



# Entry 1 School Information

Created: 06/28/2017 • Last updated: 07/12/2017

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2017**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#** WESTMINSTER COMMUNITY CS (BUFFALO BOE)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** BUFFALO BOE-Authorized Charter School

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

**c. DISTRICT / CSD OF LOCATION** Buffalo

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	24 Westminster Avenue Buffalo, NY 14215	[REDACTED]		

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Robert Ross
Title	Principal
Emergency Phone Number (###-###-####)	[REDACTED]

**e. SCHOOL WEB ADDRESS (URL)** <http://www.westminsterccs.org/>

**f. DATE OF INITIAL CHARTER** 08/2004

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2004

# **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

## MISSION STATEMENT

To challenge the status quo – to encourage people to think differently about their station in life. We do this through assuring that there are high levels of learning, by creating a safe and caring environment, and promoting community involvement in order to prepare students for a successful secondary experience.

# **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief description of Key design elements are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Balanced Literacy Balanced literacy is a model that emphasizes the development of strong readers and writers, through the use of multiple literary texts. Students are not only exposed to the “literary canon,” but also to books that are appropriately leveled to the students reading ability. This affords the students the opportunity to continue to develop a passion for reading while at the same time experience the richness of challenging texts. More importantly, the writing component assures that students are able to write critically about the larger world.
Variable 2	Extended Day opportunities, Departmentalization WCCS extends its learning day by 1 hour in the AM for all students and by 2 hours in the PM for approximately half the student population. WCCS also offers summer school enrichment programs for students for 5 weeks. In grades 4-6 all teachers that work on a grade level team are responsible for teaching reading as a team, and then the teachers departmentalize for Science, Literacy, Math and Social Studies. This allows teachers to concentrate their efforts on one content area that fits within their strengths, while at the same time being held accountable for all the students on a grade level. In grades 7-8 teachers are completely departmentalized. This structure also provides the school with the ability to have vertical meetings for sub ect matter, and to intentionally focus professional development at a small number of teachers.
Variable 3	Healthy Living

	<p>WCCS employs an executive chef who is in charge of providing students with meals that exceed the federal government's mandates. Hormone free food, and in some cases organic foods, are used to prepare meals. The executive chef does not serve fried meals or foods that are high in fructose. Additionally, the school was the recipient of a PEP grant. This allowed the school to augment its health and physical education program with a nutritionist, a fitness room and a rock-climbing wall.</p>
Variable 4	<p><b>Technology</b>  All students in grades 3 through 8 are provided with an iPad for their classroom work. The students take these items with them from class to class. Not only does it allow them access to information, but also it helps prepare the students for the work environment after Westminster. Grades K-2 have access to iPad carts.</p>
Variable 5	<p><b>Special classes</b>  As part of WCCS commitment to providing students with a holistic education, students are given special classes in art, LOTE, band and physical education. These classes often reinforce the learning that is taking place in the classroom; curricular units provide opportunities to explore supporting music and art. All of these classes meet existing standards. Moreover, these classes afford students with the opportunity to build knowledge and critical thinking skills necessary for later success.</p>
Variable 6	<p><b>Academic &amp; Instructional Support (AIS)</b>  WCCS has built in intervention and enrichment period. This 45-minute period is shared with a full team of teachers and the AIS coaches. The teachers use common planning periods to determine the appropriate interventions for a group of students and then flex group the students to provide enrichment and remediation. Administration and coaches provide professional development to teachers. The decisions for grouping students is based upon the data review.</p>
Variable 7	<p><b>Staff Development</b>  WCCS is committed to assuring that all teachers are given opportunities to grow. The school's focus on professional development is driven by data, observations, dialogue and discussion and professional research. Professional development is then led by administrators, instructional coaches, BOCES trainers, and outside professional development providers. Every teacher's individual PD plan will be aligned to the school's plan. Teachers must also align these goals with identified areas of growth that have been noted by administrators. The administrative team monitors all professional development by using exit surveys, informal feedback, and teacher transfer (use of strategies correctly).</p>

Variable 8	Community Partnerships WCCS has had a long-standing relationship with M&T bank. This partnership has spanned for almost two decades. In addition to in-kind gifts, M&T provides student mentors, management assistance, professional development, and connections to other institutions within the greater Buffalo area who can support the school's goal of educating students. Additionally, WCCS is now one of three schools within the Buffalo Promise Neighborhood (BPN). This federal grant is geared to develop a cradle to career opportunities for the students in the surrounding community. As a member of BPN, the school can work collaboratively with the early childhood center, and a neighboring K-8 school.
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2017** 542

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**l1. FACILITIES**

Does the school maintain or operate multiple sites?

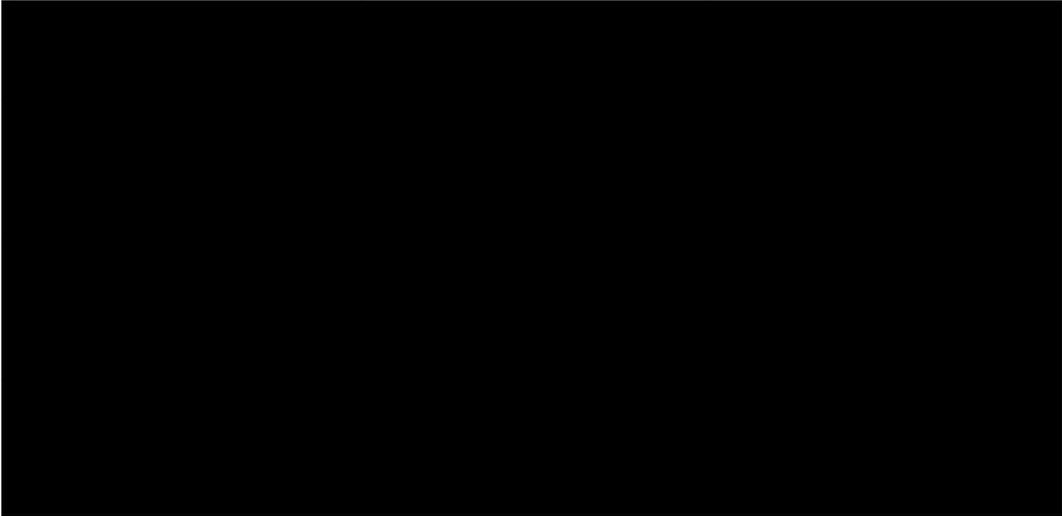
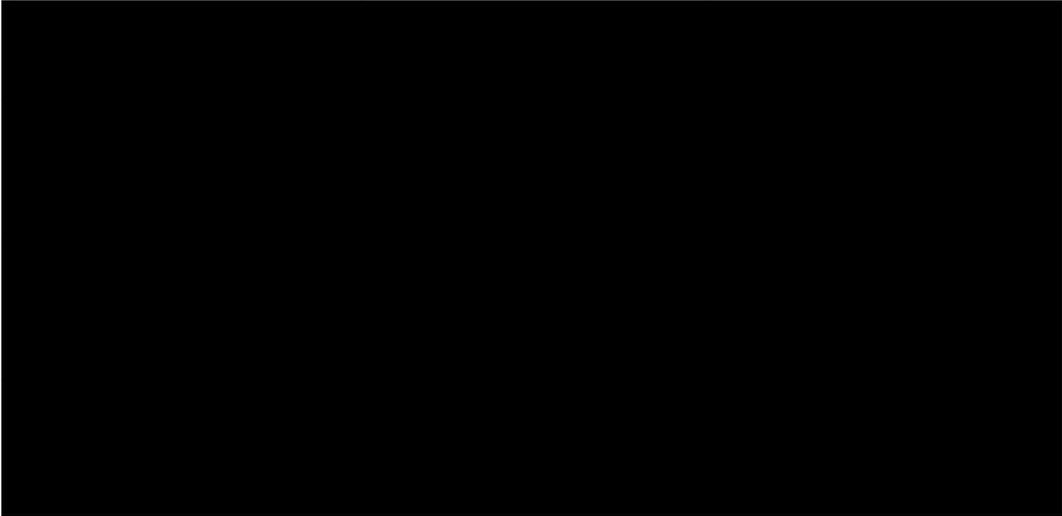
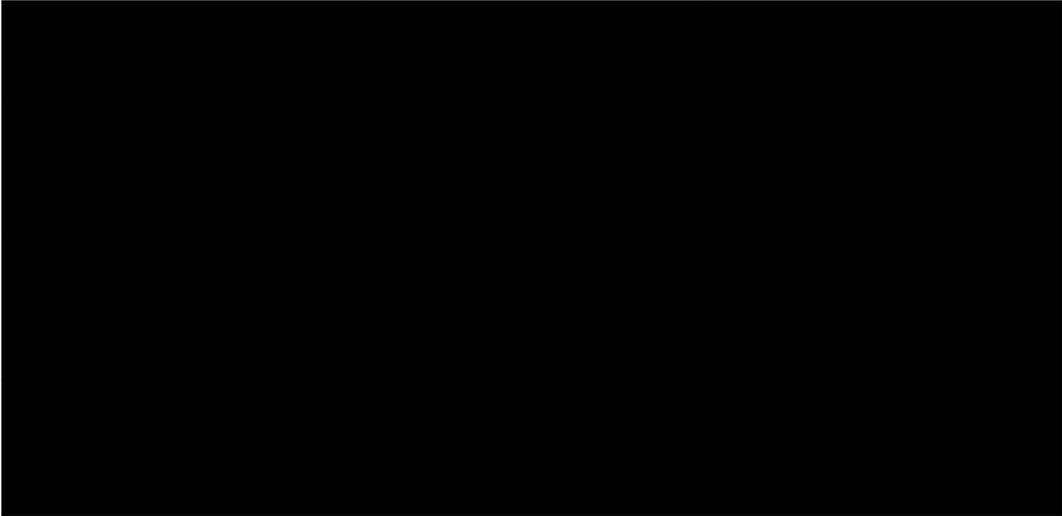
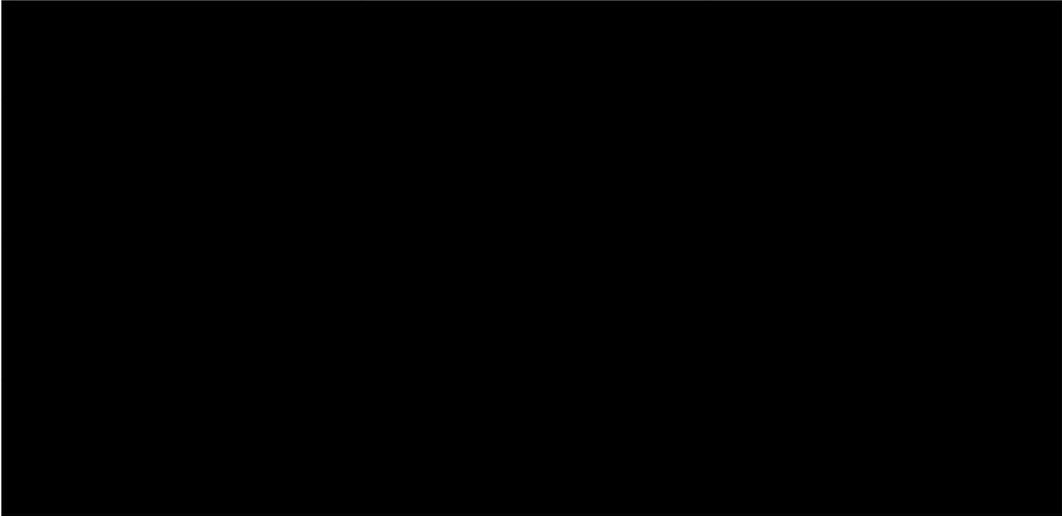
	No, ust one site.
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## I2. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	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 Ave. Buffalo, NY 14215		BUFFALO CITY SD	K-8	Yes	Rent/Lease
Site 2						
Site 3						

### I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Robert J. Ross			
Operational Leader	Sarah Infante			
Compliance Contact	Carol Steck			
Complaint Contact	Robert J. Ross			

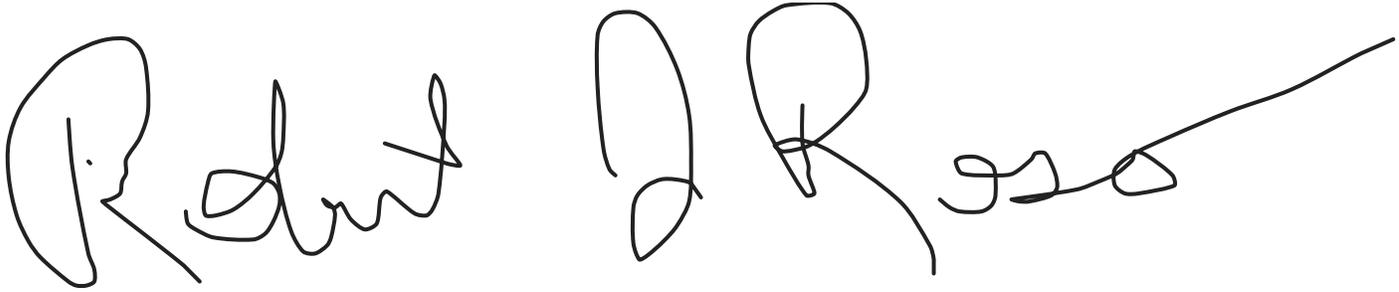
**n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions).** No

**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.** Carol Steck, Treasurer

p. 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 then use the mouse on your PC or the stylus on your mobile device to sign your name).

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, appearing to read "Robert D. Reese". The signature is fluid and cursive, with a long horizontal stroke at the end.

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

A handwritten signature in black ink, appearing to read "Peter M. Eisenberg". The signature is cursive and clearly legible.

**Date**

2017/07/11

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/10/2017

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## 1. NEW YORK STATE REPORT CARD

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

**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).



# Entry 3 Progress Toward Goals

Last updated: 07/12/2017

## PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

### 2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	ESEA Accountability Designation	Reward, Good Standing, Local Assistance Plan, Focus or Priority School Status  Minimum Expectations: Good Standing	Met	
Academic Goal 2	Comparative Proficiency	Comparison of the performance of all schools in NYS with the same grade configuration and similar population of students identified as economically disadvantaged, students with disabilities and English language learners. Performance is based on schools' aggregate proficiency compared to the NYS average on 3-8 ELA and		Data not available by 8/1/17.

		<p>mathematics assessments and/or high school cohort ELA and mathematics outcomes.</p> <p>Minimum Expectations: At least 1 standard deviation above the mean</p>		
Academic Goal 3	Aggregate Standards-Based Trend Toward Proficiency	<p>% of students in the school maintaining a proficient testing level or trending toward proficiency from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores.</p> <p>Minimum Expectation: Maintenance or increase in 75% of total tested students' proficiency levels</p>		Data not available by 8/1/17.
Academic Goal 4	Subgroup Standards-Based Trend Toward Proficiency	<p>% of students in the school maintaining a proficient testing level or trending toward proficiency from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of students in the school who are economically disadvantaged, students with disabilities, and English language</p>		Data not available by 8/1/17.

		<p>learners, compared to each student's previous year's test scores.</p> <p>Minimum Expectation: Maintenance or increase in 75% of total tested subgroup proficiency levels</p>		
Academic Goal 5	Aggregate School Level Proficiency	<p>% of students who score proficiently on 3-8 state assessments for all students at the school level.</p> <p>Minimum Expectation: District Average</p>		Data not available by 8/1/17.
Academic Goal 6	Subgroup School Level Proficiency	<p>% of students who score proficiently on 3-8 state assessments by subgroup at the school level compared to the subgroup. Includes students who are economically disadvantaged, students with disabilities and English language learners.</p> <p>Minimum Expectation: District Average</p>		Data not available by 8/1/17.
Academic Goal 7	Grade Level Proficiency	<p>% of students who score proficiently on 3-8 state assessments for all students by grade level.</p> <p>Minimum Expectation: District Average</p>		Data not available by 8/1/17.

Academ ic Goal 8				
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**2. Do you have more academic goals to add?** No

**3. Do you have more academic goals to add?** No

#### 4. ORGANIZATIONAL GOALS

##### 2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	There are no organizational goals in the current WCCS Charter			
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				

**5. Do you have more organizational goals to add?** No

#### 6. FINANCIAL GOALS

**2016-17 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	There are no financial goals in the current WCCS Charter			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Created: 06/28/2017 • Last updated: 07/26/2017

## 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 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	8472482
Line 2: Year End FTE student enrollment	544
Line 3: Divide Line 1 by Line 2	15574

## 2. Administrative Expenditures per Child

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

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016-17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

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

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

Line 1: Relevant Personnel Services Cost (Row)	894238
Line 2: Management and General Cost (Column)	783021
Line 3: Sum of Line 1 and Line 2	1677258
Line 5: Divide Line 3 by the Year End FTE student enrollment	3083

***Thank you.***

# New York State Education Department

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

## 2015-16 Budget & Cash Flow Template

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

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

**Westminster Community Charter School**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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	7,877,475	479,684	528,500	-	13,200	8,898,859
Total Expenses	4,914,573	947,628	1,598,255	-	1,438,403	8,898,859
Net Income	2,962,902	(467,944)	(1,069,755)	-	(1,425,203)	-
Actual Student Enrollment	495	50				
Total Paid Student Enrollment	545	-				545

**Assumptions**

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL

REVENUE		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$13,005.00	7,087,725	409,684	-	-	-	7,497,409
School District 2 (Enter Name)		-	-	-	-	-	-
School District 3 (Enter Name)		-	-	-	-	-	-
School District 4 (Enter Name)		-	-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-	-
		<b>7,087,725</b>	<b>409,684</b>				<b>7,497,409</b>
Special Education Revenue		-	-	-	-	-	-
Grants							
Stimulus		-	-	-	-	-	-
Other		423,750	-	-	-	-	423,750
Other State Revenue		-	-	-	-	-	-
<b>TOTAL REVENUE FROM STATE SOURCES</b>		<b>7,511,475</b>	<b>409,684</b>				<b>7,921,159</b>
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		-	70,000	-	-	-	70,000
Title I		278,608	-	-	-	-	278,608
Title Funding - Other		27,392	-	-	-	-	27,392
School Food Service (Free Lunch)		-	-	504,000	-	-	504,000
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-
Other		-	-	-	-	6,200	6,200
Other Federal Revenue		-	-	-	-	-	-
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		<b>306,000</b>	<b>70,000</b>	<b>504,000</b>		<b>6,200</b>	<b>886,200</b>
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising		-	-	-	-	-	-
Erate Reimbursement		-	-	-	-	-	-
Interest Income, Earnings on Investments,		-	-	-	-	7,000	7,000
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-
Food Service (Income from meals)		-	-	12,200	-	-	12,200
Text Book		35,000	-	-	-	-	35,000
Other Local Revenue		25,000	-	12,300	-	-	37,300
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		<b>60,000</b>		<b>24,500</b>		<b>7,000</b>	<b>91,500</b>
<b>TOTAL REVENUE</b>		<b>7,877,475</b>	<b>479,684</b>	<b>528,500</b>		<b>13,200</b>	<b>8,898,859</b>

BPS Community School Grant Funding

List exact titles and staff FTE"s ( Full time equivilalent)

EXPENSES		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>							
	No. of Positions						
Executive Management	1.00	38,645	11,186	10,169	-	41,694	101,694
Instructional Management	1.00	75,735	6,808	2,552	-	-	85,095
Deans, Directors & Coordinators	1.00	4,000	72,170	4,019	-	-	80,189



**Westminster Community Charter School**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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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Total Revenue	7,877,475	479,684	528,500	-	13,200	8,898,859
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Net Income	2,962,902	(467,944)	(1,069,755)	-	(1,425,203)	-
Actual Student Enrollment	495	50				
Total Paid Student Enrollment	545	-				545

**Assumptions**  
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	28,000	-	3,300	-	-	31,300
Special Ed Supplies & Materials	-	4,000	-	-	-	4,000
Textbooks / Workbooks	113,295	11,205	-	-	-	124,500
Supplies & Materials other	14,000	1,725	6,275	-	-	22,000
Equipment / Furniture	21,000	2,500	1,500	-	-	25,000
Telephone	569	200	-	-	2,306	3,075
Technology	176,250	20,000	5,000	-	29,750	231,000
Student Testing & Assessment	7,500	1,200	-	-	-	8,700
Field Trips	8,000	500	2,000	-	-	10,500
Transportation (student)	16,000	2,350	1,900	-	-	20,250
Student Services - other	9,500	2,500	50,700	-	-	62,700
Office Expense	2,000	500	1,500	-	6,790	10,790
Staff Development	42,925	7,575	-	-	-	50,500
Staff Recruitment	-	-	-	-	2,000	2,000
Student Recruitment / Marketing	-	-	-	-	3,000	3,000
School Meals / Lunch	-	-	281,993	-	-	281,993
Travel (Staff)	20,500	3,000	-	-	7,000	30,500
Fundraising	-	-	-	-	-	-
Other	-	-	2,000	-	20,375	22,375
<b>TOTAL SCHOOL OPERATIONS</b>	<b>459,539</b>	<b>57,255</b>	<b>356,168</b>		<b>71,221</b>	<b>944,183</b>

<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	-	-	-	-	85,680	85,680
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	20,002	20,002
Repairs & Maintenance	-	-	5,000	-	30,226	35,226
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	4,500	4,500
Utilities	81,987	11,180	24,844	-	6,211	124,222
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>81,987</b>	<b>11,180</b>	<b>29,844</b>		<b>146,619</b>	<b>269,630</b>

<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-	346,125	-	-	346,125
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	-	-	471,000	-	-	471,000

<b>TOTAL EXPENSES</b>	<b>4,914,573</b>	<b>947,628</b>	<b>1,598,255</b>		<b>1,438,403</b>	<b>8,898,859</b>
<b>NET INCOME</b>	<b>2,962,902</b>	<b>(467,944)</b>	<b>(1,069,755)</b>		<b>(1,425,203)</b>	<b>-</b>

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	495	50	545
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

TRS Post Retirement Health Benefit

Westminster Community Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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Actual Student Enrollment	495	50				-
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	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	495	50	545			
REVENUE PER PUPIL	15,914	9,594	970			
EXPENSES PER PUPIL	9,928	18,953	2,933			

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Sarah Armignacco

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Westminster Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

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

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

Please write "None" if applicable. Do not leave this space blank.

— NONE —

5. 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(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Sarah Amignacco Signature Date 7/11/17

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

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

*STEPHEN J. BRAUNSCHEIDT*

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

*WESTMINSTER Community Charter School*

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). *Vice Chair*

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

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

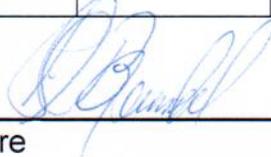
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

NONE

5. 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(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature  Date 7/20/2017

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

Business Telephone: NONE

Business Address: NONE

E-mail Address: 

Home Telephone: 

Home Address: 

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Terenda J. Brown

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Westminster Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Parent Representative

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

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

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

Please write "None" if applicable. Do not leave this space blank.

*None*

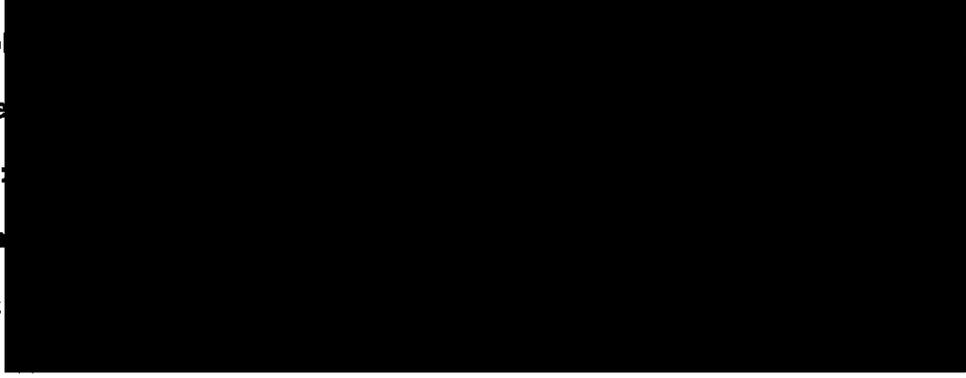
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

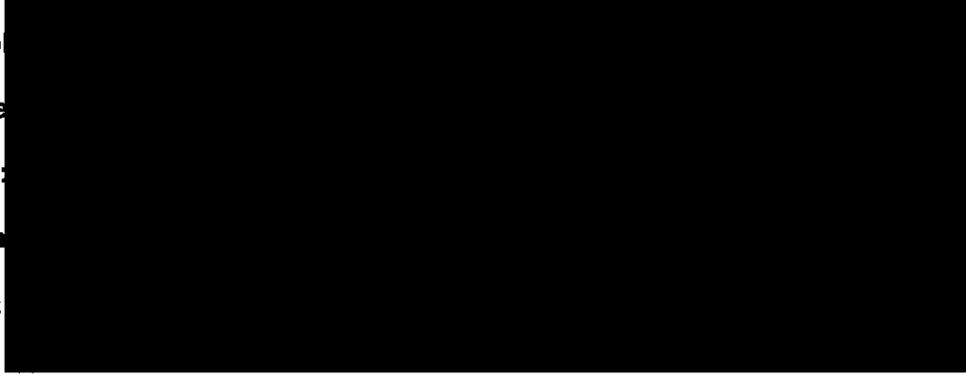
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;"><i>None</i></p>				

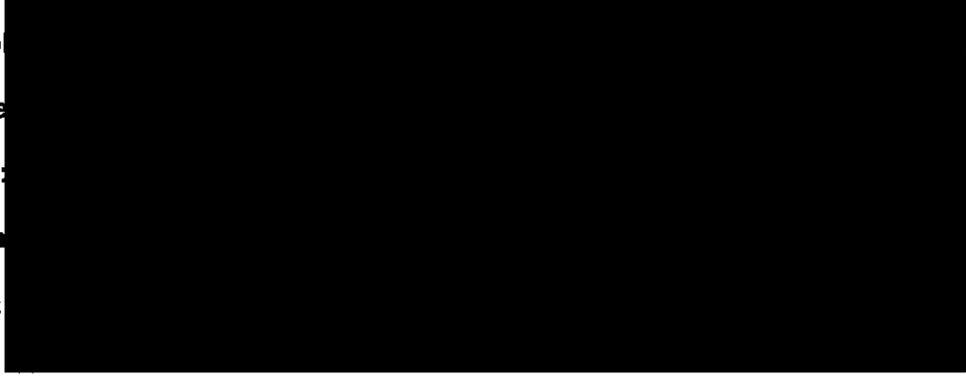
*Ms. Pamela L. Brown*  
 Signature

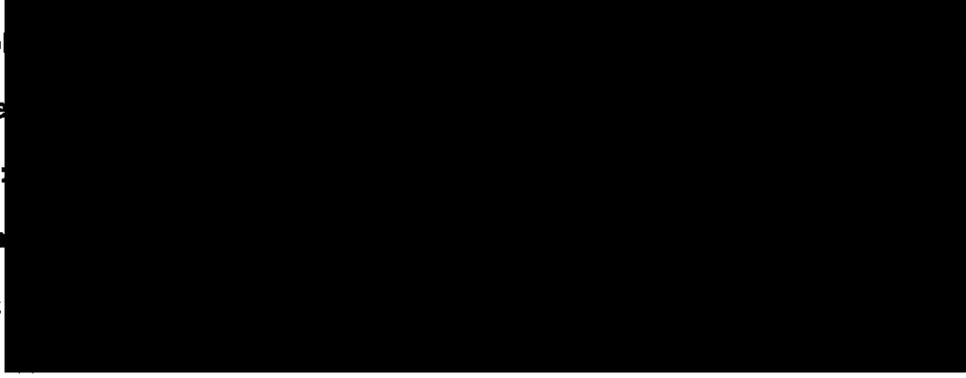
*7-11-17*  
 Date

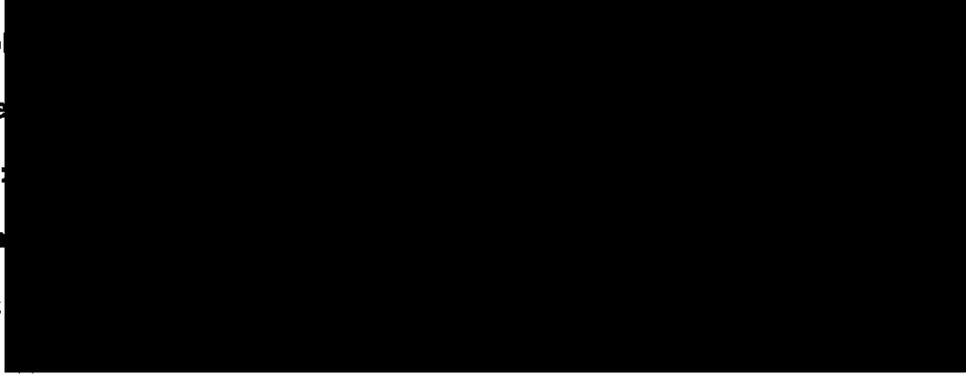
Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: 

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

*Diane Cozzo*

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

*Westminster Community CH*  
*Buffalo BOE*

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

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

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

Please write "None" if applicable.		did not participate in discussion	Joseph Cozzo husband
------------------------------------	--	-----------------------------------	-------------------------

5. 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(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Buffalo Hearing and Speech	Related Services		Joseph Cozzo CEO	Did not participate

Signature Alame Cozzo Date 7/12/17

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

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Rita M. Eisenbeis

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Westminster Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Chairperson

2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_ Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 \_\_\_ Yes  No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>None</u>	<u>None</u>		

<i>Please write "None" if applicable. Do not leave this space blank.</i>			
None	None	None	None

5. 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(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Rita M. Eisenberg  
Signature

July 8, 2017  
Date

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

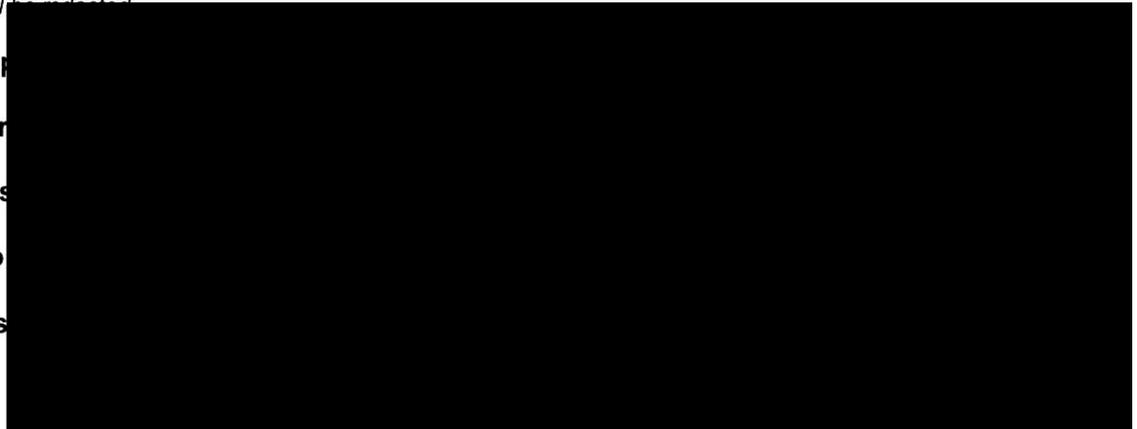
**Business Telephone**

**Business Address**

**E-mail Address**

**Home Telephone**

**Home Address**



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

James Obletz

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Westminster Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). *Member*

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

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

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

Please write "None" if applicable. Do not leave this space blank.

NONE

5. 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(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em;">NONE</p>				

James O'Leary  
Signature

7/7/2017  
Date

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

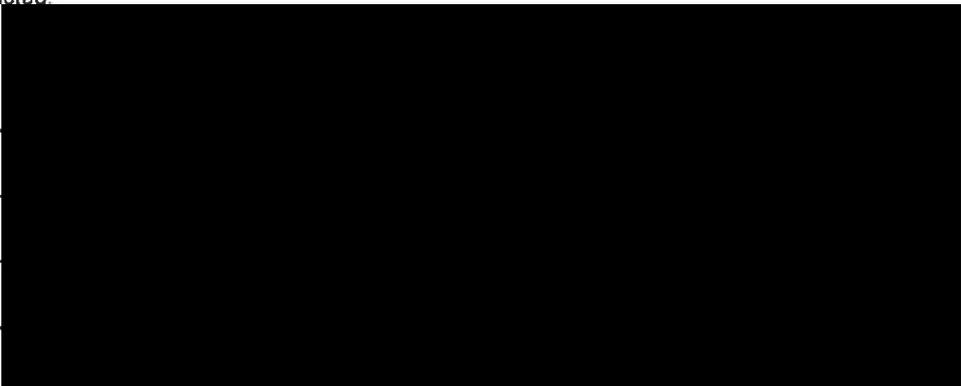
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

YVONNE Minor-RAGAN

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

WESTMINSTER Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

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

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



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Rosalyn L. Taylor

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Westminster Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Member

2. Is the trustee an employee of any school operated by the Education Corporation?

Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

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

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

Please write "None" if applicable. Do not leave this space blank.

none

5. 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(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature Rosalyn L Taylor Date 7/12/2017

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

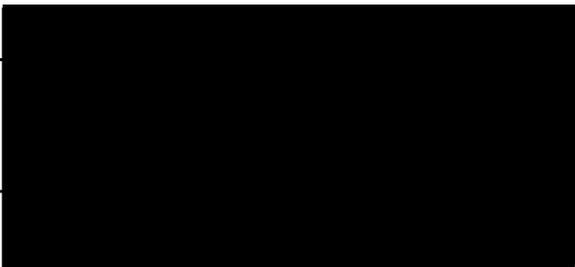
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_





# Entry 9 BOT Table

Last updated: 07/10/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Sarah Armignacco	[REDACTED]	Trustee/Member	Education	Yes	Education, HR/Personnel	Electd March 2016. One-year terms, 2 terms served. Current term expires June 2018	7
2	Stephen Braunschweig	[REDACTED]	Vice Chair/Vice President		Yes	Finance	Electd February 2017. One-year terms, 1 term served	5 or less

							· Current term expires June 2018	
3	Terenda Brown		Parent Representative	Education	Yes	Parent, staff member	<ul style="list-style-type: none"> <li>· Elected August 2004. One-year terms, 13 terms served</li> <li>· Current term expires June 2018</li> </ul>	8
4	Diane Cozzo		Trustee/Member	Education, HR/Personnel	Yes	Education, HR/Personnel	<ul style="list-style-type: none"> <li>· Elected October 2014. One-year terms, 2 terms served</li> <li>· Current term expires June 2018</li> </ul>	10
5	Rita Eisenbeis		Chair/Board President	Education, HR/Personnel	Yes	Education, HR/Personnel	<ul style="list-style-type: none"> <li>· Elected December 2005. One-year terms, 12 terms served</li> <li>· Current</li> </ul>	10

							t term expires June 2018	
6	James Oblatz		Trustee/Member		Yes	Finance	Elect ed April 2017. One-year terms, 1 term served . Current term expires June 2018	5 or less
7	Rosalyn Taylor		Trustee/Member	Education, HR/Personnel	Yes	Education, HR/Personnel	Elect ed October 2014. One-year terms, 3 terms served . Current term expires June 2018	7
8								
9								
10								
11								
12								
13								
14								
15								
16								

17									
18									
19									
20									

**2. Total Number of Members on June 30, 2016** 8

**3. Total Number of Members Joining the Board 2016-17 School Year** 2

**4. Total Number of Members Departing the Board during the 2016-17 School Year** 3

**5. Number of Voting Members 2016-17, as set by the by-laws, resolution or minutes** 5 - 15

**6. Number of Board Meetings Conducted in the 2016-17 School Year** 10

**7. Number of Board Meetings Scheduled for the [2017-18](#) School Year** 12

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/12/2017

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## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2016--June 2017.

**A. Provide a URL link to the** (No response)  
**Monthly Board Meeting Minutes**  
**which are posted on the School's**  
**web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/10840009/wNFCVDEEJA/>

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES**

July 20, 2017 Board Meeting was cancelled.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
ANNUAL MEETING  
AUGUST 17, 2016 MINUTES**

In attendance at the Board meeting were:

Sarah Armignacco;  
Terenda Brown;  
Diane Cozzo;  
Rita Eisenbeis;  
Robert G. Wilmers

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

- 1) Ms. Eisenbeis called the meeting to order at 3:04 p.m.
- 2) The June 15, 2016 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** – Mr. Ross reported on the following items:
  - a) **Summer Work:**
    - a. Met with Agencies to plan work for next year ( Kaleida, Boys and Girls Club, UB, etc.)
    - b. Planned new activities to 7 Habits of Highly Effective Students
    - c. Studied and planned for Special Education
    - d. Created schedule with feedback from staff
    - e. Revised Behavior Plan and online data reporting tool
    - f. Placed orders using Buffalo's MUNIS system
    - g. Planned training week August 15-August 26
    - h. Recruited for open positions
    - i. Updated handbooks
  - b) **Using the Data** – Data usage will be incorporated into the summer training week. For 2016-17, data meetings will be held during each 6-day cycle and weekly meetings will be held with AIS support staff. Item analysis will be used with RTI groups and additions will be made to the curriculum based on data results (math fluency, writing supports). A data calendar has been set up with Mr. Hamilton who will provide a 24 hour turn-around and a data wall will be maintained by Mr. Feldman.
  - c) **Staffing** – Updates were provided on staff resignations and new staff members. Interviewing continues for open positions: Science K-3, Math 7&8, and Teacher in Development.
  - d) **Supports for New Staff Members** – A mentor will be assigned to all new staff members. There will be a bi-monthly meeting with administration for all new staff and goals will be set for curriculum growth. Additional supports include a review of policies, consistent classroom feedback, and professional reading.
  - e) **Registration** – Enrollment for 2016-17 is currently 561 students and pending registrations could increase the number to 572 students. Efforts to increase enrollment include a brochure sent to all families in July, lawn signs posted in July, August and September, tours for prospective families and materials distributed at the local Farmer's Market. In addition, there is daily monitoring of students applying or withdrawing and calls to families when requests are received for student records.
  - f) **Clubs** planned for the 2016-17 school year include chess, community action, wrestling, volleyball, Precious Jewels with Empower, technology and Suzuki Violin (grades 1 and 2).

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
ANNUAL MEETING  
AUGUST 17, 2016 MINUTES**

- g) **BPS Community School Project** – A plan for WCCS has been developed and submitted to Buffalo. WCCS staff will be introduced to the plan during training. A pilot for Saturday School will begin in October.
- h) **Invitation** – Board members are invited to attend the opening day lunch on September 1 at noon or the School Supply drop off/Ice Cream Social event on September 1 at 2 p.m.
- i) **Attendance** – The final attendance rate for 2015-16 was 94.08%.

**President’s Report** - Mr. Chamberlain reported on the following items:

- 5) **NYS Test Results** for 2015-16 were presented.
- 6) **Financial Update** – The following financial reports were reviewed: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.
- 7) **Special Education Plan** – Ms. Amie Caster discussed the 2016-17 plan for special education. Mr. Chamberlain requested that Ms. Caster provide an update to the Board in November.
- 8) **Volunteer Program Review** – Ms. Jaime Dombrowski presented information on volunteer programs at WCCS during the 2015-16 school year.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2016 – 028 APPROVAL TO EXTEND MOU WITH BUFFALO BOARD OF EDUCATION.  
Resolved: That an extension of the Memorandum of Understanding between Westminster Community Charter School and the Buffalo Board of Education under the same terms and conditions to September 30, 2016 be approved.

2016 – 029 APPROVAL OF 2016-17 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2016-17 Safety Plan and Emergency Response Procedures be approved.

**Summary of Changes to Safety Plan:**

August 2016	Update number of staff & students	1.4	
	Update member of Site Safety Team	1.7 & Ap.2	
	Updated Contact Information for Emergency Evacuation Sights		

2016 – 030 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

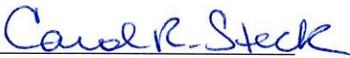
- Blue Cross Blue Shield - \$67,772.37 (August Invoice)
- Blue Cross Blue Shield - \$68,000 (Estimated September Invoice)

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
ANNUAL MEETING  
AUGUST 17, 2016 MINUTES**

- 10) **Other Business** – Mr. Chamberlain provided updates to Board members on the WCCS library renovations and the Buffalo Promise Neighborhood Children’s Academy. There are currently 125 students attending the Children’s Academy with a waiting list for some grades. The Board agreed to reschedule the October meeting to October 26<sup>th</sup> and this will be the first joint meeting with the Westminster Foundation Board.
- 11) **The next meeting** is scheduled for Wednesday, September 21, 2016 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 4:55 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
SEPTEMBER 21, 2016 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
Diane Cozzo;  
Rita Eisenbeis;  
Yvonne S. Minor-Ragan;  
Rosalyn Taylor;  
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 August 17, 2016 minutes were approved.
- 3) Public Comment Period
- 4) **Community Schools** – Ms. Hokanson presented an overview of the Community Schools program and expanded learning opportunities at WCCS.
- 5) **Principal's Report** – Mr. Ross reported on the following items:
  - a) **Building a Culture**
    - a. A great place for students to learn, be inspired, and feel safe. Student Success.
    - b. A work place that is helping educators to grow and be part of a community. A Learning Community.
    - c. A school for parents that is supportive of needs and inviting, while maintaining high standards.
  - b) **How We Build the Culture**
    - a. Clarity of expectation
    - b. Engage students and parents
    - c. Develop teachers and staff to be the best
    - d. Sustain culture over time
  - c) **Sustaining the Culture**
    - a. Faculty Meeting with a focus: Grade level sharing
    - b. Taste of Curriculum: Community Builder
    - c. Brainstormed and Studied problem: Behavior
    - d. Celebrated successes
    - e. Clear communication between staff
  - d) **Focus on Student Behavior** – Interventions and expectations communicated to students and staff. Goal to decrease suspensions and use other consequences instead. Going forward:
    - a. Be consistent
    - b. Evaluate support systems
    - c. Work with families
    - d. Support student needs
    - e. Reinforce school climate for learning
  - e) **Attendance** – The daily attendance through September 16, 2016 was presented. For most days the attendance rate was above 95%.
  - f) **WCCS Calendar** – A copy of the new WCCS calendar was provided.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
SEPTEMBER 21, 2016 MINUTES**

**President's Report** - Mr. Chamberlain reported on the following items:

- 6) **Buffalo Promise Neighborhood Children's Academy** – Plans to expand services for pre-school children were discussed.
- 7) **Financial Update** – The following financial reports were reviewed: year to date actuals compared to the budget and the summary balance sheet.
- 8) **Board Meeting Schedule** – A copy of the 2017 Board Meeting schedule was provided.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2016 – 031 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2016-17 Professional Development Plan be approved.

2016 – 032 AGREEMENT WITH JENNA BUGMAN. Resolved: That the settlement agreement for the grievance filed by Jenna Bugman for the sum of \$3,000 be approved.

2016 – 033 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 Community Charter School for the 2016-17 school year be approved. Expenses for this program are being paid through an Advantage Grant that was awarded to The Boys and Girls Club so there is no cost to Westminster Community Charter School.

2016 – 034 AGREEMENT WITH GATEWAY-LONGVIEW, INC. Resolved: That the MOU with Gateway-Longview, Inc. to provide a satellite clinic at Westminster Community Charter School (WCCS) beginning August 1, 2016 be approved. The only cost to WCCS is to provide facilities as outlined in the agreement.

2016 – 035 AUTHORIZATION OF STUDENT FILE TRANSFER. Resolved: That the authorization for Erie 1 BOCES/WNYRIC to release Westminster Community Charter School student data to the Westminster Foundation/Buffalo Promise Neighborhood be approved. The estimated cost for this file transfer service is \$375, not to exceed \$400.

2016 – 036 CONTRACT WITH BARBARA MAROTTO. Resolved: That the contract with Barbara Marotto to provide imbedded coaching services at Westminster Community Charter School for the 2016-17 school year be approved. The estimated cost for these services is \$42,500, not to exceed \$43,000.

2016 – 037 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 Ms. Mineo for the 2016-17 School Year be approved. The estimated cost for these services is \$2,300, not to exceed \$2,500.

2016 – 038 CONTRACT WITH MONROE 2 - ORLEANS/NIAGARA BOCES. Resolved: That the contract with the Monroe 2 - Orleans Board of Cooperative Educational Services (BOCES) to provide Reading Recovery Services for Ms. Schuler for the 2016-17 School Year be approved. The estimated cost for these services is \$9,994, not to exceed \$10,200.

2016 – 039 CONTRACT WITH REBECCA FEISTEL. Resolved: That the contract with Rebecca Feistel to provide professional development services on August 25, 2016 at Westminster Community Charter School be approved. The estimated cost is \$700, not to exceed \$750.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
SEPTEMBER 21, 2016 MINUTES**

2016 – 040 CONTRACT WITH JEN MARTUSEWICZ. Resolved: That the contract with Jen Martusewicz to provide professional development services on August 25, 2016 at Westminster Community Charter School be approved. The estimated cost is \$700, not to exceed \$750.

2016 – 041 CONTRACT WITH MEGHAN MIETELSKI. Resolved: That the contract with Meghan Mietelski to provide professional development services on August 25, 2016 at Westminster Community Charter School be approved. The estimated cost is \$700, not to exceed \$750.

2016 – 042 CONTRACTS WITH NEW EMPLOYEES FOR PROFESSIONAL DEVELOPMENT. Resolved: That the contracts with the new employees to pay them for attendance at professional development in August 2016 at Westminster Community Charter School prior to their first day of employment be approved. For attendance at the professional development sessions of less than 4 hours per day, WCCS will pay the new employee teachers a rate of \$18.59 per hour. For attendance at the professional development sessions of 4 or more hours per day, WCCS will pay new employee teachers 1/200<sup>th</sup> of their annual salary that is in effect on that date. New employee teacher aides will be paid a rate of \$13.81 per hour. The new employees covered by these contracts are:

- Allison Borch
- Wendy Casey
- Sameerah Cassidy
- Amanda Golisano
- Victoria Meister
- Jared Northrup
- Vera Parker-Kennedy
- Karen Richie
- Desmond Rudd
- Alex Santora
- Tammy Scott
- Philip Thomas
- Marjorie White

2016 – 043 CONTRACTS WITH STUDENT WORKERS. Resolved: That the contracts with Isaiah Hayslett and Roland Livingston to be Summer Workers at Westminster Community Charter School in July and August 2016 be approved. The Summer Workers will be paid \$9.00 per hour for their services.

2016 – 044 CONTRACT WITH BEAVER HOLLOW. Resolved: That the contract with Beaver Hollow Conference Center for the Westminster Community Charter School Staff Event in August 2016 be approved. The estimated cost for this event is \$11,295, not to exceed \$11,500.

2016 – 045 CONTRACT WITH R&H THEATRICALS. Resolved: That the contract with R&H Theatricals to provide licensing and materials for the performance of *Footloose* at Westminster Community Charter School be approved. The estimated cost is \$1,420, not to exceed \$1,500.

2016 – 046 CONTRACT WITH PEARL STREET GRILL. Resolved: That the contract with Pear Street Grill for the 2016 Westminster Community Charter School Holiday Party be approved. The estimated cost is \$2,735, not to exceed \$3,000.

2016 – 047 PRICE AGREEMENT WITH ADP. Resolved: That the 36 month price agreement with ADP, L.L.C. for the Westminster Community Charter School be approved. The agreement establishes no increase for ADP payroll and human resource system services in 2016-17, a 1% increase in 2017-18 and a 2% increase in 2018-19.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
SEPTEMBER 21, 2016 MINUTES**

2016 – 048 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

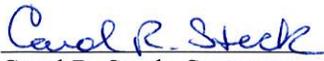
- Blue Cross Blue Shield - \$80,000 (Estimated October Invoice)
- NYS Teacher Retirement System - \$163,035.93

10) **Other Business** – Mr. Chamberlain requested that Mr. Ross provide an update on the professional development plan at a future meeting. Ms. Taylor requested that Board Members be notified in advance of upcoming events at the school.

11) **The next meeting** is scheduled for Wednesday, October 26, 2016 at 2:30 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 4:25 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
OCTOBER 26, 2016 MINUTES**

In attendance at the Board meeting were:

Sarah Armignacco;  
Terenda Brown;  
Diane Cozzo;  
Mark J. Czarnecki;  
Rita Eisenbeis;  
Yvonne S. Minor-Ragan;  
Rosalyn Taylor;  
Robert G. Wilmers

constituting a majority of the Board of Trustees and a quorum. This meeting was held concurrently with the Westminster Foundation Board meeting.

- 1) Mr. Czarnecki called the meeting to order at 2:29 p.m.
- 2) The September 21, 2016 minutes were approved.
- 3) Public Comment Period
- 4) **President's Report**
  - a) **Data Review** – Mr. Jackson presented data on the following:
    - a. The Buffalo Promise Neighborhood (BPN) Children's Academy program, enrollment, student assessments, and the Two-Generation Intervention Strategy
    - b. Student enrollment and retention at WCCS and Highgate Heights (HH)
    - c. Attendance, Behavior and Course Performance data for WCCS and HH
    - d. High School destinations for WCCS and HH students
    - e. The Promise Scholars cohort analysis and performance
  - b) **Community Schools & Support Structure** – Ms. Hokanson presented information on:
    - a. The Buffalo Public Schools 2016-17 Community School Zones
    - b. Plans and strategies for the BPN Community School Zone
    - c. Results of the needs assessment conducted at the BPN Community Schools
    - d. Additional resources to meet needs at the schools including health and wellness programs, expanded learning opportunities, social and emotional learning, family engagement and parent programs, and community partners such as Wegmans
    - e. Renovations planned for the school library
    - f. A focus on after school enrichment, nutrition and school pride
  - c) **23 Connections, Inc.**
    - a. Mr. Chamberlain discussed the proposed BPN Children's Academy at Gerard Place.
    - b. Ms. Armignacco presented information on the mission, strategies, results and partners of the Hillside Work Scholarship Connection.
- 5) **Financial Update** – The following financial reports were reviewed: year to date actuals compared to the budget 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:

2016 – 049 CONTRACTS WITH INSURANCE PROVIDERS. Resolved: That the insurance coverage policies for the 2016-17 school year for the approximate cost of \$131,000 not to exceed \$135,000, with the following insurance providers and others as deemed necessary be approved:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
OCTOBER 26, 2016 MINUTES**

- Arch Insurance Co. (Directors and Officers Insurance)
- Philadelphia Indemnity (Package Policy)
- Philadelphia Indemnity (Umbrella Policy)
- New York State Insurance Fund (Workers' Comp)
- NYS School Safety Group (Workers' Comp-Group Membership)
- WESCO Insurance Co. (NYS Statutory Disability)
- Unum Provident (Employee Life & Dependent Life)
- QBE Insurance Corporation (Accident Insurance)

Disclosure Note: These insurance policies will be brokered by M&T Insurance Agency, Inc., a subsidiary of M&T Bank.

2016 – 050 RENEWAL OF BUSINESS SERVICES AGREEMENT. Resolved: That the Business Services Agreement with M&T Bank to provide financial, administrative and consultative services related to the management and operation of WCCS as outlined in the agreement be approved and that the Principal, Mr. Robert Ross, be authorized to sign this agreement. In consideration of the services to be performed by M&T during the term of this Agreement, the over \$2 million in Services contributed by M&T over the first charter term and the special relationship between WCCS and M&T Bank, WCCS will pay to M&T, in the manner described in section 3 of the agreement, consideration equal to the lower of the market value or actual costs incurred by M&T, directly or through its vendors, in performing the Services. This Agreement shall become effective as of July 1, 2016 and shall cover the current charter period in accordance with the term outlined in section 4 of the agreement.

2016 – 051 APPROVAL TO EXTEND MOU WITH BUFFALO BOARD OF EDUCATION. Resolved: That an extension of the Memorandum of Understanding between Westminster Community Charter School and the Buffalo Board of Education under the same terms and conditions until June 30, 2019 be approved.

2016 – 052 CONTRACT WITH BUSY BEAVER. Resolved: That the contract with Busy Beaver to provide landscaping services at Westminster Community Charter School be approved. The estimated cost is \$5,760, not to exceed \$6,000.

2016 – 053 CONTRACT WITH SYNERGY GLOBAL SOLUTIONS. Resolved: That the contract with Synergy Global Solutions to provide computer maintenance and technology services during the 2016-17 school year be approved. The estimated cost is \$6,406, not to exceed \$7,000.

2016 – 054 CONTRACT WITH JUST FOR KIDS. Resolved: That the contract with Just for Kids to provide an after-school homework help and academic enrichment program during the 2016-17 school year be approved. The estimated cost is \$26,742, not to exceed \$30,000.

2016 – 055 CONTRACT FOR FFVP Grant. Resolved: That the contract with the New York State Education Department for the 2016-17 Fresh Fruits and Vegetable Program (FFVP) grant at Westminster Community Charter School (WCCS) be approved. WCCS may receive up to \$23,435.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
OCTOBER 26, 2016 MINUTES**

2016 – 056 ANTI-NEPOTISM POLICY. Resolved: That the Anti-Nepotism Policy for the Westminster Community Charter School be approved.

2016 – 057 M/WBE POLICY. Resolved: That the Minority and Women-Owned Business Enterprises (M/WBE) Policy for the Westminster Community Charter School be approved.

2016 – 058 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

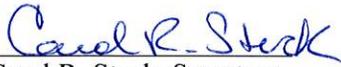
- Blue Cross Blue Shield - \$68,000 (Estimated November Invoice)
- NYS Teacher Retirement System - \$163,035.93 (October Payment)

2016 – 059 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.

7) **The next meeting** is scheduled for Wednesday, November 23, 2016 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 3:50 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
NOVEMBER 23, 2016 MINUTES**

In attendance at the Board meeting were:

Sarah Armignacco;  
Terenda Brown;  
Diane Cozzo;  
Rita Eisenbeis;  
Rosalyn Taylor;

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

- 1) Ms. Eisenbeis called the meeting to order at 3:01 p.m.
- 2) The October 26, 2016 minutes were approved.
- 3) Public Comment Period

**President's Report**

- 4) **BTF Collective Bargaining Agreement** – Ms. Hokanson reviewed the impact on WCCS of the recent collective bargaining agreement between the Buffalo Teachers Federation and the Buffalo Public Schools. WCCS teachers are covered under this agreement.
- 5) **Claim Settlement** – Mr. Chamberlain discussed the settlement of a claim involving a former Administrator.
- 6) **Financial Update** – The following financial reports were reviewed: year to date actuals compared to the budget and the summary balance sheet.

**Principal's Report**

- 7) **Conference Report** – Mr. Ross reported on the Aspiring Leaders Institute that he attended at Harvard. Topics of focus at the conference included adaptive leadership, school culture, the power of story, literacy, universal design to create an inclusive school that meets the needs of students, Data Wise protocol for using data, and learning centered leadership.
- 8) **School Overview** – Mr. Ross discussed the following topics:
  - a) **Supporting New Staff** – strategies include mentors, setting personal goals/tasks, and a reading book group
  - b) **Data work** – focus is on the data wall with word work and letter name data added, data review meetings to compare results over time, and implementing the Data Wise protocol from Harvard.
  - c) **Saturday Academy** – outreach to families is being done in multiple ways, surveys are completed at the end of each session, and a cross section of staff participate with about 8-10 at each session. Three sessions have been completed.
  - d) **Club Program** – several clubs are available to students including drama, band, chorus, cooking, sports, environmental, community service, karate, and chess.
  - e) **Parent Involvement** – Parent-Teacher Night is scheduled for November 28. Families will be asked to complete surveys and the data will be studied to drive our work.
  - f) **WCCS Events** – Information about upcoming events at WCCS will be sent to Board members.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
NOVEMBER 23, 2016 MINUTES**

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

2016 – 060 ENGAGEMENT LETTER WITH LUMSDEN & MCCORMICK. Resolved: That the engagement letter with Lumsden & McCormick to provide audit services for the year ended June 30, 2016 be approved. The estimated cost is \$16,800, not to exceed \$17,300.

2016 – 061 CONTRACT WITH TRY-LOCK ROOFING CO. Resolved: That the contract with Try-Lock Roofing Co., Inc. to make repairs to the west entrance roof be approved. The estimated cost is \$5,655, not to exceed \$6,000.

2016 – 062 REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER. Resolved: That pursuant to the terms of the Business Services Agreement, effective July 1, 2014, between M&T Bank (“M&T”) and Westminster Community Charter School (“WCCS”), it is hereby determined by the Board of Trustees that WCCS shall pay to M&T the amount of \$457,363.15 out of its aggregate accumulated cash operating surplus as reimbursement of M&T’s contributions and the value of the in-kind services provided during the 2015-16 school year; provided, that it is the Board of Trustees’ understanding that M&T intends on contributing these funds to the Westminster Foundation for future educational purposes related directly or indirectly to WCCS or as designated within the purposes outlined in the Certificate of Incorporation of the Westminster Foundation.

2016 – 063 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - \$75,530.49 (December Invoice)
- Buffalo Board of Education - \$247,136.22 – 2015-16 Maintenance Invoice
- New York State Teachers Retirement System - \$163,035.94 (November Payment)

10) **The next meeting** is scheduled for Wednesday, December 21, 2016 at noon.

There being no further business to come before the Trustees, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 4:33 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
DECEMBER 21, 2016 MINUTES**

In attendance at the Board meeting were:

Diane Cozzo;  
Rita Eisenbeis; and  
Robert G. Wilmers.

A quorum could not be achieved but the meeting was called to order for informational purposes.

- 1) Ms. Eisenbeis called the meeting to order at 12:00 p.m.
- 2) Public Comment Period
- 3) **Promise Scholars Program** – Students from the Promise Scholars Program were invited to attend the meeting. The students shared their thoughts about the program and their high school experiences with Board members.
- 4) The November 23, 2016 minutes were reviewed and will be approved at the January meeting.

**Principal's Report** – Mr. Ross reported on the following:

- 5) **Calendar Changes** – Changes are being made to the WCCS calendar for purposes of testing and test scoring. These changes will be approved at the January meeting.
- 6) **Attendance Report** – The 2016-17 attendance rate through 11/30/16 is 95.54%.

**President's Report**

- 7) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget and the summary balance sheet.
- 8) **WCCS Events** – Information on upcoming events at WCCS was provided to Board members.
- 9) **The next meeting** is scheduled for Wednesday, January 25, 2017 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 25, 2017 MINUTES**

In attendance at the Board meeting were:

Sarah Armignacco;  
Terenda Brown;  
Diane Cozzo;  
Rita Eisenbeis;  
Yvonne s. Minor-Ragan;  
Rosalyn Taylor;  
Robert G. Wilmers

constituting a majority of the Board of Trustees and a quorum. This meeting was held concurrently with the Westminster Foundation Board meeting.

- 1) Ms. Eisenbeis called the meeting to order at 3:00 p.m.
- 2) The November 23, 2016 and the December 21, 2016 minutes were approved.
- 3) Public Comment Period

**President's Report**

- 4) **College Confidence Coach** – Ms. Evan Giokas presented information on the College Confidence program which will be working with Buffalo Promise Neighborhood Scholars to provide support through the college application process and during their first year of college.
- 5) **BPN Children's Academy at Gerard Place** – Mr. Dave Zapfel reported on Gerard Place Community Center and plans for the Buffalo Promise Neighborhood Children's Academy at Gerard Place.
- 6) **School Updates** – Mr. Ross provided updates on Westminster Community Charter School and Ms. Irving-White discussed programs at Highgate Heights. Information covered for both schools included data on attendance, behavior and course performance; programs for professional development, behavioral management and student achievement; and the community schools approach.
- 7) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget 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:

2017 – 001 CHANGES TO WCCS CALENDAR. Resolved: That the 2016-17 calendar for Westminster Community Charter School be revised as follows:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
JANUARY 25, 2017 MINUTES**

<b>Date</b>	<b>WCCS</b>	<b>FTE</b>	<b>BPS</b>	<b>FTE</b>
4/4/2017	Full Day	1	Early Release Day	0.5
4/5/2017	Full Day	1	Supt. Conference Day	1
4/7/2017	School Closed	1	Full Day	1
5/10/2017	Full Day	1	Supt. Conference Day	1
5/9/2017	Full Day	1	Early Release Day	0.5
5/12/2017	Supt. Conference Day	1	Full Day	1
<b>Days in Session</b>		<b>4</b>		<b>3</b>
<b>Days Closed</b>		<b>2</b>		<b>3</b>

2017 – 002 CONTRACT WITH LAWRENCE MENTKOWSKI. Resolved: That the contract with Lawrence Mentkowski to provide a kung fu program for students during the 2016-17 school year be approved. The cost of the program will not exceed \$2,800.

2017 – 003 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Erie 1 BOCES – Technology Services - \$26,987.66
- M&T Bank – Business Services - \$457,363.15
- Buffalo Teachers Federation – Supplemental Benefits - \$32,450.00
- Blue Cross Blue Shield – January Invoice – \$79,173.35.00
- Blue Cross Blue Shield - Estimated February Invoice - \$80,000.00

9) Executive Session – The Board voted to go into executive session to resolve a student matter. The Board met in Executive Session until 5:09 p.m.

10) **The next meeting** is scheduled for Wednesday, February 15, 2017 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 5:10 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
FEBRUARY 15, 2017 MINUTES**

In attendance at the Board meeting were:

Terenda Brown;  
Diane Cozzo;  
Rita Eisenbeis;  
Yvonne s. Minor-Ragan;  
Rosalyn Taylor;  
Robert G. Wilmers

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

- 1) Ms. Eisenbeis called the meeting to order at 2:51 p.m.
- 2) The January 25, 2017 minutes were approved.
- 3) Public Comment Period
- 4) **Principal's Report** – Mr. Ross discussed the following topics:
  - a) Attendance – The attendance rate through January 31, 2017 was 94.98%.
  - b) Curriculum – Response to Intervention meetings were held and student data was used to reorganize groups. Weekly passages are being used for review. Reading logs are being monitored. Mr. Chamberlain suggested sending information to parents about the value of taking the NYS assessments and information on how parents can help their children prepare for the tests.
  - c) Explore and More Partnership – Grade 1 teachers are working with Explore and More Children's Museum on a program to improve nonfiction reading and writing skills.
  - d) Saturday Academy – Planned activities include a field trip to the Science Museum, speakers from UB and a Buffalo Zoo program.
  - e) Staffing – Recruiting for a .5 ESL teacher. Staff changes were reviewed.
  - f) Special Education – The Committee for Special Education determined that a WCCS student should be in a 15:1:1 setting, but no placement is currently available in the Buffalo Public Schools. A decrease in the number of students receiving special education services is projected for next year.
  - g) Student Update – A student who was expelled but was continuing to receive instruction from WCCS has now enrolled in another school.
  - h) Upcoming events include the school play on March 10<sup>th</sup> and 11<sup>th</sup>, Saturday Academy, ELA scoring with Tapestry Charter School, and Family Math Night on March 14<sup>th</sup>.
- 5) Executive Session – At 3:45 p.m., the Board voted to go into executive session to resolve a student matter. The Board met in executive session until 3:50 p.m.
- 6) **President's Report**
  - a) Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget and the summary balance sheet.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
FEBRUARY 15, 2017 MINUTES**

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

2017 – 004 WCCS BOARD MEMBER RESIGNATIONS. Resolved: That the resignations of Robert G. Wilmers, Chairman of M&T Bank, and Mark J. Czarnecki, President of M&T Bank, as members of the Board of Trustees be accepted.

2017 – 005 APPOINTMENT OF ADVISORY BOARD MEMBERS TO THE BOARD OF TRUSTEES. Resolved: That Robert G. Wilmers, Chairman of M&T Bank, and Mark J. Czarnecki, President of M&T Bank, be appointed as non-voting, advisory members of the Board of Trustees.

2017 – 006 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: That Stephen Braunscheidel, a former Executive Vice President of M&T Bank, be elected as a member of the Board of Trustees until the next annual meeting, subject to approval by the Charter Authorizer, the Buffalo Board of Education.

2017 – 007 ELECTION OF BOARD OFFICERS. Resolved: The following officers shall be elected until the next annual meeting of the Directors:

- Chairman - Rita Eisenbeis
- Vice Chairman – Stephen Braunscheidel (subject to approval of his election to the Board of Trustees by the Charter Authorizer)

2017 – 008 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - Estimated March Invoice - \$80,000.00

8) Other Business – Mr. Chamberlain suggested that the uniform policy be reviewed in order to achieve more consistency.

9) **The next meeting** is scheduled for Wednesday, March 15, 2017 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 4:15 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES**

March 15, 2017 Board Meeting was cancelled.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
APRIL 26, 2017 MINUTES**

In attendance at the Board meeting were:

Sarah Armignacco;  
Terenda Brown;  
Stephen Braunscheidel;  
Diane Cozzo;  
Rita Eisenbeis

constituting a majority of the Board of Trustees and a quorum. This meeting was held concurrently with the Westminster Foundation Board meeting.

- 1) Ms. Eisenbeis called the meeting to order at 3:08 p.m.
- 2) The Board observed a moment of silence in memory of Mark J. Czarnecki.
- 3) The February 15, 2017 minutes were approved.
- 4) Ms. Eisenbeis welcomed Mr. Steve Braunscheidel as a new member of the Westminster Community Charter School Board.
- 5) **Presentations:**
  - a) **ASQ Data** – Ms. Mary McNally and Ms. Lauren Nitecki presented the middle of year results from the *Children's Academy Ages and Stages Questionnaire (ASQ)*. The ASQ is a tool for screening infants and young children for developmental delays during the first 5 years of life.
  - b) **Explore & More Program** – Mr. Douglas Love, CEO, discussed the WCCS and Explore & More Partnership to develop a curriculum program for Grade 1 students to improve nonfiction reading and writing skills.
  - c) **Buffalo Promise Scholars** – Mr. Chamberlain reviewed information on the four Buffalo Promise Scholar cohorts.
  - d) **BPNA@GP** – Mr. Chamberlain provided an update on the Buffalo Promise Neighborhood Children's Academy at Gerard Place. The architectural renderings have been completed and the plan is to open the new Children's Academy in the first quarter of 2018.
- 6) **Financial Update** – Ms. Hokanson reviewed the following financial reports: year to date actuals compared to the budget and the summary balance sheet.
- 7) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

2017 – 009 APPROVAL OF NEW PROCUREMENT POLICY. Resolved: That the new procurement policy for Westminster Community Charter School be approved.

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
APRIL 26, 2017 MINUTES**

2017 – 010 WCCS BOARD MEMBER RESIGNATION. Resolved: That the resignation of Dr. Yvonne Minor-Ragan as a member of the Board of Trustees of Westminster Community Charter School be accepted.

2017 – 011 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: That James C. Oblatz, Vice President of Corporate Development for Delaware North Companies, be elected as a member of the Board of Trustees until the next annual meeting, subject to approval by the Charter Authorizer, the Buffalo Board of Education.

2017 – 012 CONTRACT WITH DR. MICHAEL CODD. Resolved: That the contract with Dr. Michael Codd to provide Scoring Consultant services for the 2016-17 school year be approved. The approximate cost is \$1,750, not to exceed \$2,000.

2017 – 013 APPOINTMENT OF ADVISORY BOARD MEMBER TO THE BOARD OF TRUSTEES. Resolved: That Rene F. Jones, Vice Chairman of M&T Bank, be appointed as a non-voting, advisory member of the Board of Trustees.

2017 – 014 SERVICE AGREEMENT WITH SCHOOL PASS. Resolved: That the renewal service agreement with School Pass to provide the School Pass Dismissal System at Westminster Community Charter School for 3 years beginning in the 2017-18 school year be approved. The estimated cost for these services is \$4,450 per year for a total of \$13,350, not to exceed \$14,000 for all 3 years.

2017 – 015 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

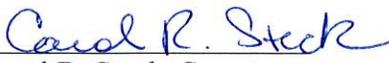
- Blue Cross Blue Shield –April Invoice - \$77,978.21
- Blue Cross Blue Shield - Estimated May Invoice - \$80,000.00

8) Public Comment Period

9) **The next meeting** is scheduled for Wednesday, May 17, 2017 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 4:32 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
May 17, 2017 MINUTES**

In attendance at the Board meeting were:

Sarah Armignacco;  
Stephen Braunscheidel;  
Diane Cozzo;  
Rita Eisenbeis;  
James C. Oblatz;  
Rosalyn Taylor

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) Ms. Eisenbeis welcomed Mr. James C. Oblatz and Mr. Rene F. Jones (Advisory Member) as new members of the Westminster Community Charter School Board.
- 3) The April 26, 2017 minutes were approved.
- 4) Public Comment Period
- 5) **Principal's Report** – Mr. Ross discussed the following topics:
  - a) **Attendance** – The attendance rate was 95.19% through 4/30/17, compared to 94.98% in 2015-16. Data on suspensions and disciplinary write ups was also presented.
  - b) **Math Testing/Scoring** was held on May 2-4, 2017 for grades 3-8. WCCS scored the tests with Tapestry Charter School on May 12<sup>th</sup>. Dr. Codd facilitated the scoring, but this is the last year he is available.
  - c) **Staffing** for the 2017-18 school year was reviewed.
  - d) **Upcoming Events** – Board members were invited to attend upcoming events:
    - June 3 Saturday Summer Literacy Kick Off
    - June 7 Band and Choir concert
    - June 21 Kindergarten Graduation
    - June 22 8<sup>th</sup> Grade Graduation
- 6) **Core Curriculum Philosophy and Instructional Practices** – Ms. Keller-Cogan presented information on plans for 2017-18 to improve student academic performance.
- 7) **Community Schools** – Ms. Hokanson provided an update on Parent Engagement and the Saturday Academy.
- 8) **Financial Update** – Ms. Hokanson reviewed the following financial reports: year to date actuals compared to the budget and the summary balance sheet. The 2017-18 Budget was also presented.
- 9) After thorough discussion and upon motion duly made and seconded, the following resolutions were unanimously adopted by the Board of Trustees:

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES  
May 17, 2017 MINUTES**

2017 – 016 WCCS SIGNERS FOR OPERATING ACCOUNT. Resolved: That Steve Braunscheidel, Rita Eisenbeis, Pamela Hokanson and Carol Steck be authorized to verify the appropriateness of school payments and serve as the primary or counter signer of checks in any amount for the school's General Operating Checking Account. (All checks must have two signers.)

2017 – 017 APPROVAL OF 2017-18 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2017-18 be approved.

2017 – 018 LEASE FOR LIBRARY BUILDING. Resolved: That Westminter Community Charter School be authorized to enter into a lease agreement with the City of Buffalo for the library building located at 106 Westminster Avenue. The lease will be for terms agreed to by the City of Buffalo, but not longer than through June 30, 2019 with two five-year options to renew. The lease will be for One Dollar (\$1.00) per year. Westminster Community Charter School will be responsible for maintenance, repairs, utilities and liability insurance for the library building.

2017 – 019 CONTRACT WITH OPTIMAL THERAPY ASSOCIATES SERVICES. Resolved: That the contract for the 2017-18 school year with Optimal Therapy Associates Services to provide physical therapy and occupational therapy services to students at Westminster Community Charter School, as outlined in the contract, be approved. For physical therapy the cost will be \$235 per student per month for physical therapy services; \$100 for each physical therapy evaluation; and \$30 per classroom consultation for students on consultation only. For occupational therapy the cost will be \$190 per student per month for occupational therapy services; \$100 for each occupational therapy evaluation; and \$30 per classroom consultation for students on consultation only.

2017 – 020 CONTRACT WITH BUFFALO HARBOR CRUISES. Resolved: That the contract with Buffalo Harbor Cruises for an eighth grade field trip be approved. The approximate cost is \$920 plus the cost of a food package.

2017 – 021 TRACK AND FIELD LEAGUE CONTRACT. Resolved: That the Buffalo Charter School Track and Field League Contract for Westminster Community Charter School to participate in the for the 2017 track and field season be approved. The approximate cost is \$400, not to exceed \$450.

2017 – 022 APPROVAL OF EXPENDITURES OVER \$25,000. Resolved: That the following expenditures over \$25,000 be approved:

- Blue Cross Blue Shield - Estimated June Invoice - \$80,000.00

10) **The next meeting** is scheduled for Wednesday, June 21, 2017 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 4:35 p.m.

Respectfully submitted,

  
Carol R. Steck, Secretary

**WESTMINSTER COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES**

June 21, 2017 Board Meeting Minutes were not approved by August 1, 2017.



# Entry 11 Enrollment and Retention of Special Populations

Created: 06/28/2017 • Last updated: 07/10/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<p>January- Put recruitment brochures out in WCCS and BPN Children's Academy- EduKids Campus</p> <p>February- Drop off Flyer and Enrollment Application to Surrounding Local Businesses</p> <p>April- Conduct Lottery, Send offer letters with deadline of 4/24 to register, Create initial wait list after lottery is conducted, Any enrollment applications received after the lottery are added to the wait list, Follow up with "no responses" to offer- respond by 5/14</p> <p>June- New Student Registration</p> <p>June-August- Send records requests/Input students into eSchool</p>	<p>Westminster Community Charter School will meet and attempt to exceed enrollment and retention targets for students with who are economically disadvantaged. Formal recruitment of these students is conducted each year. 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 will be accepted. If the number of applicants to WCCS exceeds capacity, a random selection process is used to assign spaces as described below. This lottery is held after April 1st annually and students will be notified shortly thereafter. Advertisements will include:</p> <ul style="list-style-type: none"> <li>• 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 5 languages.</li> <li>• Advertisements for applications for enrollment to WCCS will be in community businesses around Westminster Community Charter School;</li> </ul>

		<ul style="list-style-type: none"> <li>• Advertisements have been brought over to the Early Childhood Center;</li> <li>• School personnel are made available, as needed, to present at local community centers and churches for information and answering questions;</li> <li>• Send notices and reenrollment packages to existing parents;</li> <li>• Advertise our 1:1 iPad Initiative, Nutrition; and Community Schools Initiative.</li> </ul>
English Language Learners	<p>January- Put recruitment brochures out in WCCS and BPN Children’s Academy- EduKids Campus</p> <p>February- Drop off Flyer and Enrollment Application to Surrounding Local Businesses</p> <p>April- Conduct Lottery, Send offer letters with deadline of 4/24 to register, Create initial wait list after lottery is conducted, Any enrollment applications received after the lottery are added to the wait list, Follow up with “no responses” to offer- respond by 5/14</p> <p>June- New Student Registration</p> <p>June-August- Send records requests/Input students into eSchool</p>	<p>Westminster Community Charter School will meet and attempt to exceed enrollment and retention targets for students who are English language learners. Formal recruitment of incoming students with limited English proficiency is conducted each year. 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 will be accepted. If the number of applicants to WCCS exceeds capacity, a random selection process is used to assign spaces as described below. This lottery is held after April 1st annually and students will be notified shortly thereafter. Advertisements will include:</p> <ul style="list-style-type: none"> <li>• 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 English, Spanish, Bengali, Karen and Arabic</li> <li>• Advertisements for applications for enrollment to WCCS will be in community businesses around Westminster Community Charter School;</li> <li>• Advertisements have been brought over to the Early Childhood Center;</li> <li>• School personnel are made available, as needed, to present at local community centers and churches for information and answering questions;</li> <li>• Send notices and reenrollment packages to existing parents;</li> <li>• Advertise our 1:1 iPad Initiative, Nutrition</li> </ul>

		Program and Community Schools Initiative;
Student s with Disabilit ies	<p>January- Put recruitment brochures out in WCCS and BPN Children’s Academy- EduKids Campus</p> <p>February- Drop off Flyer and Enrollment Application to Surrounding Local Businesses</p> <p>April- Conduct Lottery, Send offer letters with deadline of 4/24 to register, Create initial wait list after lottery is conducted, Any enrollment applications received after the lottery are added to the wait list, Follow up with “no responses” to offer- respond by 5/14</p> <p>June- New Student Registration</p> <p>June-August- Send records requests/Input students into eSchool</p>	<p>Westminster Community Charter School will meet and attempt to exceed enrollment and retention targets for students with disabilities. Formal recruitment of these students is conducted each year. 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 will be accepted. If the number of applicants to WCCS exceeds capacity, a random selection process is used to assign spaces as described below. This lottery is held after April 1st annually and students will be notified shortly thereafter.</p> <p>Advertisements will include:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Advertisements for applications for enrollment to WCCS will be in community businesses around Westminster Community Charter School;</li> <li>• Advertisements have been brought over to the Early Childhood Center;</li> <li>• School personnel are made available, as needed, to present at local community centers and churches for information and answering questions;</li> <li>• Send notices and reenrollment packages to existing parents;</li> <li>• Advertise our 1:1 iPad Initiative, Nutrition; and Community Schools Initiative;</li> </ul>

## Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	<p>Re-enrollment is very high and averages about 85%. Vacancies exist as a result of the 8th grade students who graduate in June and the small percentage of students who leave the school for a variety of reasons (including moving out of the district).</p> <p>Students at WCCS received free lunch, free snack, waivers of field trip cost, Saturday programming for families providing free breakfast and lunch at no cost.</p>	<p>Westminster Community Charter School will continue to provide numerous opportunities to students.</p> <p>Students at WCCS will continue to receive free lunch, free snack, waivers of field trip cost, Saturday programming for families providing free breakfast and lunch as well as Uniform Cost waivers.</p>
English Language Learners	<p>Re-enrollment is very high and averages about 85%. Vacancies exist as a result of the 8th grade students who graduate in June and the small percentage of students who leave the school for a variety of reasons (including moving out of the district).</p> <p>An ESL teacher was provided to these students who worked with them daily with lessons appropriate for the level of English they were comfortable with.</p>	<p>Westminster Community Charter School will continue to provide the appropriate assessments based on the responses provided on the Home Language Questionnaire that is provided during the time of registration at the school.</p>
Students with Disabilities	<p>Re-enrollment is very high and averages about 85%. Vacancies exist as a result of the 8th grade students who graduate in June and the small percentage of students who leave the school for a variety of reasons (including moving out of the district).</p> <p>A Director of Special Education provided teachers with Professional Development with research based strategies and progress monitoring tools to best help these students.</p>	<p>A Teacher Liaison will be assigned to continue to provide teachers with Professional Development with research based strategies and progress monitoring tools to best help these students.</p>



# Entry 12 Classroom Teacher and Administrator Attrition

Created: 06/28/2017 • Last updated: 07/10/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	44	12	7	8	48

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	3	0	0	1	4

Thank you



# Entry 13 Uncertified Teachers

Last updated: 07/12/2017

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

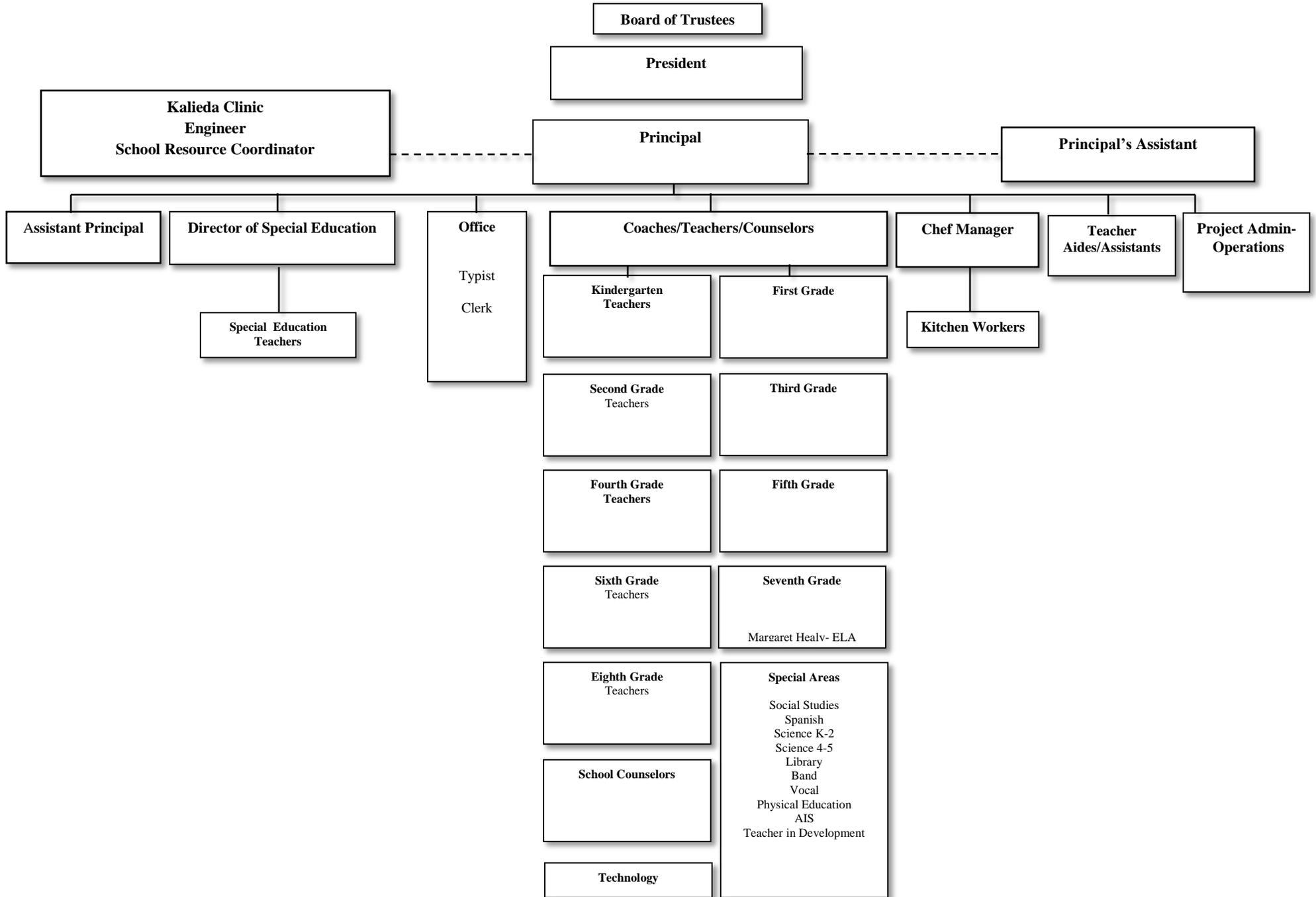
## Staff Qualifications (June 30, 2017)

Note: Columns should sum to the FTE count of Teachers on June 30, 2017, and each teacher should be in only one column.

1. Total FTE Count of Uncertified Teachers (6-30-17)	2
2. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	2
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	

**Thank you.**

**2016-2017 Westminster Community Charter School**



## 2017-2018 BUFFALO CITY SCHOOL DISTRICT CALENDAR

### JULY 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### JANUARY 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Days of Session/Days of Attendance

Month	Teacher	PK-8	H.S.*	Month	Teacher	PK-8	H.S.*
Aug	3	0	0	Feb	15	15	15
Sept	19	19	19	Mar	21	21	21
Oct	21	21	21	April	16	15	15
Nov	18	18	18	May	22	21	21
Dec	16	16	16	June	16	16	7
Jan	21	21	17				

### AUGUST 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### FEBRUARY 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Total **Teacher** Days: 188

Total **Student** Days: PK-8= 183 HS= 170

### IMPORTANT DATES

#### July

**4** Schools & Central Office closed

#### August

**29, 30, 31** Sup't. Conf. Days (Prof. Dev.)/(Set-up - Aug. 31)

### SEPTEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### MARCH 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### September

**1** Non-reporting day for Teachers

**4** Labor Day (central office also closed)

**5** First Day of Classes

#### October

**4** Early Release Day (BEDS Day)

**9** Columbus Day (central office also closed)

### OCTOBER 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

#### November

**7** Election Day (central office also closed)

**10** Veterans Day (central office also closed)

**23,24** Thanksgiving Recess (central office also closed)

#### December

**25-29** Winter Recess

**25, 26** Central Office Also Closed

### NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### January

**1** New Years Day (central office also closed)

**15** M.L. King Jr. Day (central office also closed)

**22-25** High School Regents Exams

#### February

**19** President's Day (central office also closed)

**20-23** Mid-winter Recess

### DECEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### March

**30** Spring Recess (central office also closed)

#### April

**2-6** Spring Recess

**2** Central Office Also Closed

**11-13** Grades 3-8 ELA Testing Window

**18** Early Release Day

**19** Sup't. Conf. Day

#### May

**1-3** Grades 3-8 Math Testing Window

**9** Early Release Day

**10** Sup't. Conf. Day

**28** Memorial Day (central office also closed)

#### June

**5, 12-21** High School Regents Exams

**22** Last Day of School

H.S. Regents Exams  
 3-8 NYSED Testing  
 Schools Closed

Central Office Also Closed  
 Sup't. Conference Day  
 Early Release Day

\*Per past practice, student attendance is not taken on Sup't. Conf. Days (4/19, 5/10) or H.S. Regents Exam Days (1/22-1/25; 6/5; 6/12-6/21) therefore these days are excluded from days of attendance