

I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, June 30, 2014
Updated Friday, August 01, 2014

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1. SCHOOL NAME

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

140600860874 WESTMINSTER COMMUNITY CS

2. CHARTER AUTHORIZER

Buffalo BOE-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Buffalo

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
24 Westminster Avenue Buffalo, NY 14215	716-816-3450	716-838-7458	[REDACTED]

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Dr. Ayinde Rudolph
Title	Principal
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

<http://www.westminsterccs.org/>

6. DATE OF INITIAL CHARTER

2004-08-01 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

 K

 1

 2

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 4

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	24 Westminster Avenue Buffalo, NY 14215	716-816-3450	BUFFALO CITY SD	K-8	No	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	Dr. Ayinde Rudolph	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Sarah Infante	[REDACTED]		[REDACTED]
Compliance Contact	Carol Steck	[REDACTED]		[REDACTED]
Complaint Contact	Dr. Ayinde Rudolph	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

(No response)

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

Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
--	---	--	--	--	---------------------------------

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

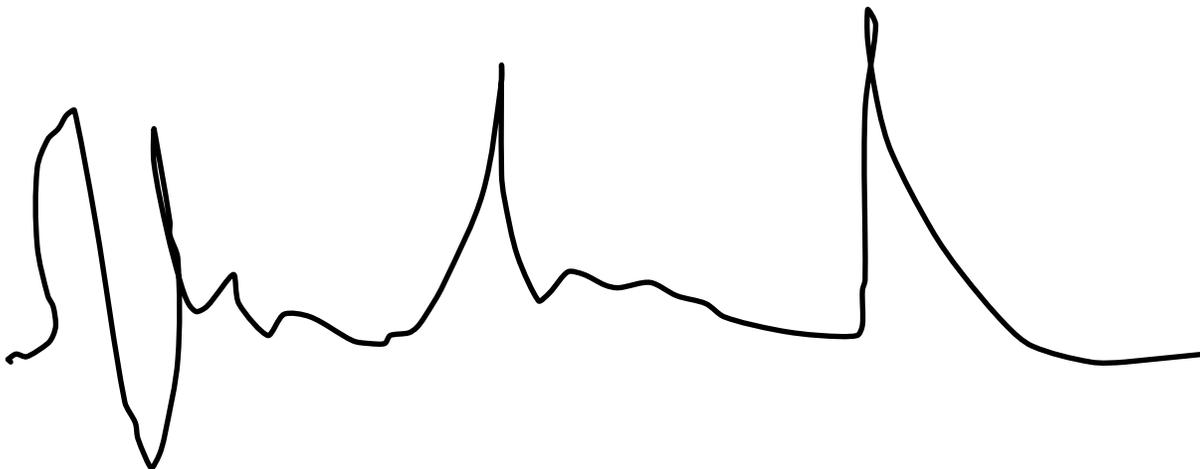
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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 large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping tail that extends to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink, featuring a series of sharp, vertical peaks and valleys, giving it a jagged, rhythmic appearance.

Thank you.

Appendix A: Progress Toward Goals

Created Wednesday, July 30, 2014
Updated Tuesday, October 28, 2014

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Charter School Name: 140600860874 WESTMINSTER COMMUNITY CS

1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/profile.php?instid=800000057945>

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	AYP for Grade 4 ELA & Math Tests will be 150 or above Results for this goal were not available by August 1, 2013.	NYS ELA and Math Tests	Information on the Performance Index for AYP for this goal was not available by November 1, 2014.	
Academic Goal 2	AYP for Grade 8 ELA will be 125 or above and for Grade 8 Math will be 150 or above	NYS ELA and Math Tests	Information on the Performance Index for AYP for this goal was not available by November 1, 2014.	
Academic Goal 3	The percentage of Westminster Community Charter School Students (WCCS) who score at levels 3 & 4 will be higher than the percentage of students in the Buffalo Public Schools (BPS) on all NYS mandated tests.	NYS ELA and Math Tests	WCCS did not meet this goal for the NYS ELA or math tests.	WCCS has changed the curriculum to be aligned with the common core standards and is focused on standards-based instruction. The school is employing data-driven instruction, increasing quality of teacher observations, professional development around collaboration on best practices and has instituted daily PLC sessions.

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

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	Not Applicable	Not applicable	Not applicable	Not Applicable

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Appendix I: Teacher and Administrator Attrition

Created Wednesday, July 09, 2014

Updated Thursday, July 31, 2014

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Charter School Name: 140600860874 WESTMINSTER COMMUNITY CS

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
48	13.5	10

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
3	1	0

Thank you

Appendix J: Uncertified Teachers

Created Wednesday, July 30, 2014

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Charter School Name: 140600860874 WESTMINSTER COMMUNITY 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)

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

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

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	0

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

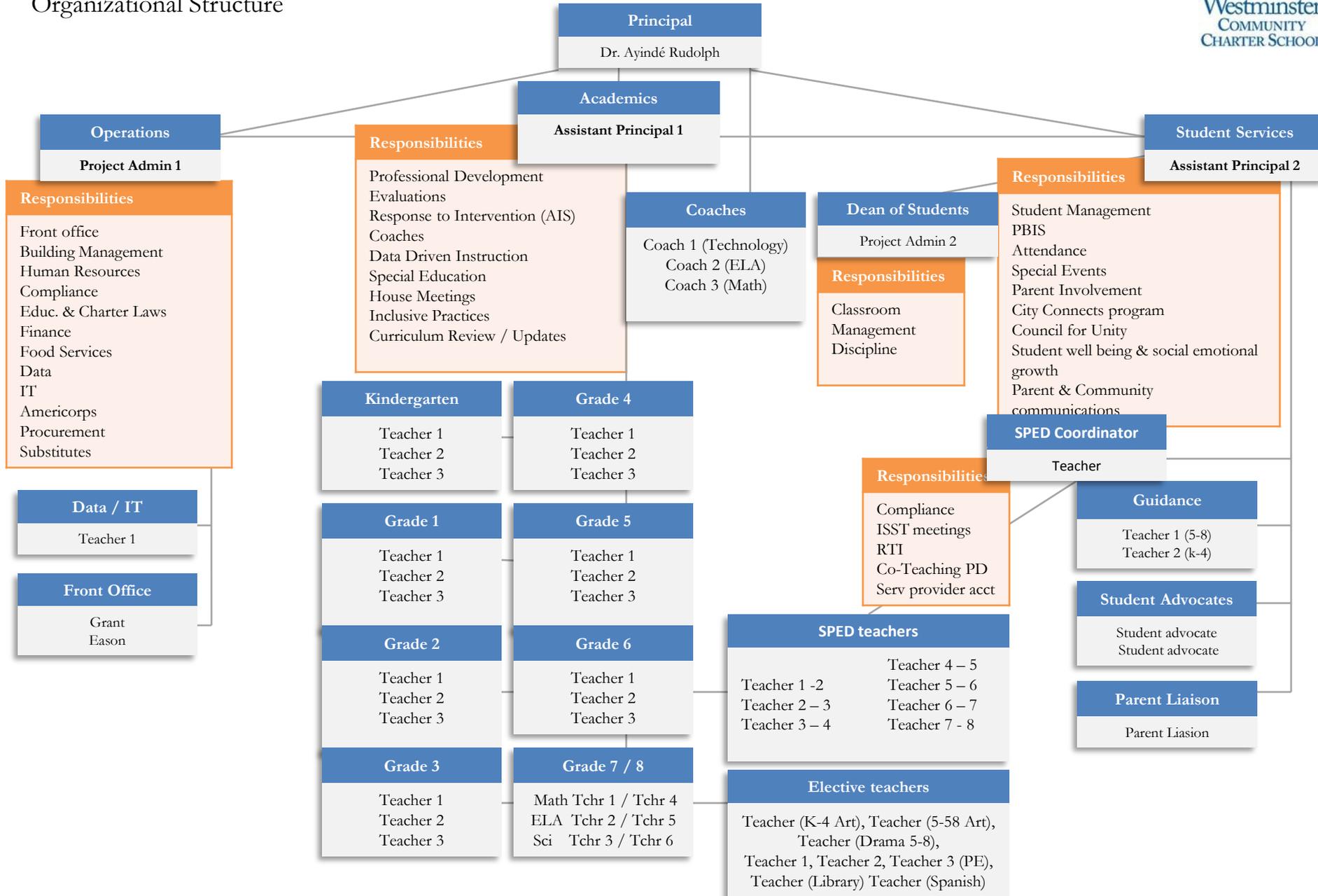
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Thank you.

Westminster Community Charter School



Organizational Structure



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Thursday, July 31, 2014

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Charter School Name: 140600860874 WESTMINSTER COMMUNITY 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	7803102
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	549
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	14213

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)	792945
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)	947805
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	1740750
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	549
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	3171

Thank you.

Audited Financial Statement Checklist

Created Monday, October 27, 2014

Updated Friday, October 31, 2014

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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)	Yes
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	Yes
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	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	Not Applicable
Management Letter	No

Thank you.

WESTMINSTER COMMUNITY CHARTER SCHOOL

FINANCIAL STATEMENTS

JUNE 30, 2014

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June 30, 2014

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INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Westminster Community Charter School

We have audited the accompanying balance sheets of Westminster Community Charter School (the School) as of June 30, 2014 and 2013, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2014 and 2013, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Additional Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying additional information as listed in the table of contents and the schedule of expenditures of federal awards, as required by Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the financial statements.

The accompanying additional information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2014 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Lynden & McCormick, LLP".

October 27, 2014

WESTMINSTER COMMUNITY CHARTER SCHOOL

Balance Sheets

June 30,	2014	2013
Assets		
Current assets:		
Cash	\$ 3,787,575	\$ 4,309,900
Grants and other receivables (Note 2)	329,161	210,644
Prepaid expenses	110,314	94,350
	<u>4,227,050</u>	<u>4,614,894</u>
Property and equipment, net (Note 3)	5,015,965	5,088,374
	<u>\$ 9,243,015</u>	<u>\$ 9,703,268</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 308,256	\$ 341,604
Accrued expenses	1,572,169	2,036,065
Deferred revenue	3,945	4,230
	<u>1,884,370</u>	<u>2,381,899</u>
Accrued postemployment benefit obligation (Note 5)	3,883,653	3,117,127
	<u>5,768,023</u>	<u>5,499,026</u>
Net assets:		
Unrestricted	<u>3,474,992</u>	<u>4,204,242</u>
	<u>\$ 9,243,015</u>	<u>\$ 9,703,268</u>

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Activities

For the years ended June 30,	2014	2013
Changes in unrestricted net assets:		
Support and revenue:		
Public school districts:		
Revenue - resident student enrollment	\$ 6,417,267	\$ 6,432,678
Revenue - students with disabilities	408,701	-
Federal grants	882,323	1,002,444
State grants	66,315	63,673
Other income	153,952	72,413
Total unrestricted support and revenue	<u>7,928,558</u>	<u>7,571,208</u>
Expenses:		
Program expenses:		
Regular education	5,804,413	5,374,636
Special education	897,976	581,427
Other programs	1,089,089	1,489,248
Total program expenses	<u>7,791,478</u>	<u>7,445,311</u>
Supporting services:		
Management and general	866,330	1,489,480
Total expenses	<u>8,657,808</u>	<u>8,934,791</u>
Change in net assets	<u>(729,250)</u>	<u>(1,363,583)</u>
Net assets - beginning	<u>4,204,242</u>	<u>5,567,825</u>
Net assets - ending	<u>\$ 3,474,992</u>	<u>\$ 4,204,242</u>

WESTMINSTER COMMUNITY CHARTER SCHOOL

Statements of Cash Flows

For the years ended June 30,	2014	2013
Operating activities:		
Change in net assets	\$ (729,250)	\$ (1,363,583)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	381,315	363,048
Changes in operating assets and liabilities:		
Grants and other receivables	(118,517)	(119,740)
Prepaid expenses	(15,964)	(74,212)
Accounts payable	(33,348)	38,417
Accrued expenses	(463,896)	917,676
Deferred revenue	(285)	4,230
Accrued postemployment benefit obligation	766,526	690,481
Net operating activities	(213,419)	456,317
Investing activities:		
Property and equipment expenditures	(308,906)	(219,868)
Net change in cash	(522,325)	236,449
Cash - beginning	4,309,900	4,073,451
Cash - ending	\$ 3,787,575	\$ 4,309,900

See accompanying notes.

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

Westminster Community Charter School (the School) is a conversion charter school in the City of Buffalo, New York (the City). The School, which previously existed as a public school in the City of Buffalo School District (the District), was chartered by the District in 2004. As the authorizing organization, the District retains ongoing responsibility for oversight and evaluation of the School. The School currently offers classes from kindergarten through grade 8 and has been chartered through 2016. Students enrolled reside primarily in the City.

The School seeks to create and maintain a successful partnership between students and their parents, staff, the community and private industry. In order to achieve success, strong emphasis is placed on effective leadership, high expectations, parental involvement and the communication of clear goals in an orderly school climate.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 27, 2014, the date the financial statements were available to be issued.

Management and Operations:

Pursuant to a memorandum of understanding (MOU) between the School and the District effective July 1, 2009, the District, M&T Bank (the Bank) and Westminster Foundation (the Foundation) will each continue to provide the School with certain services and resources in support of its mission. The MOU also provides that surplus funds may be transferred by the School to the Bank to offset the Bank's costs of providing in-kind services and/or contributions to the School in previous years. In 2013, the School approved the transfer of \$1,000,000 to the Bank in accordance with this provision which is recorded in accrued expenses at June 30, 2013.

Effective July 1, 2009, the School entered into a five year Business Services Agreement (the Agreement) with the Bank to provide certain management operations, including accounting, financial reporting, and other general management consulting and support. Pursuant to the Agreement, the Bank will be paid in the subsequent year for services provided in any year in which the School accumulates a non-designated cash operating surplus. For the years ended June 30, 2014 and 2013, the School accrued \$387,949 and \$422,153 due to the Bank for services provided in 2014 and 2013 under the Agreement.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk, since it may exceed insured limits at various times throughout the year.

Receivables:

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

Property and Equipment:

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

Pursuant to the MOU, the right to use the school building and grounds was transferred from the District to the School. However, the District retains all rights, title and interest in the property, including all current and future non-removable improvements, and the District agrees to pay the first \$50,000 in annual facilities-related services throughout the term of the Charter. For the years ended June 30, 2014 and 2013, the School reimbursed the District maintenance costs totaling \$235,209 and \$226,058. At the discretion of the School's Board, certain capital improvements and repair costs to the facilities have been borne by the School.

The School has the use of all District furnishings, books, supplies and equipment existing at the facility at the time of its conversion from a public school operated by the District without charge. To the extent such assets are still in use at the end of the term of the charter, they will be returned to the District. The MOU also stipulates that the District will provide textbooks, library materials, computer hardware and software, and certain other services to the same extent as provided to nonpublic schools. The value of the services and materials provided by the District has not been recorded in these financial statements.

Enrollment Fees:

The School is reimbursed by each student’s resident school district annually, based on the product of the State approved operating expense of that district and the full time equivalent enrollment of the students in the School residing in the district. The School’s enrollment fees are received primarily from the District.

Grants:

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

Transportation:

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

Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under Section 501(a) of the Internal Revenue Code. The School believes it is no longer subject to examination by Federal and State taxing authorities for years prior to 2011.

Use of Estimates:

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

Cost Allocation:

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

Reclassifications:

The financial statements for the year ended June 30, 2013 have been reclassified to conform with the presentation adopted for June 30, 2014.

2. Grants and Other Receivables:

	2014	2013
Grants	\$ 175,380	\$ 183,909
Enrollment fees	53,552	24,215
Other receivables	100,229	2,520
	<u>\$ 329,161</u>	<u>\$ 210,644</u>

3. Property and Equipment:

	2014	2013
Furniture and equipment	\$ 959,043	\$ 741,517
Leasehold improvements	6,334,671	6,316,671
	<u>7,293,714</u>	<u>7,058,188</u>
Less accumulated depreciation	2,277,749	1,969,814
	<u>\$ 5,015,965</u>	<u>\$ 5,088,374</u>

4. Retirement Plans:

The School participates in the New York State Teachers’ Retirement System (TRS) and the New York State and Local Employees’ Retirement System (ERS) (the Systems), which are cost-sharing multiple employer, public employee retirement systems. The Systems offer 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.

New York State Teachers’ Retirement System:

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

New York State and Local Employees' Retirement System:

ERS provides retirement benefits as well as death and disability benefits. New York State Retirement and Social Security Law governs obligations of employers and employees to contribute and provide benefits to employees. ERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained from the New York State and Local Retirement System at www.osc.state.ny.us/retire.

Funding Policies:

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

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by employers to the pension accumulation fund. The rate ranges from 11.6% - 21.1% and 10.2% - 18.7% for 2014 and 2013, dependent on the participant's tier. Pursuant to Article 11 of Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate is 16.25% of the annual covered payroll as of June 30, 2014, and 11.84% for the year ended June 30, 2013.

The required contributions for all plans were \$559,801 and \$390,034 for the years ended June 30, 2014 and 2013.

5. Postemployment Benefits:

The School provides postemployment health care benefits to eligible employees. The benefits are partially contributory for some participants. The School's policy is to fund these benefits as incurred.

The status of the postemployment health benefit plan as of and for the years ended June 30, 2014 and 2013 is as follows:

	<u>2014</u>	<u>2013</u>
Accumulated postemployment benefit obligation (APBO)	<u>\$ 3,883,653</u>	<u>\$ 3,117,127</u>
Accrued postemployment health benefits	<u>\$ 3,883,653</u>	<u>\$ 3,117,127</u>
Accumulated adjustment to unrestricted net assets	<u>\$ -</u>	<u>\$ -</u>
Benefit cost	<u>\$ 766,526</u>	<u>\$ 690,481</u>
Benefits paid	<u>\$ -</u>	<u>\$ -</u>

	<u>2014</u>	<u>2013</u>
Weighted-average assumptions used to determine benefit obligation:		
Annual health care premium increases	5.0-9.0%	5.0-9.0%
Discount rate	4.0%	4.0%
Weighted-average assumptions used to determine net periodic benefit cost:		
Discount rate	4.0%	4.0%

Expected future benefit payments:

2015	\$ -
2016	-
2017	-
2018	-
2019	-
2020-2024	<u>239,836</u>
	<u>\$ 239,836</u>

For 2014, a 1% increase in the trend rate for health care costs would have increased the APBO by approximately \$1,505,012.

6. Contingencies:

The School is subject to claims and lawsuits that arise in the ordinary course of business. In the opinion of management, these claims and lawsuits will not have a material adverse effect upon the financial position of the School.

WESTMINSTER COMMUNITY CHARTER SCHOOL

**Additional Information
Schedule of Expenses**

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

	2014				2013		
	Program Services				Total	Total	
	Regular Education	Special Education	Other Programs	Management and General			
	No. of Positions						
Salaries							
Administrative personnel	6	\$ 385,673	\$ 45,602	\$ 17,541	\$ 36,307	\$ 485,123	\$ 400,305
Instructional personnel	57	2,316,333	345,469	22,924	-	2,684,726	2,793,453
Non-instructional personnel	7	169,430	21,784	45,433	5,396	242,043	118,156
Total salaries	70	2,871,436	412,855	85,898	41,703	3,411,892	3,311,914
Payroll taxes and employee benefits		2,127,471	305,875	63,703	30,840	2,527,889	2,167,869
Professional and staff development		64,382	11,128	3,974	-	79,484	84,258
Legal and accounting fees		-	-	-	82,743	82,743	50,596
Financial management services		65,732	69,140	5,949	574,574	715,395	1,633,271
Student and staff recruitment		-	-	-	15,619	15,619	10,895
Curriculum and classroom expenses		22,615	2,771	2,329	-	27,715	26,761
Supplies and materials		60,384	5,137	7,350	6,166	79,037	160,187
Food services		-	-	554,706	-	554,706	437,106
Student transportation services		-	-	21,614	-	21,614	11,521
Travel and conferences		19,318	1,427	-	5,056	25,801	75,912
Postage, printing, and copying		11,205	1,246	-	-	12,451	14,913
Insurance		-	-	-	51,092	51,092	35,724
Information technology		66,277	8,285	-	8,284	82,846	61,277
Leased equipment		72,998	8,040	4,644	7,248	92,930	7,409
Non-capitalized equipment and furnishings		-	-	-	-	-	11,243
Repairs and maintenance		22,289	8,974	246,056	12,158	289,477	289,577
Occupancy		-	-	-	27,147	27,147	26,115
Telephone and utilities		87,902	18,081	31,990	1,113	139,086	116,705
Other		30,231	3,072	3,679	2,587	39,569	38,490
		5,522,240	856,031	1,031,892	866,330	8,276,493	8,571,743
Depreciation		282,173	41,945	57,197	-	381,315	363,048
Total		\$5,804,413	\$ 897,976	\$1,089,089	\$ 866,330	\$8,657,808	\$ 8,934,791

WESTMINSTER COMMUNITY CHARTER SCHOOL

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2014

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Grantor Number</u>	<u>Expenditures</u>
U.S. Department of Education			
Direct Program:			
Fund for the Improvement of Education	84.215	Q215F110233	\$ 146,029
Passed through the New York State Department of Education:			
Title I Grants to Local Educational Agencies	84.010	0021-14-4272	310,796
Improving Teacher Quality State Grants	84.367	0147-14-4272	24,615
ARRA - State Fiscal Stabilization Fund (SFSE) - Race-to-the Top Incentive Grants, Recovery Act	84.395	5500-14-4272	15,948
Total U.S. Department of Education			<u>497,388</u>
U.S. Department of Agriculture			
Passed through the New York State Department of Education:			
Child Nutrition Cluster			
School Breakfast Program	10.553	N/A	102,154
National School Lunch Program	10.555	N/A	256,027
Summer Food Service Program for Children	10.559	N/A	17,929
Total Child Nutrition Cluster			<u>376,110</u>
Passed through New York State Office of General Services:			
Child Nutrition Discretionary Grants Limited Availability	10.579	N/A	8,825
Total U.S. Department of Agriculture			<u>384,935</u>
Total Expenditures of Federal Awards			<u>\$ 882,323</u>

Notes to Schedule of Expenditures of Federal Awards

1. Summary of Significant Accounting Policies:

Basis of Presentation:

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal award programs administered by Westminster Community Charter School (the School), an entity as defined in Note 1 to the School's financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included on the Schedule of Expenditures of Federal Awards.

Basis of Accounting:

The amounts reported as federal expenditures generally were obtained from the appropriate federal financial reports for the applicable programs and periods. The amounts reported in these federal financial reports are prepared from records maintained for each program, which are periodically reconciled with the School's financial reporting system. The federal expenditures are recorded on an accrual basis.

Non-monetary Federal Program:

The School is the recipient of a federal award program that does not result in cash receipts or disbursements, termed a "non-monetary program." During the year ended June 30, 2014, the School used \$8,825 worth of commodities under the Child Nutrition Discretionary Grants Limited Availability program (CFDA Number 10.579).

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

The Board of Trustees
Westminster Community Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Westminster Community Charter School (the School), which comprise the balance sheet as of June 30, 2014, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2014.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Compliance and Other Matters

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

Purpose of this Report

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

A handwritten signature in cursive script that reads "Lumsden & McCraick, LLP".

October 27, 2014

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

The Board of Trustees
Westminster Community Charter School

Report on Compliance for Each Major Federal Program

We have audited Westminster Community Charter School's (the School) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2014. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the School's compliance.

Opinion on Each Major Federal Program

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Snyder & McCormick, LLP

October 27, 2014

Schedule of Findings and Questioned Costs

For the year ended June 30, 2014

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None reported

Type of auditors' report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA #</u>	<u>Amount</u>
Title I Grants to Local Educational Agencies	84.010	\$ 310,796

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee? Yes

Section II. Financial Statement Findings

No findings were reported.

Section III. Federal Award Findings and Questioned Costs

No matters were reported.

Summary Schedule of Prior Audit Findings

June 30, 2014

No findings were previously reported and as such no corrective action plan is needed.

October 27, 2014

The Board of Trustees and Management
Westminster Community Charter School

In planning and performing our audit of the financial statements of Westminster Community Charter School (the School) as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's consolidated financial statements will not be prevented, or detected and corrected, on a timely basis.

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

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

Lumsden & McCormick, LLP

Westminster Community Charter School

PROJECTED BUDGET FOR 2014-2015

Assumptions

July 1, 2014 to June 30, 2015

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	6,644,154	867,210	447,631	-	-	7,958,995
Total Expenses	2,081,602	872,816	3,546,283	-	1,438,826	7,939,527
Net Income	4,562,552	(5,606)	(3,098,652)	-	(1,438,826)	19,468
Actual Student Enrollment	510	40				-
Total Paid Student Enrollment	-	-				-

Total enrollment 550 out of the 550 40 are estimated to be special educ

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$12,255.00

- School District 2 (Enter Name)
- School District 3 (Enter Name)
- School District 4 (Enter Name)
- School District 5 (Enter Name)

6,250,050	490,200	-	-	-	6,740,250
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
6,250,050	490,200	-	-	-	6,740,250

Student Enrollment estimated at 550/estimate 40 students Special Educ

Special Education Revenue

	377,010	-	-	-	377,010
--	---------	---	---	---	---------

Grants

- Stimulus
- Other

-	-	-	-	-	-
-	-	-	-	-	-

Other State Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM STATE SOURCES

6,250,050	867,210	-	-	-	7,117,260
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

-	-	-	-	-	-
---	---	---	---	---	---

Title I

303,837	-	-	-	-	303,837
---------	---	---	---	---	---------

Title Funding - Other

26,267	-	-	-	-	26,267
--------	---	---	---	---	--------

School Food Service (Free Lunch)

-	-	414,665	-	-	414,665
---	---	---------	---	---	---------

Grants

Charter School Program (CSP) Planning & Implementation

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
---	---	---	---	---	---

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM FEDERAL SOURCES

330,104	-	414,665	-	-	744,769
---------	---	---------	---	---	---------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

-	-	-	-	-	-
---	---	---	---	---	---

Erate Reimbursement

-	-	-	-	-	-
---	---	---	---	---	---

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

-	-	3,500	-	-	3,500
---	---	-------	---	---	-------

Food Service (Income from meals)

-	-	27,466	-	-	27,466
---	---	--------	---	---	--------

Text Book

25,980	-	-	-	-	25,980
--------	---	---	---	---	--------

Other Local Revenue

38,020	-	2,000	-	-	40,020
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TOTAL REVENUE FROM LOCAL and OTHER SOURCES

64,000	-	32,966	-	-	96,966
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TOTAL REVENUE

6,644,154	867,210	447,631	-	-	7,958,995
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List exact titles and staff FTE's (Full time equivalent)

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

-	-	-	-	-	-
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Westminster Community Charter School

PROJECTED BUDGET FOR 2014-2015

Assumptions

July 1, 2014 to June 30, 2015

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	6,644,154	867,210	447,631	-	-	7,958,995
Total Expenses	2,081,602	872,816	3,546,283	-	1,438,826	7,939,527
Net Income	4,562,552	(5,606)	(3,098,652)	-	(1,438,826)	19,468
Actual Student Enrollment	510	40				-
Total Paid Student Enrollment	-	-				-

Total enrollment 550 out of the 550 40 are estimated to be special educ

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Instructional Management	3.00	41,850	3,150	-	199,313	244,313
Deans, Directors & Coordinators	1.00	63,240	4,760	-	-	68,000
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	1.00	-	-	-	75,000	75,000
Administrative Staff	6.00	-	-	-	141,389	141,389
TOTAL ADMINISTRATIVE STAFF	11	105,090	7,910	-	415,702	528,702

Dean of Students

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	27.00	-	-	1,508,056	-	1,508,056
Teachers - SPED	7.00	-	374,240	-	-	374,240
Substitute Teachers	4.50	85,000	15,000	-	-	100,000
Teaching Assistants	1.00	21,808	1,692	-	-	23,500
Specialty Teachers	11.00	486,486	38,310	-	-	524,796
Aides	2.00	33,065	2,680	-	-	35,745
Therapists & Counselors	2.00	91,529	12,481	-	-	104,010
Other	-	-	-	259,000	-	259,000
TOTAL INSTRUCTIONAL	55	717,888	444,403	1,767,056	-	2,929,347

Guidance Counselors

Food Service Staff (Chef, Kitchen Workers)

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-	-
Librarian	1.00	46,920	4,080	-	-	51,000
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	1	46,920	4,080	-	-	51,000

SUBTOTAL PERSONNEL SERVICE COSTS

67	869,898	456,393	1,767,056	-	415,702	3,509,049
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PAYROLL TAXES AND BENEFITS

Payroll Taxes		74,214	38,936	150,753	-	35,465	299,368
Fringe / Employee Benefits		250,300	131,320	508,443	-	119,612	1,009,675
Retirement / Pension		141,358	74,164	276,304	-	67,550	559,376
TOTAL PAYROLL TAXES AND BENEFITS		465,872	244,420	935,500	-	222,627	1,868,419

TOTAL PERSONNEL SERVICE COSTS

	1,335,770	700,813	2,702,556	-	638,329	5,377,468
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CONTRACTED SERVICES

Accounting / Audit		-	-	-	-	20,000	20,000
Legal		-	-	-	-	20,000	20,000
Management Company Fee		-	-	-	-	400,000	400,000
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	278,500	-	-	278,500
Payroll Services		-	-	-	-	17,500	17,500
Special Ed Services		-	65,000	-	-	-	65,000

Estimated cost for food supplies (School Food Service)

Westminster Community Charter School

PROJECTED BUDGET FOR 2014-2015

Assumptions

July 1, 2014 to June 30, 2015

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

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Actual Student Enrollment	510	40				-
Total Paid Student Enrollment	-	-				-

Total enrollment 550 out of the 550 40 are estimated to be special educ

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
--	----------------------	----------------------	-------	-------------	-------------------------	-------

Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	13,335	147,492	-	20,000	180,827
TOTAL CONTRACTED SERVICES	-	78,335	425,992	-	477,500	981,827

SCHOOL OPERATIONS

Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	57,000	-	-	-	-	57,000
Special Ed Supplies & Materials	-	19,500	-	-	-	19,500
Textbooks / Workbooks	40,455	3,045	-	-	-	43,500
Supplies & Materials other	22,750	2,250	-	-	-	25,000
Equipment / Furniture	104,400	15,600	-	-	-	120,000
Telephone	-	-	-	-	9,500	9,500
Technology	111,840	10,160	-	-	-	122,000
Student Testing & Assessment	17,800	2,200	-	-	-	20,000
Field Trips	15,725	1,275	-	-	-	17,000
Transportation (student)	18,560	1,440	-	-	-	20,000
Student Services - other	19,210	1,490	-	-	-	20,700
Office Expense	-	-	-	-	17,200	17,200
Staff Development	24,592	1,908	-	-	-	26,500
Staff Recruitment	-	-	-	-	3,500	3,500
Student Recruitment / Marketing	-	-	-	-	3,500	3,500
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	22,345	22,345
Fundraising	-	-	-	-	-	-
Other	-	-	-	-	35,000	35,000
TOTAL SCHOOL OPERATIONS	432,332	58,868	-	-	91,045	582,245

FACILITY OPERATION & MAINTENANCE

Insurance	-	-	-	-	54,000	54,000
Janitorial	216,000	24,000	-	-	60,000	300,000
Building and Land Rent / Lease	-	-	-	-	20,502	20,502
Repairs & Maintenance	-	-	3,500	-	61,500	65,000
Equipment / Furniture	-	-	-	-	250	250
Security	-	-	-	-	9,000	9,000
Utilities	97,500	10,800	-	-	26,700	135,000
TOTAL FACILITY OPERATION & MAINTENANCE	313,500	34,800	3,500	-	231,952	583,752

DEPRECIATION & AMORTIZATION

	-	-	414,235	-	-	414,235
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DISSOLUTION ESCROW & RESERVES / CONTIGENCY

	-	-	-	-	-	-
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TOTAL EXPENSES	2,081,602	872,816	3,546,283	-	1,438,826	7,939,527
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NET INCOME	4,562,552	(5,606)	(3,098,652)	-	(1,438,826)	19,468
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Westminster Community Charter School

PROJECTED BUDGET FOR 2014-2015

Assumptions

July 1, 2014 to June 30, 2015

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	6,644,154	867,210	447,631	-	-	7,958,995
Total Expenses	2,081,602	872,816	3,546,283	-	1,438,826	7,939,527
Net Income	4,562,552	(5,606)	(3,098,652)	-	(1,438,826)	19,468
Actual Student Enrollment	510	40				-
Total Paid Student Enrollment	-	-				-

Total enrollment 550 out of the 550 40 are estimated to be special educ

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	510	40	550
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	510	40	550
REVENUE PER PUPIL	13,028	21,680	814
EXPENSES PER PUPIL	4,082	21,820	6,448

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 08, 2014

Updated Thursday, July 31, 2014

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140600860874 WESTMINSTER COMMUNITY 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 Tuesday, July 08, 2014

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140600860874 WESTMINSTER COMMUNITY 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	Ronald E. Banks	Member	Yes	HR/Personnel	Elected August 2004 One-year terms; 11 terms served Current term expires June 2015	HR/Personnel
2	Rene Baugh	Member	Yes	Education	Elected September 2004 One-year terms; 11 terms served Current term expires June 2015	
3	Terenda Brown	Member	Yes	Parent Representative	Elected October 2004 One-year terms; 11 terms served Current term expires June 2015	
4	David K. Chamberlain	Member	Yes	HR/Personnel; Finance	Elected June 2013 One-year terms; 1 term served Resigned April 2014	HR/Personnel; Finance
5	Mark J. Czarnecki	Chair/President	Yes	Finance	Elected August 2004 One-year terms; 11 terms served Current term expires June 2015	Finance
6	Rita Eisenbeis	Member	Yes	Education; HR/Personnel	Elected December 2005 One-year terms; 10 terms served Current term expires June 2015	HR/Personnel
7	Yvonne S. Minor-Ragan	Member	Yes	Education; HR/Personnel	Elected August 2004 One-year terms; 11 terms served Current term expires June 2015	HR/Personnel
8	Robert G. Wilmers	Member	Yes	Finance	Elected August 2004 One-year terms; 11 terms served Current term expires June 2015	Finance

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

1

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?

11

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

12

Thank you.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
JULY 17, 2013 MINUTES**

Meeting Canceled

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
AUGUST 21, 2013 MINUTES**

In attendance at the Board meeting were:

Ronald E. Banks;
Terenda Brown;
Rene Brown-Baugh;
David Chamberlain;
Mark J. Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan;
Robert G. Wilmers

constituting a majority of the Board of Trustees and a quorum.

- 1) Mr. Czarnecki called the meeting to order at 3:01 p.m.
- 2) The June 19, 2013 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** – Dr. Rudolph discussed the following items:
 - Work is continuing on clean up and repairs from the fire. The work should be completed by the opening day of school.
 - Dr. Rudolph presented data on the 2012-13 test scores and his plan of action to improve test scores, including the implementation of the common core curriculum.
 - Dr. Rudolph reported that a notice was received from the New York State Education department that the Title 1 Monitoring Review was satisfactorily completed.
- 5) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 6) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2013 – 031 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK. Resolved: That the engagement letter with Lumsden & McCormick to provide audit services for the year ended June 30, 2013 be approved. The estimated cost is \$16,000, not to exceed \$17,000.

2013 – 032 APPROVAL OF THE WELLNESS POLICY. Resolved: That the Wellness Policy for Westminster Community Charter School be approved.

2013 – 033 CONTRACTS WITH INSURANCE PROVIDERS. Resolved: That the CEO be given the authority to sign contracts for the 2013-14 school year for the approximate cost of

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
AUGUST 21, 2013 MINUTES**

\$92,395 not to exceed \$93,000, with the following insurance providers and others as deemed necessary:

- National Benefit Life Insurance (NYS Statutory Disability)
- Unum Provident (Employee Life& Dependent Life)
- NYS School Safety Group (Workers' Comp-Group Membership)
- State Insurance Fund (Workers' Comp)

- Massachusetts Bay (Package Policy)
- Hanover Insurance Company (Umbrella Policy)
- QBE Insurance Corporation (Student Accident Insurance)
- United States Liability (Directors and Officers Insurance)
- Disclosure Note: These insurance policies will be brokered by M&T Insurance Agency, Inc., a subsidiary of M&T Bank.

2013 – 034 APPROVAL OF RTTT NEW ADMINISTRATOR TRAINING. Resolved: That the Race to the Top (RTTT) *New Administrator Training* provided through Erie 1 BOCES be approved for Ayinde Rudolph, LaMonica Harris and Robert Ross.

2013 – 035 CONTRACT WITH KARA M. SCHWABEL. Resolved: That the contract with Kara M. Schwabel to provide services as a Differentiated Instruction Trainer to WCCS for the 2013-14 school year be approved. The approximate cost is \$1,500, not to exceed \$2,000.

2013 – 036 CONTRACT WITH KRISTEN FRAWLEY. Resolved: That the contract with Kristen Frawley to provide services as a Differentiated Instruction Trainer to WCCS for the 2013-14 school year be approved. The approximate cost is \$200, not to exceed \$250.

2013 – 037 CONTRACT WITH PATRICK WIRTH. Resolved: That the contract with Patrick Wirth to provide services as a Differentiated Instruction Trainer to WCCS for the 2013-14 school year be approved. The approximate cost is \$200, not to exceed \$250.

2013 – 038 CONTRACT WITH RUBEN PUENTEDURA. Resolved: That the contract with Ruben Puentedura to provide services as a Technology Consultant for WCCS for the 2013-14 school year be approved. The cost is \$2,500 plus expenses.

2013 – 039 CUSTOMER AGREEMENT WITH FRONTLINE. Resolved: That the customer agreement with Frontline Technologies, Inc. to provide the Aesop Substitute Placement and Absence Management system to WCCS for the 2013-14 school year be approved. The approximate cost is \$1,000 for one-time set-up/training fees and \$1,800 for the annual subscription.

2013 – 040 PERFORMANCE AGREEMENT WITH SAMUEL FRENCH. Resolved: That the performance agreement with Samuel French to perform "Grease: School Version" at WCCS in the 2013-14 school year be approved. The approximate cost is \$1,560, not to exceed \$2,000.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
AUGUST 21, 2013 MINUTES**

2013 – 041 APPROVAL OF 2013-14 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2013-14 Safety Plan and Emergency Response Procedures be approved.

2013 – 042 APPROVAL OF 24-HOUR DEPOSIT AGREEMENT. Resolved: That the Authorized Representatives and delegates designated in this agreement and any one of them is hereby authorized to act for and on behalf of the Depositor in entering into an agreement with Manufacturers and Traders Trust Company (“M&T Bank”) concerning the use of the 24-Hour Deposit safe, bags, envelopes and other equipment [and Commercial Express Box and services] provided by M&T Bank in accordance with M&T Bank’s deposit account documentations, rules and regulations as amended from time to time; to make deposits of any and all funds contained in such safe, bags, envelopes and Box to the Depositor’s account at M&T Bank; to remove 24-Hour Deposit bags and envelopes and their contents from M&T Bank without making a deposit and without opening and examining the contents of the bag or envelopes; to deliver requests for coin and currency to M&T Bank; to remove the contents of the Depositor’s Commercial Express Box, if elected, including all coin and currency placed there by M&T Bank; to pay all fees and charges related to M&T Bank’s services; to appoint successor Authorized Representatives and delegates as provided in the Agreement, to supply their names in the spaces provided in M&T Bank’s forms, and to provide to M&T Bank notice of termination of the authority of any Authorized Representative and designation of new Authorized Representatives by letter amendment from time to time; and be it further

Resolved: That the Secretary or Assistant Secretary of the Depositor is hereby authorized to certify from time to time to M&T Bank a copy of these resolutions and the names and titles of the Depositor’s Authorized Representatives and their signatures; and M&T Bank may, until its responsible banking officer shall have actually received and had a reasonable time to act on written notice of the revocation of these resolutions or the termination of authority of any such Authorized Representative, rely and act upon this certificate.

2013 – 043 CONTRACT WITH CAROUSEL INDUSTRIES. Resolved: That the contract with Carousel Industries to install a wireless system at Westminster Community Charter School (WCCS) be approved. The approximate cost for the system is \$233,400, not to exceed \$240,000. WCCS has applied for e-rate funding to cover approximately 90% of the cost of this system.

2013 – 044 CONTRACT WITH IROQUOIS BAR CORP. Resolved: That the contract with Iroquois Bar Corp. to supply and install fencing at Westminster Community Charter School be approved. The estimated cost for these services is \$18,000, not to exceed \$18,500.

2013 – 045 CONTRACT WITH HYA. Resolved: That the contract with the Executive Search Division of Hazard, Young and Attea & Associates (HYA) to provide consultant services related to the search for an Assistant Principal for Westminster Community Charter School be approved. The estimated cost for these services is \$29,000, not to exceed \$30,000.

2013 – 046 CONTRACT WITH THE BOYS AND GIRLS CLUB. Resolved: That a contract with the Boys and Girls Club to provide an after-school program for students at Westminster

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
AUGUST 21, 2013 MINUTES**

Community Charter School during the 2013-14 school year be approved. The estimated cost to provide this program for 250 students is \$280,422.74, not to exceed \$300,000.

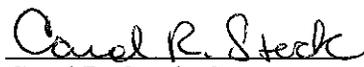
2013 – 047 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Apple Financial Services/TEQlease - \$84,655.94
- M&T Bank Reimbursement for Management Services - \$1,000,000
- New York State Insurance Fund - \$29,087.89
- AAA Safe & Lock Co. - \$26,705.60
- Buffalo Board of Education - \$226,058
- Highland Masonry & Restoration Inc. - \$45,232.48
- Blue Cross Blue Shield –\$117,635.34 (July and August Invoice)
- Blue Cross Blue Shield –\$60,000 (Estimated September Invoice)

7) **The next meeting** is scheduled for Wednesday, September 18, 2013 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:42 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
SEPTEMBER 18, 2013 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Rene Brown-Baugh;
David Chamberlain;
Mark J. Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan;
Robert G. Wilmers

constituting a majority of the Board of Trustees and a quorum.

- 1) Mr. Czarnecki called the meeting to order at 3:06 p.m.
- 2) The August 21, 2013 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** – Dr. Rudolph discussed the following items:
 - Ms. Eisenbeis had questions about the Title 1 Audit report and the BPS Monitoring report. Dr. Rudolph responded to these questions.
 - Dr. Rudolph reviewed the School Development and Improvement Plan (SDIP) for the 2013-14 school year. The SDIP will develop into a collaborative process to analyze, discuss and understand our school's current context and to make plans to develop and improve student learning.
 - Dr. Rudolph reviewed the format being used by teachers to prepare unit plans and the review process being used for those plans.
 - Dr. Rudolph presented a timeline for the introduction of iPads in the school.
 - The concept of a year-round school was discussed with Board members and Dr. Rudolph will do some research on this subject.
- 5) **Attendance Report** – Ms. Steck presented the attendance summary through 9/16/13. On average, 93% of the students have been present since the beginning of the school year. 17 students have been absent 3 or more days since the beginning of the school year. Dr. Rudolph discussed the contacts being made to families to address attendance issues.
- 6) **Grants Update** – Ms. Steck reported that the application for Title IA (\$310,796) and Title IIA (\$28,707) funding has been submitted. WCCS has received a grant of \$133,122 for AmeriCorps members to work in the school. The 21st Century Grant submitted by the Westminster Foundation that included \$193,823 in funding for the WCCS after-school program was declined.
- 7) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
SEPTEMBER 18, 2013 MINUTES**

- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2013 – 048 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Boys & Girls Club – Final Payment Summer Program - \$25,542.27
- Boys & Girls Club – Down Payment After-School Program - \$56,320.51
- Blue Cross Blue Shield –\$52,000 (Estimated October Invoice)
- NYS Teachers Retirement System - \$133,542.44 (September Invoice); \$133,542.44 (October Invoice); \$133,542.46 (November Invoice) –
Total: \$400,627.34

2013 – 049 EMERGENCY CONDITIONAL CLEARANCE. Resolved: That the employees on the attached list be granted emergency conditional clearance to work at the Westminster Community Charter School pending NYSED fingerprint clearance.

- 9) **The next meeting** is scheduled for Wednesday, October 16, 2013 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:11 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
OCTOBER 16, 2013 MINUTES**

In attendance at the Board meeting were:

Ronald E. Banks;
Terenda Brown;
Rene Brown-Baugh;
Mark J. Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan;
Robert G. Wilmers

constituting a majority of the Board of Trustees and a quorum.

- 1) Ms. Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The September 18, 2013 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** – Dr. Rudolph discussed the following items:
 - The growth scores for teachers were reviewed and Dr. Rudolph explained how the scores were determined.
 - Dr. Rudolph reviewed the Professional Development Plan for the 2013-14 school year.
 - Sample reading data for students was reviewed. Dr. Rudolph explained how teachers are using the data to plan instruction.
 - Dr. Rudolph discussed two approaches for an extended school year. One approach would be to increase the number of school days in the academic calendar. The other would be a balanced year which has the same number of school days as the current calendar but spreads breaks across the school year so the summer break is only one month long. The next step is to select a group of teachers to research both options and then to get parents involved in the process. Dr. Ragan recommended that the school year end at the same time as the BPS school year so there are no problems for WCCS graduates applying to high schools for the next school year.
 - Dr Rudolph reported that the Site Visit for the Charter Renewal began today and the team will be at the School through Friday, October 18, 2013.
- 5) **Parent Survey Results** – Ms. Eisenbeis presented analysis she prepared on the Parent Surveys from Spring 2013.
- 6) **News Article on Food Service** – Board members reviewed a Buffalo News article on the healthy food service program at Westminster.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
OCTOBER 16, 2013 MINUTES**

- 7) **Attendance Report** – Ms. Steck presented the attendance summary through 9/30/13. On average, 95% of the students have been present since the beginning of the school year. 29 students have been absent 4 or more days since the beginning of the school year.
- 8) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

9) **Location of November Meeting** – The Board discussed having the November or a future Board meeting at the School.

10) **2014 Board Meeting Dates** – Board members were provided with a schedule of the 2014 Board Meeting dates.

11) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2013 – 050 AUTHORIZATION OF ACCESS TO FILES. Resolved: That the Project Administrator be added to the list of personnel authorized to access the student and personnel files and the Student Advocates will be granted access to student files.

2013 – 051 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2013-14 Professional Development Plan be approved.

2013 – 052 CONTRACT WITH CAMBRIDGE EDUCATION. Resolved: That the contract with the Cambridge Education for staff development services at Westminster Community Charter School for the 2013-14 school year be approved. The estimated cost for these services is \$24,000, not to exceed \$29,000.

2013 – 052 CONTRACT WITH TRAINING FOR SUCCESS. Resolved: That the contract with the Training For Success for staff development services at Westminster Community Charter School for the 2013-14 school year be approved. The estimated cost for these services is \$10,000, not to exceed \$12,000.

2013 – 053 CONTRACT WITH SYNERGY GLOBAL SOLUTIONS. Resolved: That the contract with Synergy Global Solutions to provide computer maintenance and technology services during the 2013-14 school year be approved. The estimated cost is \$16,000, not to exceed \$18,000.

2013 – 054 CONTRACT WITH STOHL REMEDIATION SERVICES. Resolved: That the contract with Stohl Remediation Services to complete asbestos and pigeon waste remediation at Westminster Community Charter School be approved. The estimated cost for these services is \$8,500, not to exceed \$9,000.

2013 – 055 SERVICE AGREEMENT WITH SCHOOL PASS. Resolved: That the service agreement with School Pass to provide the School Pass Dismissal System at Westminster

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
OCTOBER 16, 2013 MINUTES**

Community Charter School for 3 years beginning in the 2013-14 school year be approved. The estimated cost for these services is \$14,750, not to exceed \$15,000 for all 3 years.

2013 – 056 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield –\$70,000 (Estimated November Invoice)
 - Hanover Insurance Company - \$40,843
-

2013 – 057 EMERGENCY CONDITIONAL CLEARANCE. Resolved: That the employees on the attached list be granted emergency conditional clearance to work at the Westminster Community Charter School pending NYSED fingerprint clearance.

12) **The next meeting** is scheduled for Wednesday, November 13, 2013 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
NOVEMBER 13, 2013 MINUTES**

Meeting Canceled

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
DECEMBER 3, 2013 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Rene Brown-Baugh;
David Chamberlain
Mark J. Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan

constituting a majority of the Board of Trustees and a quorum.

- 1) Mr. Czarnecki called the meeting to order at 4:00 p.m.
- 2) The October 16, 2013 minutes were approved.
- 3) Public Comment Period

Principal's Report

- 4) **First Quarter Update** – Dr. Rudolph discussed the roles of administrators, teachers, parents and students in improving academic performance and how the culture and curriculum can impact this performance. Professional development and use of real time data to make informed decisions are among the strategies being used by the School. He also reviewed pre- and post-test results for the ELA practice tests for grades 3-8. At a future Board meeting, Dr. Rudolph will report on the teacher response to this data and will also present similar data for the math practice tests.
- 5) **Request to Amend Attendance Policy** – Dr. Rudolph presented a proposed student attendance policy with specific steps to be followed when students meet increasing thresholds of unexcused absences. After 18 unexcused absences, a student will be retained in the current grade due to a high level of absenteeism. Dr. Rudolph clarified that if a student misses more than 18 school days but passes the NYS tests, the student will not be retained in the current grade. Board members felt the new policy needed to be communicated to parents prior to implementation and parents should be asked to sign a statement confirming that they received the new policy.
- 6) **Strategies to Address Attendance Issues** – Dr. Rudolph reviewed how students with high absentee rates are being tracked and the strategies that are being used to address these attendance issues.
- 7) **Attendance Report** – Ms. Steck presented the attendance summary through December 2, 2013. The average attendance rate since the beginning of the year is 94.55%. The attendance rate for November 2013 was 93.25%.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
DECEMBER 3, 2013 MINUTES**

- 8) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2013 – 058 ATTENDANCE POLICY. Resolved: That the revised Attendance Policy for the Westminster Community Charter School be approved with the following provisions:

- a. The policy will be given to parents before it is implemented and parents will be asked to sign a statement confirming that they received the new policy;
- b. If a student misses more than 18 school days but passes the NYS tests, the student will not be retained in the current grade.

2013 – 059 CONTRACT WITH STOHL REMEDIATION SERVICES. Resolved: That the additional cost of \$980 be approved for the contract with Stohl Remediation Services to complete asbestos and pigeon waste remediation at Westminster Community Charter School due to the requirement to complete the work on a Saturday when the school was closed. The estimated cost for these services is \$9,320, not to exceed \$9,500.

2013 – 060 CONTRACT WITH ORLEANS/NIAGARA BOCES. Resolved: That the contract with the Orleans/Niagara Board of Cooperative Educational Services (BOCES) to provide Reading Recovery Services for the 2013/14 School Year be approved. The estimated cost for these services is \$4,000, not to exceed \$4,500.

2013 – 061 CONTRACT WITH BOTANICAL GARDENS. Resolved: That the contract with the Buffalo and Erie County Botanical Gardens, Inc. to use the facility for the 2013 Westminster Community Charter School Holiday Party be approved. The estimated cost is \$1,800, not to exceed \$2,500.

2013 – 062 CONTRACT WITH OBVIOUSLY AVI. Resolved: That the contract with the Obviously Avi to provide the catering service for the 2013 Westminster Community Charter School Holiday Party be approved. The estimated cost is \$3,587.50, not to exceed \$4,000.

2013 – 063 REVISION TO THE WESTMINSTER COMMUNITY CHARTER SCHOOL CALENDAR. Resolved: That the 2013-14 calendar for Westminster Community Charter School be revised to change December 3, 2013 to an early release day in order to hold parent-teacher conferences.

2013 – 064 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield –\$70,000 (Estimated December Invoice)

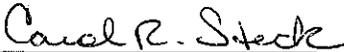
2013 – 065 EMERGENCY CONDITIONAL CLEARANCE. Resolved: That the employees on the attached list be granted emergency conditional clearance to work at the Westminster Community Charter School pending NYSED fingerprint clearance.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
DECEMBER 3, 2013 MINUTES**

10) **The next meeting** is scheduled for Wednesday, December 18, 2013 at 12:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:55 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
DECEMBER 18, 2013 MINUTES**

In attendance at the Board meeting were:

Ronald E. Banks;
Terenda Brown;
Rene Brown-Baugh;
David Chamberlain
~~Mark J. Czarnecki;~~
Rita Eisenbeis;
Yvonne S. Minor-Ragan

constituting a majority of the Board of Trustees and a quorum.

- 1) Mr. Czarnecki called the meeting to order at 12:15 p.m.
- 2) The December 3, 2013 minutes were approved.
- 3) Public Comment Period

Principal's Report

- 4) **Math Data** – Dr. Rudolph reviewed pre- and post-test results for the math practice tests for grades 3-8. He also discussed the assessments and benchmark data being used to track students through the year as well as remediation methods being used to provide support to students. Mr. Czarnecki requested a report at the next Board meeting on the Special Education program.
- 5) **Charter Renewal Report Draft** – Dr. Rudolph provided Board members with a copy of the draft Charter Renewal Report for review. It is planned that the report will be presented to the Board of Education on January 8, 2014. Mr. Czarnecki requested that a comparison of on performance index comparisons be provided to Board members.
- 6) **Parent Complaint** – Dr. Rudolph discussed a complaint received from a parent and the steps taken by the school address the situation. A response will be sent from the Board president stating that the Board of Trustees has investigated the complaint and reviewed all of the steps taken by the School Administration to address the issue as well as the outcome of the hearing with an independent hearing officer. Based on this investigation, the Board of Trustees fully supports the actions taken by the Principal and School Administration regarding this matter and is in complete agreement with the resolution by the Principal, which was upheld by the hearing officer.
- 7) **Attendance Report** – Ms. Steck presented the attendance summary through December 16, 2013. The average attendance rate since the beginning of the year is 94.29%. The attendance rate for November 2013 was 93.39% and for December, to date, the attendance rate is 93.04%. Dr. Rudolph discussed the steps being taken to address attendance issues and efforts to provide resources to parents to help improve student attendance.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
DECEMBER 18, 2013 MINUTES**

- 8) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2013 – 066 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

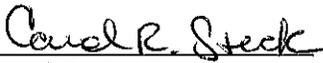
- Blue Cross Blue Shield –\$72,000 (Estimated January Invoice)
- NY State and Local Retirement Systems - \$40,290

2013 – 067 AUDIT EXPENSE FOR LUMSDEN & MCCORMICK. Resolved: That the additional cost of \$1,600 for audit services provided by Lumsden & McCormick to for the year ended June 30, 2013 be approved.

10) **The next meeting** is scheduled for Wednesday, January 15, 2014 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 1:50 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
JANUARY 15, 2014 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
David Chamberlain;
Mark J. Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan

constituting a majority of the Board of Trustees and a quorum.

- 1) Mr. Czarnecki called the meeting to order at 3:02 p.m.
- 2) The December 18, 2013 minutes were approved.
- 3) Public Comment Period

Principal's Report

- 4) **Attendance Letter to Parents** – Dr. Rudolph provided Board members with copies of the WCCS newsletters that were sent to parents. The newsletters included information about the new attendance policy. Parents have been asked to sign a form stating that they are aware of the new policy.
- 5) **Special Education Overview** – Dr. Rudolph presented information about the Special Education program.
- 6) **School Surveys** – This item was tabled until the next Board meeting.
- 7) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 8) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

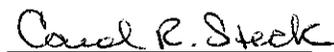
2014 – 001 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield – \$70,000 (Estimated February Invoice)
- Carousel Industries of North America, Inc. - \$230,418.85 (Wireless System)
- R.W. Dake & Co., Inc. – \$43,453.72 (Fire Related Work)
- Erie 1 BOCES – \$28,257.04 (Annual Technology Services)

- 9) **The next meeting** is scheduled for Wednesday, February 12, 2014 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 3:35 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
FEBRUARY 12, 2014 MINUTES**

In attendance at the Board meeting were:

Ronald E. Banks;
Terenda Brown;
Rene Brown-Baugh;
David Chamberlain;
Rita Eisenbeis

constituting a majority of the Board of Trustees and a quorum.

- 1) Ms. Eisenbeis called the meeting to order at 3:10 p.m.
- 2) The January 15, 2014 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** – Teachers and students presented a demonstration of how iPads are being used in classrooms for math, science, English language arts, and science.
- 5) **School Surveys** – Ms. Eisenbeis reviewed the results of the parent, staff and student surveys. The Board discussed ideas for increasing the number of participants for the surveys.
- 6) **Attendance Report** – Ms. Steck presented the attendance summary through February 10, 2014. The average attendance rate since the beginning of the year is 94.42%. The attendance rate for January 2014 was 93.11% and for February, to date, the attendance rate is 95.79%. Dr. Rudolph discussed the steps being taken to ensure that attendance reporting is done correctly.
- 7) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 8) **Annual Conflicts of Interest Renewal** – Ms. Steck reviewed the conflicts of interest policy information and the annual statements were distributed to Board members for completion.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

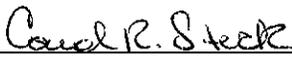
2014 – 002 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield –\$70,000 (Estimated March Invoice)
- R.W. Dake & Co., Inc. - \$52,799.58 (Fire Related Work)

- 10) **The next meeting** is scheduled for Wednesday, March 19, 2014 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
MARCH 19, 2014 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Rene Brown-Baugh;
David Chamberlain;
Yvonne S. Minor-Ragan;
Robert G. Wilmers

constituting a majority of the Board of Trustees and a quorum.

- 1) Mr. Chamberlain called the meeting to order at 3:10 p.m.
- 2) The February 12, 2014 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report**
 - a. Dr. Rudolph discussed a complaint received from a parent and the steps taken by the school to address the situation. A response will be sent from the Board president stating that the Board of Trustees has investigated the complaint and reviewed all of the steps taken by the School Administration to address the issue as well as the outcome of the hearing with an independent hearing officer. Based on this investigation, the Board of Trustees fully supports the actions taken by the Principal and School Administration regarding this matter and is in complete agreement with the resolution by the Principal, which was upheld by the hearing officer.
 - b. Dr. Rudolph discussed the interventions being used to provide additional support for students.
- 5) **Charter Agreement Update** – Ms. Steck reported that a meeting to discuss the charter agreement with the Buffalo Board of Education is scheduled for March 26, 2014.
- 6) **E-Rate Funding** – Ms. Steck reported that USAC announced that no Priority 2 applications will be funded for 2013, therefore, WCCS will not receive any e-rate funding for the application submitted for 2013. This is the first time that e-rate funding was denied for all Priority 2 applications.
- 7) **Attendance Report** – Ms. Steck presented the attendance summary through March 3, 2014. The average attendance rate since the beginning of the year is 94.47%. The attendance rate for February 2014 was 94.83%.
- 8) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
MARCH 19, 2014 MINUTES**

- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2014 – 003 CONTRACT WITH DR. MICHAEL CODD. Resolved: That the contract with Dr. Michael Codd to provide Scoring Consultant services for the 2013-14 school year be approved. The approximate cost is \$1,500, not to exceed \$2,000.

2014 – 004 APPROVAL OF NEW VENDORS. Resolved: That the new vendors added to the Westminster Community Charter School approved vendor list be approved.

2014 – 005 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

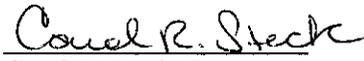
- Blue Cross Blue Shield –\$70,000 (Estimated April Invoice)

2014 – 006 EMERGENCY CONDITIONAL CLEARANCE. Resolved: That the employees on the attached list be granted emergency conditional clearance to work at the Westminster Community Charter School pending NYSED fingerprint clearance.

- 10) **The next meeting** is scheduled for Wednesday, April 9, 2014 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 3:46 p.m.

Respectfully submitted,



Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
APRIL 9, 2014 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;
Rene Brown-Baugh;
David Chamberlain;
Mark J. Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan

constituting a majority of the Board of Trustees and a quorum.

- 1) Mr. Czarnecki called the meeting to order at 3:10 p.m.
- 2) The March 19, 2014 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** - Dr. Rudolph presented ELA and Math benchmark data for grades 3-8.
- 5) **Charter Renewal Update** – Ms. Steck reported that discussions were continuing with the Buffalo Board of Education about the charter agreement. The plan is to finalize the agreement in time to submit the Charter Renewal to the Board of Regents for the May meeting.
- 6) **Survey Results** – Ms. Eisenbeis presented the results of the most recent student and staff surveys.
- 7) **Attendance Report** – Ms. Steck presented the attendance summary through April 8, 2014. The average attendance rate since the beginning of the year is 94.65%. The attendance rate for March 2014 was 95.17%.
- 8) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2014 – 007 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of David Chamberlain, Senior Vice President of M&T Bank, as a member of the Board of Trustees be accepted.

2014 – 008 APPROVAL OF LOCAL ASSISTANCE PLAN. Resolved: That the Local Assistance Plan for Westminster Community Charter School be approved.

2014 – 009 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

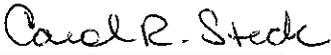
- Blue Cross Blue Shield –\$70,000 (Estimated May Invoice)

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
APRIL 9, 2014 MINUTES**

10) **The next meeting** is scheduled for Wednesday, May 21, 2014 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:37 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
MAY 21, 2014 MINUTES**

In attendance at the Board meeting were:

Ronald E. Banks;
Terenda Brown;
Rita Eisenbeis;
Yvonne S. Minor-Ragan;
Robert G. Wilmers

constituting a majority of the Board of Trustees and a quorum.

- 1) Dr. Yvonne Minor-Ragan called the meeting to order at 2:55 p.m.
- 2) The April 9, 2014 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** – Ms. Infante presented the Principal's Report for Dr. Rudolph.
 - a) **Uniforms** – Ms. Infante presented information on the new uniforms planned for next year. Ms. Eisenbeis recommended getting input from parents about the new uniforms. She also asked about the stock of current uniforms. Ms. Infante said the School is looking into donating the current stock of uniforms. Dr. Ragan suggested donating within the Buffalo Promise Neighborhood.
 - b) **NYS Tests** – Ms. Infante discussed the NYS tests and said that the ELA test was a fair assessment but students in grades 3, 4 and 5 struggled because of the length of the passages. This was true not only for WCCS students but was reported by other schools as well and WCCS plans to work on stamina with the students. There was a problem with missing pages in the grade 3 test and BOCES helped to resolve this issue. The math test was challenging and the rubrics for scoring were rigid.
- 5) **Charter Renewal Update** – Ms. Steck reported that on May 19, 2014, the New York State Board of Regents approved the charter renewal for WCCS through June 30, 2016.
- 6) **Charter School Funding** – Ms. Steck reviewed the increased charter school funding approved in the Governor's budget. The funding is as follows:

Year	Per Pupil Amount	Increase	% of Increase	Total Increase Amount for 550 Students
2013-14	\$12,005	\$0	0%	\$0
2014-15	\$12,255	\$250	2%	\$137,500
2015-16	\$12,605	\$350	3%	\$192,500
2016-17	\$13,105	\$500	4%	\$275,000

- 7) **Attendance Report** – Ms. Steck presented the attendance summary through May 20, 2014. The average attendance rate since the beginning of the year is 94.56%. The attendance rate for April 2014 was 94%.

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
MAY 21, 2014 MINUTES**

- 8) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 9) **2014-15 Budget** – Ms. Infante presented the proposed budget for the 2014-15 school year.
- 10) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2014 – 010 PROFESSIONAL SERVICES AGREEMENT WITH ADI. Resolved: That the professional services agreement with Aubrey Daniels International, Inc. to provide consulting services on the culture of learning readiness at WCCS be approved. The estimated cost for these services is \$29,950, not to exceed \$35,000.

2014 – 011 CONSULTING AGREEMENT WITH BUFFALO NIAGARA RIVERKEEPER. Resolved: That the consulting agreement with Buffalo Niagara Riverkeeper to provide student community service be approved. There is no cost for this agreement.

2014 – 012 APPROVAL OF 2014-15 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2014-15 be approved.

2014 – 013 CHANGES TO WCCS CALENDAR. Resolved: That the following changes to the WCCS calendar be approved.

Date	WCCS	FTE	BPS	FTE
4/8/2014	Full Day	1	Early Release	0.5
4/9/2014	Full Day	1	Supt. Conf. Day	0
4/22/2014	Early Release Day	0.5	Full Day	1
4/23/2014	Supt. Conf. Day	0	Full Day	1
5/6/2014	Full Day	1	Early Release	0.5
5/7/2014	Full Day	1	Supt. Conf. Day	0
5/9/2014	Early Release Day	0.5	Full Day	1
5/12/2014	Supt. Conf. Day	0	Full Day	1
	Total	5	Total	5

2014 – 014 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

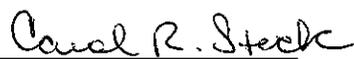
- Blue Cross Blue Shield –\$70,000 (Estimated June Invoice)

2014 – 015 EMERGENCY CONDITIONAL CLEARANCE. Resolved: That the employees on the attached list be granted emergency conditional clearance to work at the Westminster Community Charter School pending NYSED fingerprint clearance.

- 11) **The next meeting** is scheduled for Wednesday, June 18, 2014 at 3:00 p.m.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,


Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
JUNE 18, 2014 MINUTES**

Minutes not approved by Board of Trustees as of 8/1/2014

Appendix H: Enrollment and Retention Efforts

Required of ALL charter schools

UPLOAD DOCUMENTATION – No form provided

Describe the efforts the charter school has utilized in 2013-2014 and a plan for efforts to be taken in 2014-2015 to meet or exceed enrollment and retention targets of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.

In 2013-14, Westminster Community Charter School utilized a variety of methods to meet or exceed enrollment and retention targets of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch. These methods will also be used for the 2014-15 school year. Formal recruitment of incoming students including those with disabilities and students with limited English proficiency begins around January of each year. WCCS begins advertising open registration and families, if they choose, meet with staff and review the expectations of the School. Interested families submit applications through April 1st, (or the following school day in the event the 1st is a non-school day), after which students are accepted. If the number of applicants to WCCS exceeds capacity, a random selection process is used to assign spaces. This lottery is held after April 1st annually and students are notified shortly thereafter.

Advertisements include:

- All printed materials, where applicable, (e.g. flyers, notices, brochures, applications, website) and advertisements (e.g. newspaper ads, posters) clearly indicate that enrollment is open without regard to ethnicity, national origin, gender, disability and/or limited English proficiency and are printed in both English and Spanish;
- Advertisements for applications for enrollment to WCCS are in local media;
- Advertisements for applications for enrollment to WCCS are placed in local community centers and churches;
- School personnel are made available, as needed, to present at local community centers and churches for information and answering questions;
- Open Houses are held at Westminster Community Charter School;
- Flyers are distributed to neighborhood homes by means of a direct mail campaign;
- Notices are sent to existing parents;
- Advertising is done about the programs available at Westminster Community Charter School;
- Recruitment advertisements are aired on local radio stations and are in both English and Spanish.

We have developed some services and programs to try and retain students at Westminster Community Charter School. The following is a list of services and programs:

- A full time (CTG) Closing the Gap Facilitator
- 2 full time school counselors: Lower house (K-4) and Upper House (5-8)
- An extensive program for High School application, public, charter, and Private that includes scholarship opportunities.
- Parent access to Administrative Team
- A Positive Behavioral Intervention and Supports (PBIS) Program

- A Wellness program that includes freshly prepared nutritious breakfast and lunch program and access to fitness center.
- Health and Wellness Fairs in collaboration with Independent Health for families.
- IPAD and Wi-Fi Access for students
- Supportive Partnerships with M&T Bank, Buffalo Promise Neighborhood and Read to Succeed Buffalo.

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

Created Monday, June 30, 2014

Updated Friday, May 01, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/1d100>

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:

Lior Evan

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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)

-
- 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

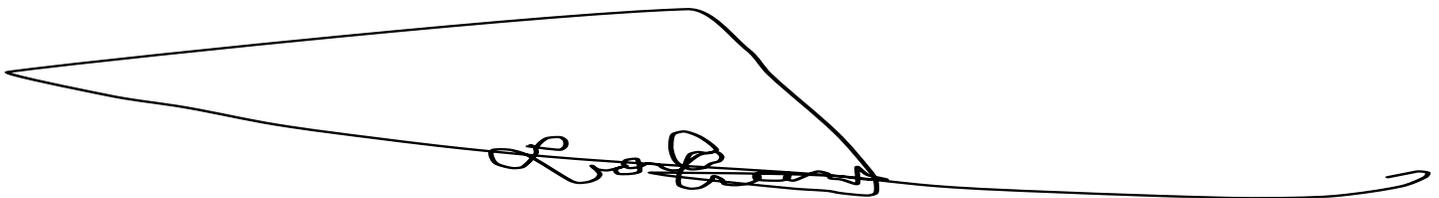
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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, appearing to be "L. J. ...", is written over a horizontal line. The signature is stylized and somewhat cursive.

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

Created Wednesday, July 09, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/23ad7>

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:

Terenda Irene Brown

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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)

-
- 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

[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	Parent Liaison
[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	work with parents
[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	8.50/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	9/07

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, reading "Teronda B. Jones". The signature is written in a cursive style with a large, sweeping initial "T".

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

Created Wednesday, July 30, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/cfba7>

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:

Ronald E. Banks

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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...: Board Member

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

No

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

No

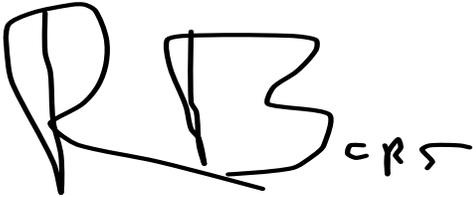
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 consisting of the letters 'R' and 'B' in a stylized, cursive font. Below the 'B' and extending to the right, the letters 'CRS' are written in a smaller, simpler font.

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

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/df989>

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:

Yvonne Minor-Ragan

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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?

Yes

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

[cmoeY.0] 10a. 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	Member
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Member, Board of Trustees Westminster Community Charter School
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	No Salary
[cmoeY.3] 10a. 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 2004

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?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	M&T Bank	Financial Services	\$387,950	Yvonne Minor-Ragan; President of Buffalo Promise Neighborhood	All Board Member review
2					
3					
4					
5					

Signature of Trustee



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

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/a7d03>

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 G. Wilmers

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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?

Yes

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

[cmoeY.0] 10a. 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	Member
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Member of the Board of Trustees of Westminster
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	No Salary
[cmoeY.3] 10a. 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 2004

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?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	M&T Bank	Financial	\$387,950	Robert G. Wilmers, Chairman & CEO, M&T Bank Corporation	All Board members review
2					
3					
4					
5					

Signature of Trustee



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

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/12f8d>

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:

Mark J. Czarnecki

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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
-

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

No

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

Yes

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

[cmoeY.0] 10a. 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	Chairman
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Chairman of the Board of Trustees of Westminster
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	No Salary
[cmoeY.3] 10a. 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 2004

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

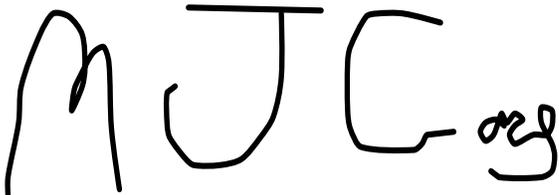
14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest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

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	M&T Bank	Financial Services	\$387,950	Mark J. Czarnecki, President of M&T Bank Corporation	All Board Member review
2					
3					
4					
5					

Signature of Trustee



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

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/24350>

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:

Rene Baugh

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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?

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	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	Reading Teacher
[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	\$74,015
[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	8/23/04

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

No

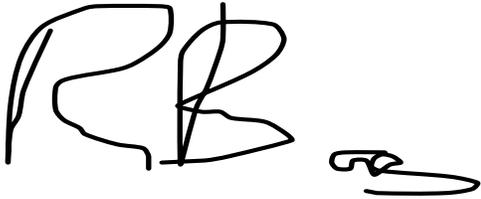
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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, consisting of the letters 'RB' followed by a stylized flourish.

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

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/8e707>

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:

Rita M. Eisenbeis

2. Charter School Name:

Westminster Community Charter School

3. Charter Authorizer:

Buffalo Board of Education

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

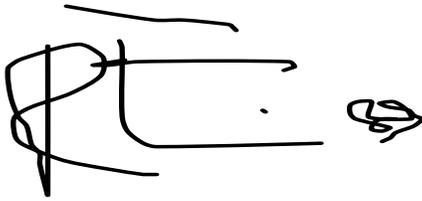
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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

A handwritten signature in black ink, consisting of a large, stylized initial 'P' followed by a horizontal line and a small flourish at the end.