda".A handwritten signature in cursive script that reads "Crumley".A handwritten mark consisting of a horizontal line with a diagonal stroke extending upwards and to the left from its left end, resembling a less-than sign (<).