Entry 1 School Information

Created: 06/16/2016
Last updated: 07/14/2016

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a. SCHOOL NAME AND BEDS#

(Select name from the drop down menu)

WESTMINSTER COMMUNITY CS (BUFFALO BOE) 140600860874

b. CHARTER AUTHORIZER

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

Buffalo BOE-Authorized Charter School

c. DISTRICT / CSD OF LOCATION

Buffalo

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	24 Westminster Avenue Buffalo, NY 14215	716-816-3450	716-838-7460	rjross@buffaloschools.org

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)

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 subject matter, and to intentionally focus professional development at a small number of teachers.
Variable 3	Healthy Living 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.
Variable 4	Technology 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.
Variable 5	Special classes 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.
Variable 6	Academic & Instructional Support (AIS) 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.
Variable 7	Staff Development 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).
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, 2016

546

j. GRADES SERVED IN SCHOOL YEAR 2015-16

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8

k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

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l1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.

l2. 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	716-816-3450	BUFFALO CITY SD	K-8	Yes	Rent/Lease
Site 2						
Site 3						

m1. Is the school or are the school sites co-located?

No

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n1. Were there any revisions to the school's charter during the 2015-16 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Name and Position of Individual(s) Who Completed the 2015-16 Annual Report.

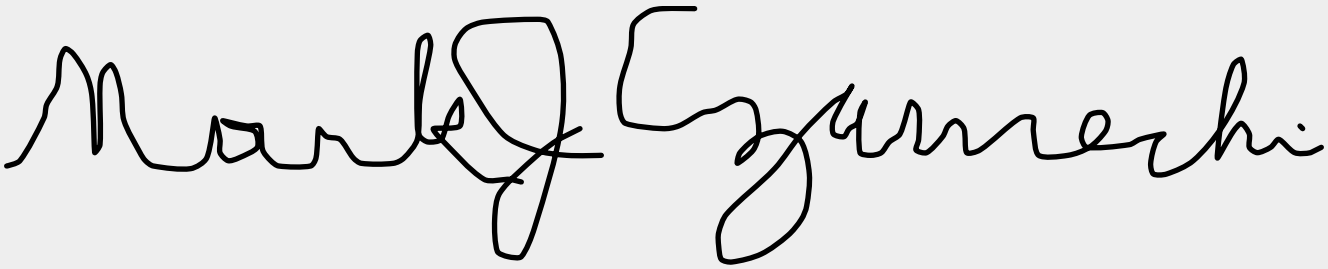
Carol Steck, Treasurer

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 stylist on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Date

(No response)

Thank you.

Entry 2 - Link to NYS School Report Card

Last updated: 06/16/2016

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Charter School Name:

1. NEW YORK STATE REPORT CARD

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

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

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

Entry 3 Progress

Last updated: 10/19/2016

Page 1

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, 2016. If the goals are based on student performance data that the school will not have access to before August 1, 2016 (e.g., the NYS Assessment results), explain this in the "2015-2016 Progress Toward Attainment of Goal" column. The information can be updated when available. Please complete and submit no later than November 1, 2016.

1. ACADEMIC STUDENT PERFORMANCE GOALS

2015-16 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Aggregate growth meets state average	Unadjusted Mean Growth Percentile (MGP) for all students on NYS assessments.	WCCS Combined: 53 ELA: 52 Math: 54 NYS Combined: 51 ELA: 50 Math: 52	Not applicable
			WCCS-Combined Students with Disabilities: 53 Black: 53 Economically Disadvantaged: 53 NYS-Combined Students with Disabilities: 49 Black: 50 Economically	

Academic Goal 2	Subgroup growth meets state average	Unadjusted Mean Growth Percentile (MGP) for all accountability subgroups.	Disadvantaged: 51 WCCS-ELA Students with Disabilities: 49 Black: 52 Economically Disadvantaged: 52 NYS-ELA Students with Disabilities: 47 Black: 50 Economically Disadvantaged: 51 WCCS-Math Students with Disabilities: 56 Black: 54 Economically Disadvantaged: 53 NYS-Math Students with Disabilities: 50 Black: 50 Economically Disadvantaged: 52	Not applicable
Academic Goal 3	Performance Index - Aggregate growth to proficiency meets Effective Annual Measurable Objective Target	Performance Index (which accounts for the number of students who are proficient or those making growth sufficient to achieve proficiency within 3 years or by Grade 8).	ELA WCCS: 81 EAMO: 98 SH: 85 Math WCCS: 81 EAMO: 95 SH: 87	As WCCS did not meet the state target for EMO, the school is using Reading and Writing Workshop merged with Expeditionary Modules. Teachers analyzed data over the summer to create benchmark assessments that will drive instruction throughout the school year. As WCCS did not meet state target in math, a consultant and a master classroom teacher provide coaching and professional development on a

				weekly basis, in addition to analyzing benchmark data.
Academic Goal 4	Performance Index - Subgroup growth to proficiency meets Effective Annual Measurable Objective Target.	Performance Index (which accounts for the number of students who are proficient or those making growth sufficient to achieve proficiency within 3 years or by Grade 8).	ELA Black WCCS: 80 EAMO: 82 SH: 82 Economically Disadvantaged WCCS: 78 EAMO: 87 SH: 81 Students with Disabilities WCCS: 36 EAMO: 58 SH: 49 Math Black WCCS: 78 EAMO: 77 SH:77 Economically Disadvantaged WCCS: 77 EAMO: 85 SH: 82 Students with Disabilities WCCS: 34 EAMO: 59 SH: 82	To address not meeting the state Target in subgroups the staff read Fostering Resilient Learners over the summer and is working throughout the year to focus on Trauma sensitive practices to increase student achievement. The school also partnered with Gateway/ Longview to increase mental health services available to students.
Academic Goal 5	Aggregate Proficiency meets state average	% of students proficient on 3-8 state assessments for all students	ELA WCCS: 22% NYS: 38% Math WCCS: 19% NYS: 39%	WCCS will continue to utilize Professional Learning Communities to study formative and summative assessments in order to drive instruction and collaborate on best practices.

Academic Goal 6	Subgroup Proficiency meets state average	% of students proficient on 3-8 state assessments for all accountable subgroups	ELA Black WCCS: 22% NYS: 26% Economically Disadvantaged: WCCS: 21% NYS: 27% Students with Disabilities: WCCS: 9% NYS:8% Math Black: WCCS: 17% NYS: 23% Economically Disadvantaged: WCCS: 17% NYS: 28% Students with Disabilities: WCCS: 7% NYS: 11%	WCCS will utilize Response to Intervention periods periods with additional reading and math support staff to group students using benchmark data and reading levels. Groups will rotate every 6-8 weeks based on data.
Academic Goal 7	Similar Schools Comparison shows statistically significant positive effect size	Effect Size in Comparative Regression Analysis controlling for prior academic performance (when possible) and student characteristics	Data Unavailable	Not applicable
Academic Goal 8	District Comparison: exceeds the District average	% of students proficient on 3-8 state assessments	ELA WCCS: 22% BPS: 16% Math WCCS: 19% BPS: 16%	Not applicable

2. Do have more academic goals to add?

Yes

2015-16 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	Subgroup Comparison exceeds the district average	% of students proficient on 3-8 state assessments	ELA Black WCCS: 22% BPS: 11% Economically Disadvantaged: WCCS: 21% BPS: 12% Students with Disabilities: WCCS: 9% BPS: 3% Math Black: WCCS: 17% BPS: 10% Economically Disadvantaged: WCCS: 17% BPS: 12% Students with Disabilities: WCCS: 7% BPS: 5%	Not applicable
Academic Goal 10	State Accountability Designation is Good Standing	Reward, Good Standing, Local Assistance Plan, Focus or Priority School Status	Good Standing	Not applicable
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

3. Do have more academic goals to add?

No

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4. ORGANIZATIONAL GOALS

2015-16 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Acknowledging that parents are an integral part of the school community, WCCS will report that they are satisfied with WCCS based off of a parent survey	This survey will be administered yearly during the spring and results will be analyzed and measured over the summer; areas of concern will be addressed in the development of the school improvement plan.	Our survey for 2015-2016 was conducted in partnership with Children Aid society. The survey also allowed for focus groups. All topics were addressed with administration and are reflected in some new activities.	We will continue online and paper surveys in Fall and Spring.
Org Goal 2	To continue the cycle of improvement teachers will be granted access to high quality professional development	This will be measured by teachers meeting the requirements to maintain their certification, as well as through an internal survey.	WCCS has continued to improve in this area. We offered 3 weeks of Professional Development in summer, which was focused on trauma sensitive classroom, curriculum, and data driven instruction. The professional development was planned based on staff questionnaires Certification is reviewed by	Continued the developed plan.

			Human Relations administrator and letters are sent to staff who are in need of completing requirements.	
Org Goal 3				
Org Goal 4				
Org Goal 5				

5. Do you have more organizational goals to add?

No

6. FINANCIAL GOALS

2015-16 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Partially 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	Not applicable	Not applicable	Not applicable
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

Entry 4 Expenditures per Child

Created: 06/17/2016
Last updated: 07/19/2016

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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 2015-16 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	7667758
Line 2: Year End FTE student enrollment	546
Line 3: Divide Line 1 by Line 2	14044

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 2015-16 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)	811552
Line 2: Management and General Cost (Column)	880123
Line 3: Sum of Line 1 and Line 2	1691675
Line 5: Divide Line 3 by the Year End FTE student enrollment	3098

Thank you.

Entry 6a Audited Statements

Created: 06/16/2016

Last updated: 11/01/2016

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

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School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Olga Tschernenko	[redacted]	[redacted]

Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Donna Gonser	[redacted]	[redacted]	12

If Applicable:

	Outsourced Financial Services Firm Name	Outsourced Financial Services Contact	Outsourced Financial Services Email	Outsourced Financial Services Phone	Years Working With This Firm

Please upload as one combined file:

a. the independent auditor's report on financial statements and notes; and
b. reports on internal controls over financial reporting and compliance

https://nysed-cso-reports.fluidreview.com/media/assets/survey-uploads/84001/6107780-F7wWrRhhE3/2016%20FS%20-%20Final.pdf

WESTMINSTER COMMUNITY CHARTER SCHOOL

SINGLE AUDIT REPORTING PACKAGE

JUNE 30, 2016

WESTMINSTER COMMUNITY CHARTER SCHOOL

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June 30, 2016

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Schedule of Findings and Questioned Costs

Lumsden McCormick LLP
CERTIFIED PUBLIC ACCOUNTANTS
Cyclorama Building | 369 Franklin Street | Buffalo, NY 14202
p: 716.856.3300 | f: 716.856.2524 | www.LumsdenCPA.com

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Westminster Community Charter School

We have audited the accompanying balance sheets of Westminster Community Charter School (the School) as of June 30, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2016 and 2015, and the changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Additional Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying additional information as listed in the table of contents, including the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,* is presented for purposes of additional analysis and is not a required part of the financial statements.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2016 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

October 25, 2016

Balance Sheets

June 30,	2016	2015
Assets		
Current assets:		
Cash	$ 6,378,676	$ 5,400,747
Receivables (Note 2)	234,751	183,828
Prepaid expenses	26,145	24,210
	6,639,572	5,608,785
Property and equipment, net (Note 3)	4,623,919	4,904,076
	$ 11,263,491	$ 10,512,861
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	$ 307,188	$ 345,833
Accrued expenses	1,144,667	1,242,922
	1,451,855	1,588,755
Postemployment health care benefit obligation (Note 4)	2,676,033	4,706,512
	4,127,888	6,295,267
Net assets:		
Unrestricted	7,135,603	4,217,594
	$ 11,263,491	$ 10,512,861

See accompanying notes.

Statements of Activities

For the years ended June 30,	2016	2015
Changes in unrestricted net assets:		
Support and revenue:		
Enrollment fees:		
Revenue - resident student enrollment	$ 6,727,732	$ 6,667,036
Revenue - students with disabilities	652,156	606,825
Revenue - additional state aid	116,598	-
Federal grants	815,143	812,455
State and local grants	77,793	347,591
Contributions	-	810,102
Other income	30,534	165,132
Total support and revenue	8,419,956	9,409,141
Expenses:		
Program expenses:		
Regular education	5,728,609	6,009,497
Special education	887,544	906,361
Other programs	939,144	1,093,795
Total program expenses	7,555,297	8,009,653
Supporting services:		
Management and general	859,609	656,886
Total expenses	8,414,906	8,666,539
Excess of support and revenue over expenses	5,050	742,602
Postemployment health care benefit adjustment (Note 4)	2,912,959	-
Change in net assets	2,918,009	742,602
Net assets - beginning	4,217,594	3,474,992
Net assets - ending	$ 7,135,603	$ 4,217,594

See accompanying notes.

Statements of Cash Flows

For the years ended June 30,	2016	2015
Operating activities:		
Cash received from enrollment fees	$ 7,387,895	$ 7,308,821
Cash received from federal, state and local grants	934,672	1,224,659
Cash received from contributions	-	810,102
Cash received from other sources	46,466	206,947
Payments to employees for services and benefits	(5,190,064)	(5,789,305)
Payments to vendors and suppliers	(2,170,130)	(1,952,764)
Net operating activities	1,008,839	1,808,460
Investing activities:		
Property and equipment expenditures	(30,910)	(195,288)
Net change in cash	977,929	1,613,172
Cash - beginning	5,400,747	3,787,575
Cash - ending	$ 6,378,676	$ 5,400,747
Reconciliation of change in net assets to net cash flows from operating activities:		
Change in net assets	$ 2,918,009	$ 742,602
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	311,067	307,177
Changes in operating assets and liabilities:		
Receivables	(50,923)	145,333
Prepaid expenses	(1,935)	86,104
Accounts payable	(38,645)	37,577
Accrued expenses	(98,255)	(329,247)
Deferred revenue	-	(3,945)
Postemployment health care benefit obligation	(2,030,479)	822,859
Net operating activities	$ 1,008,839	$ 1,808,460

See accompanying notes.

1. Summary of Significant Accounting Policies:

Organization and Purpose:

Westminster Community Charter School (the School) is a conversion charter school in the City of Buffalo, New York (the City). The School, which previously existed as a public school in the City of Buffalo School District (the District), was chartered by the District in 2004. As the authorizing organization, the District retains ongoing responsibility for oversight and evaluation of the School. The School currently offers classes from kindergarten through grade 8 and has been chartered through 2019, at which time it must apply to renew its charter for another term.

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

M&T Bank (the Bank) is an institutional partner of the School with representatives serving on the School's Board of Trustees.

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 25, 2016, the date the financial statements were available to be issued.

Management and Operations:

Pursuant to a memorandum of understanding (MOU) between the School and the District effective July 1, 2014 through September 30, 2016, the District, the Bank, and Westminster Foundation (the Foundation) will each continue to provide the School with certain services and resources in support of its mission. The entities are in the process of adopting an MOU with an effective date through June 30, 2019.

The School entered into a Business Services Agreement (the Agreement) with the Bank to provide certain management operations, including accounting, financial reporting, and other general management consulting and support. Pursuant to the Agreement, the Bank will be paid in the subsequent year for services provided in any year in which the School has ended the year with an accumulated non-designated cash operating surplus. For the years ended June 30, 2016 and 2015, the School recognized expenses of $457,363 and $408,342 to the Bank for services provided under the Agreement.

Additionally, during the year ended June 30, 2015, the School received discretionary contributions totaling $810,102 from M&T Charitable Foundation, a related party entity of the Bank.

Cash:

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

Receivables:

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

Property and Equipment:

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

Pursuant to the MOU, the right to use the school building and grounds was transferred from the District to the School. However, the District retains all rights, title and interest in the property, including all current and future non-removable improvements, and the District agrees to pay the first $50,000 in annual facilities-related services throughout the term of the Charter. For the years ended June 30, 2016 and 2015, the School reimbursed the District maintenance costs totaling $247,136 and $231,201. At the discretion of the School's Board, certain capital improvements and repair costs are borne by the School.

The School has the use of all District furnishings, books, supplies and equipment existing at the facility at the time of its conversion from a public school operated by the District without charge. To the extent such assets are still in use at the end of the term of the charter, they will be returned to the District.

The MOU also stipulates that the District will provide textbooks, library materials, computer hardware and software, and certain other services to the same extent as provided to nonpublic schools. The value of the services and materials provided by the District recorded in these financial statements as revenue and expense totaled $65,857 and $61,298 for the years ended June 30, 2016 and 2015.

Enrollment Fees:

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

Grants:

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

The School records grant awards accounted for as exchange transactions as deferred revenue until the related services are performed.

Transportation:

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

Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under §501(a) of the Internal Revenue Code. The School believes it is no longer subject to examination by Federal and State taxing authorities for years prior to 2013.

Use of Estimates:

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

Cost Allocation:

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

2. Receivables:

	2016	2015
Grants	**$ 104,323**	$ 106,822
Enrollment fees	**127,183**	58,414
Other receivables	**3,245**	18,592
	$ 234,751	$ 183,828

In July 2016, all New York State charter schools serving students in the 2015-2016 school year received additional state aid. The additional aid was based on the number of students served and was paid directly from the New York Department of Education. Additional aid totaling $116,598 is included as enrollment fees receivable on the accompanying balance sheet as of June 30, 2016.

3. Property and Equipment:

	2016	2015
Furniture and equipment	$ 1,031,582	$ 1,066,306
Building improvements	6,422,696	6,422,696
	7,454,278	7,489,002
Less accumulated depreciation	2,830,359	2,584,926
	$ 4,623,919	$ 4,904,076

4. Postemployment Health Care Benefits:

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

The status of the postemployment health care benefit plan as of and for the years ended June 30, 2016 and 2015 is as follows:

	2016	2015
Accumulated postemployment benefit obligation (APBO)	$ 2,676,033	$ 4,706,512
Accrued postemployment health benefits	$ 2,676,033	$ 4,706,512
Accumulated adjustment to unrestricted net assets	$ 2,912,959	$ -
Benefit cost	$ 882,480	$ 822,859
Benefits paid	$ -	$ -

At June 30, 2016, an actuarial gain of $2,912,959 resulting from changes in demographic experience and not yet recognized as a component of benefit cost is included as an adjustment to unrestricted net assets.

	2016	2015
Weighted average assumptions used to determine benefit obligation:	5.0-8.0%	5.0-8.5%
Annual health care premium increa	4.0%	4.0%
Discount rate		
Weighted-average assumptions used to determine periodic benefit cost:		
Discount rate	4.0%	4.0%

Expected future benefit payments:

2017	$ -
2018	-
2019	-
2020	2,779
2021	10,521
2022-2026	196,517
	$ 209,817

For 2016, a 1% increase in the trend rate for health care costs would have increased the APBO by approximately $1,003,000.

5. Retirement Plans:

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

New York State Teachers' Retirement System:

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

New York State and Local Employees' Retirement System:

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

Funding Policies:

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

For ERS, the Comptroller annually certifies the rates used, expressed as a percentage of the wages of participants, to compute the contributions required to be made by employers to the pension accumulation fund. The rate ranged from 10.7% to 18.9% and 11.1% to 20.4% for 2016 and 2015, dependent on the participant's tier. Required contributions for ERS were $24,187 and $9,383 for the years ended June 30, 2016 and 2015.

Pursuant to Article 11 of Education Law, rates are established annually for TRS by the New York State Teachers' Retirement Board at an actuarially determined rate. The rate is 13.29% of the annual covered payroll for the year ended June 30, 2016, and 17.53% for the year ended June 30, 2015. The required contributions for TRS were $427,694 and $582,196 for the years ended June 30, 2016 and 2015.

6. Contingencies:

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

Additional Information
Schedule of Expenses

For the year ended June 30, 2016 (with comparative totals for 2015)

	Number of Positions	2016 Regular Education	2016 Special Education	2016 Other Programs	2016 Management and General	2016 Total	2015 Total
Administrative personnel	5.5	$ 308,306	$ 36,454	$ 13,961	$ 29,085	$ 387,806	$ 520,672
Instructional personnel	52.0	2,401,424	358,961	22,262	-	2,782,647	2,759,711
Non-instructional personnel	7.0	181,642	23,354	48,784	5,709	259,489	258,281
Total salaries	64.5	$ 2,891,372	$ 418,769	$ 85,007	$ 34,794	$ 3,429,942	3,538,664
Salaries		$ 2,891,372	$ 418,769	$ 85,007	$ 34,794	$ 3,429,942	3,538,664
Payroll taxes and employee benefits		1,759,764	253,188	52,312	27,202	2,092,466	2,152,674
Retirement benefits		380,032	54,678	11,297	5,874	451,881	591,579
Professional and staff development		44,727	7,730	2,761	-	55,218	52,235
Legal and accounting fees		-	-	-	45,721	45,721	39,877
Financial management services		68,507	72,230	5,957	597,946	744,640	529,663
Student and staff recruitment		-	-	-	16,325	16,325	304
Curriculum and classroom expenses		43,662	5,350	4,495	-	53,507	38,916
Supplies and materials		68,900	5,862	8,387	7,034	90,183	100,812
Food services		-	-	466,654	-	466,654	609,955
Student transportation services		-	-	19,032	-	19,032	13,348
Travel and conferences		37,645	2,764	-	9,851	50,260	16,317
Postage, printing, and copying		6,152	769	-	769	7,690	10,752
Insurance		-	-	-	73,537	73,537	51,920
Information technology		53,436	5,344	1,336	6,680	66,796	73,876
Leased equipment		66,463	7,366	4,233	6,604	84,666	86,311
Repairs and maintenance		19,094	7,688	210,782	10,415	247,979	247,159
Occupancy		-	-	-	15,780	15,780	15,524
Telephone and utilities		54,048	11,118	19,669	684	85,519	103,692
Other		4,617	471	562	393	6,043	85,784
		5,498,419	853,327	892,484	859,609	8,103,839	8,359,362
Depreciation		230,190	34,217	46,660	-	311,067	307,177
Total		$ 5,728,609	$ 887,544	$ 939,144	$ 859,609	$ 8,414,906	$ 8,666,539

Additional Information
Schedule of Expenditures of Federal Awards

For the year ended June 30, 2016

Federal Grantor/Pass-Through Grantor/Program Title	CFDA Number	Grantor Number	Expenditures
U.S. Department of Education			
Passed through the New York State Department of Education:			
Title I Grants to Local Educational Agencies	84.010	0021-16-4272	$ 285,654
Supporting Effective Instruction State Grant	84.367	0147-16-4272	25,116
Supporting Effective Instruction State Grant	84.367	0147-15-4272	16,612
Total U.S. Department of Education			327,382
U.S. Department of Agriculture			
Passed through the New York State Department of Education:			
Child Nutrition Cluster			
School Breakfast Program	10.553	N/A	137,621
National School Lunch Program	10.555	N/A	331,482
Summer Food Service Program for Children	10.559	N/A	3,441
Total Child Nutrition Cluster			472,544
Fresh Fruit and Vegetable Program	10.582	0004-16-0006	5,444
Passed through New York State Office of General Services:			
Child Nutrition Discretionary Grants Limited Availability	10.579	N/A	9,773
Total U.S. Department of Agriculture			487,761
Total Expenditures of Federal Awards			$ 815,143

See accompanying notes.

Notes to Schedule of Expenditures of Federal Awards

1. Summary of Significant Accounting Policies:

Basis of Presentation:

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

Basis of Accounting:

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

Indirect Costs:

The School typically does not allocate indirect costs to Federal programs and as such the 10% de minimus indirect cost rate permitted by the Uniform Guidance is not applicable.

Non-monetary Federal Program:

The School is the recipient of a federal award program that does not result in cash receipts or disbursements, termed a "non-monetary program." During the year ended June 30, 2016, the School used $9,773 worth of commodities under the Child Nutrition Discretionary Grants Limited Availability program (CFDA Number 10.579).

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

The Board of Trustees
Westminster Community Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Westminster Community Charter School (the School), which comprise the balance sheet as of June 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 25, 2016.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Lumsden & McCormick, LLP

October 25, 2016

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Board of Trustees
Westminster Community Charter School

Report on Compliance for Each Major Federal Program

We have audited Westminster Community Charter School's (the School) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2016. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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

Opinion on Each Major Federal Program

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Report on Internal Control Over Compliance

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

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

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

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

Lumsden & McCormick, LLP

October 25, 2016

Schedule of Findings and Questioned Costs

For the year ended June 30, 2016

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	*Unmodified*
Internal control over financial reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Type of auditors' report issued on compliance for major programs:	*Unmodified*
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?	No

Identification of major programs:

Name of Federal Program or Cluster	CFDA #	Amount
Child Nutrition Cluster:		
School Breakfast Program	10.553	$ 137,621
National School Lunch Program	10.555	331,482
Summer Food Service Program for Children	10.559	3,441
		$ 472,544

Dollar threshold used to distinguish between type A and type B programs:	$750,000
Auditee qualified as low-risk auditee?	Yes

Section II. Financial Statement Findings

No findings were reported.

Section III. Federal Award Findings and Questioned Costs

No findings were reported.

Entry 6b Additional Financial Docs

Created: 07/12/2016

Last updated: 11/01/2016

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of $750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Page 1

1. Management Letter

https://nysed-cso-reports.fluidreview.com/media/assets/survey-uploads/84010/6215482-8mMIunnVv3/2016%20Management%20Letter%20-%20Final.pdf

Explanation for not uploading the Management Letter.

(No response)

2. Form 990

(No response)

Explanation for not uploading the Form 990.

(No response)

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit.

(No response)

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report.

(No response)

5. Evidence of Required Escrow Account

(No response)

Explanation for not uploading the Escrow evidence.

(No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

a. The person responsible
b. The date action was taken, or will be taken
c. Description of the action taken
d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan.

(No response)

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October 25, 2016

The Board of Trustees and Management
Westminster Community Charter School

In planning and performing our audit of the financial statements of Westminster Community Charter School (the School) as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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

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

Lumsden & McCormick, LLP

New York State Education Department

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

2015-16 Budget & Cash Flow Template

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

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

WESTMINSTER COMMUNITY CHARTER SCHOOL

PROJECTED BUDGET FOR 2016-2017

July 1, 2016 to June 30, 2017

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	**7,235,025**	**622,500**	**511,662**	**-**	**5,000**	**8,374,187**
Total Expenses	**5,142,154**	**1,039,953**	**955,950**	**-**	**1,236,130**	**8,374,187**
Net Income	**2,092,871**	**(417,453)**	**(444,288)**	**-**	**(1,231,130)**	**-**
Actual Student Enrollment						**-**
Total Paid Student Enrollment						

CSI:
This line should show how many students a school intends to be paid for.

For Example:
If a school plans on enrollment of 100 students however [illegible] % of those students, [illegible] row.

CSI:
Enter in the Per Pupil Rate (PPR) for the Current Year (CY).

For Example:
If this application is being submitted in 2009-10 for a school opening in 2011-12, enter in the 2009-10 PPR for that district in the cells below. If a higher PPR is assumed indicate that % increase in the ASSUMPTION column.
Refer to the State Aid website for the tuition rates.
https://stateaid.nysed.gov/charter/

	CY Per Pupil Rate				SUPPORT SERVICES		
					FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue							
District of Location	*$12,505.00*	[illegible]	[illegible]		-	-	7,427,750
School District 2 (Enter Name)		[illegible]	[illegible]		-	-	-
School District 3 (Enter Name)		[illegible]	-		-	-	-
School District 4 (Enter Name)		[illegible]	-		-	-	-
School District 5 (Enter Name)		[illegible]	-		-	-	-
		6[illegible]					7,427,750
Special Education Revenue		[illegible]	-		-	-	-
Grants							
Stimulus		[illegible]	-		-	-	-
Other		[illegible]	-		-	-	-
Other State Revenue		-	-	-	-	-	-
TOTAL REVENUE FROM STATE SOURCES		**6,877,750**	**550,000**				**7,427,750**
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	72,500	-	-	-	72,500
Title I		268,795	-	-	-	-	268,795
Title Funding - Other		28,480	-	-	-	-	28,480
School Food Service (Free Lunch)		-	-	504,558	-	-	504,558
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-
Other		-	-	-	-	-	-
Other Federal Revenue		-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		**297,275**	**72,500**	**504,558**			**874,333**
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	-	-	-	-
Erate Reimbursement		-	-	-	-	-	-
Interest Income, Earnings on Investments,		-	-	-	-	5,000	5,000
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-
Food Service (Income from meals)		-	-	4,754	-	-	4,754
Text Book		35,000	-	-	-	-	35,000
Other Local Revenue		25,000	-	2,350	-	-	27,350
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		**60,000**		**7,104**		**5,000**	**72,104**
TOTAL REVENUE		**7,235,025**	**622,500**	**511,662**		**5,000**	**8,374,187**
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
Executive Management	[illegible]	[illegible]	[illegible]2,000	10,000	-	40,000	100,000
Instructional Management	[illegible]	[illegible]	[illegible]5,689	5,000	-	-	87,164
Deans, Directors & Coordinators		5,000	67,102	5,000	-	-	77,102
CFO / Director of Finance		-	-	-	-	-	-
Operation / Business Manager	[illegible]	[illegible]	[illegible]2,500	9,853		65,000	88,169
Administrative Staff	[illegible]	-	-	-	-	77,677	77,677
TOTAL ADMINISTRATIVE STAFF			[illegible]7,291	**29,853**		**182,677**	**430,112**
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	36.00	1,953,039	-	-	-	-	1,953,039
Teachers - SPED	8.00	-	434,274	-	-	-	434,274
Substitute Teachers	5.50	79,944	20,000	-	-	-	99,944
Teaching Assistants	1.00	24,354	-	-	-	-	24,354
Specialty Teachers	14.00	703,339	91,000	-	-	-	794,339
Aides	[illegible]	[illegible]	-	-	-	-	62,617
Therapists & Counselors	2.00	102,832	17,139	-	-	-	119,971
Other	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL			[illegible]2,413				**3,488,538**
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	1.00	50,000	[illegible]6,812	2,423	-	-	59,235
Custodian		-	-	-	-	-	-
Security		-	-	-	-	-	-
Other Cafeteria		-	-	176,154	-	-	176,154
TOTAL NON-INSTRUCTIONAL		**50,000**	**6,812**	**178,577**			**235,389**
SUBTOTAL PERSONNEL SERVICE COSTS	**83**	**3,106,416**	**656,516**	**208,430**		**182,677**	**4,154,039**
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		262,812	56,067	17,521	-	14,016	350,416
Fringe / Employee Benefits		817,734	174,450	54,516	-	43,612	1,090,312
Retirement / Pension		359,961	76,792	23,997	-	19,198	479,948
TOTAL PAYROLL TAXES AND BENEFITS		**1,440,507**	**307,309**	**96,034**		**76,826**	**1,920,676**
TOTAL PERSONNEL SERVICE COSTS		**4,546,923**	**963,825**	**304,464**		**259,503**	**6,074,715**

CSI:
Sample titles that fall under this line:
Number of Positions
- Superintendent
- Vice Principal
- Assistant Principal
- Chief Academic Officer
- Faculty
- Secretary
- Assessment
- Student Attans
- Other Management
- Development

CSI:
Sample titles that fall under this line:
- Principal
- Dean
- Curriculum
- Instruction

CSI:
Sample titles that fall under this line:
- Specialists
- Receptionist
- Accounts Clerk
- Clerk

CSI:
Sample titles that fall under this line:
Director/Deans/Coordinators of:
- ESL
- Reading
- Speech Therapists
- Social Workers
- Music

CSI:
Sample titles that fall under this line:
Core/Subject Area Teachers:
- ELA
- Math
- Social Studies
- Science
- ESL
- Reading
- Speech Therapists
- Social Workers
- Foreign Languages
- Photography
- Ceramics

CSI:
Cafeteria
Other

CSI:
Health and Dental
Social Security
Medicare
Unemployment
Other

WESTMINSTER COMMUNITY CHARTER SCHOOL

PROJECTED BUDGET FOR 2016-2017

July 1, 2016 to June 30, 2017

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	7,235,025	622,500	511,662	-	5,000	8,374,187
Total Expenses	5,142,154	1,039,953	955,950	-	1,236,130	8,374,187
Net Income	2,092,871	(417,453)	(444,288)	-	(1,231,130)	-
Actual Student Enrollment						-
Total Paid Student Enrollment						

CSI:
This line should show how many students a school intends to be paid for.

For Example:
If a school plans on enrollment of 100 students

				SUPPORT SERVICES		
				FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CONTRACTED SERVICES						
Accounting / Audit	-	-	-	-	20,000	20,000
Legal	-	-	-	-	35,000	35,000
Management Company Fee	-	-	-	-	422,500	422,500
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	-	-	-	20,000	20,000
Special Ed Services	-	-	-	-	76,500	76,500
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	-	65,000	65,000
TOTAL CONTRACTED SERVICES					639,000	639,000
SCHOOL OPERATIONS						
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	26,000		-	-	-	26,000
Special Ed Supplies & Materials	-	3,500	-	-	-	3,500
Textbooks / Workbooks	446	8,363	-	-	-	98,809
Supplies & Materials other	275	1,725	-	-	-	15,000
Equipment / Furniture	000	2,500	1,500	-	-	25,000
Telephone	000	-	-	-	3,000	4,000
Technology	740	18,260	-	-	-	166,000
Student Testing & Assessment	500	1,500	-	-	-	10,000
Field Trips	450	550	-	-	-	5,000
Transportation (student)	650	2,350	-	-	-	20,000
Student Services - other	000	2,500	-	-	-	10,500
Office Expense	2,050	500	500	-	6,500	9,550
Staff Development	19,500	3,000	-	-	-	22,500
Staff Recruitment	-	-	-	-	1,500	1,500
Student Recruitment / Marketing	-	-	-	-	1,500	1,500
School Meals / Lunch	-	-	249,116	-	-	249,116
Travel (Staff)	000	3,000	-	-	4,000	22,000
Fundraising	-	-	-	-	-	-
Other	-	-	1,850	-	22,825	24,675
TOTAL SCHOOL OPERATIONS	611	47,748	252,966		39,325	714,650
FACILITY OPERATION & MAINTENANCE						
Insurance	-	-	-	-	81,600	81,600
Janitorial	500	16,500	-	-	-	150,000
Building and Land Rent / Lease	-	-	-	-	20,002	20,002
Repairs & Maintenance	-	-	29,000	-	161,300	190,300
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	9,000	9,000
Utilities	120	11,880	6,600	-	26,400	132,000
TOTAL FACILITY OPERATION & MAINTENANCE	220,620	28,380	35,600		298,302	582,902
DEPRECIATION & AMORTIZATION	-	-	362,920	-	-	362,920
DISSOLUTION ESCROW & RESERVES / CONTIGENCY			-	-	-	-
TOTAL EXPENSES			955,950		1,236,130	8,374,187
NET INCOME			(444,288)	-	(1,231,130)	-

CSI:
Janitorial
Consultants

CSI:
Development
Conferences

CSI:
Curriculu

CSI:
Instructional
Non-Ins
Athletic
Music
Office E
*** Includ hase or Lease of any**

CSI:
Hardware
Software
Internet
Wiring

CSI:

CSI:
Printing

CSI:
Conferences

CSI:
Interest
Bank Charges
Bad Debt
Misc. Fees (i.e. Licensing)
Dues & Membership
All Other
(If any questions contact CSI)

CSI:
Facility

CSI:
Facility Related
*** Includes the Purchase or Lease of any t**

CSI:
Electric
Gas
Other

CSI:
$75,000 should be set aside for Dissolution and it can be spread out over the first THREE years if the school chooses. If spread out each year should minimally be $25k.

A note can be added under assumptions describing the breakout.

ENROLLMENT - *School Districts Are Linked To Above Entries*			TAL ENROLLED
District of Location			550
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	487	63	550
REVENUE PER PUPIL	14,856	9,881	930
EXPENSES PER PUPIL	10,559	16,507	1,738

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Total student enrollment 550 out of 550 63 estimated special educ

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Total student enrollment 550 out of 550 63 estimated special educ

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

Sarah Armignacco 6/23/16

Signature Date

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

Business Telep

Business Addr

E-mail Address

Home Telephon

Home Address

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

Trustee Name:

Terenda I. 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

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

Ms. Brenda L Bean 7-11-16

Signature Date

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

Business Telep

Business Addr

E-mail Address

Home Telepho

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 CS
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** X **No**

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

3. 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** X **No**

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

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.	Husband works for Buffalo Hearing + Speech which provides services at this school	Did not participate in discussion	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	Please write "None" if applicable. Do not leave this space blank.	Joseph Cozzo (husband)	Did not participate in discussion

Signature Diane Cozzo Date 6/24/16

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 Addres [redacted]

E-mail Address: [redacted]

Home Telephone [redacted]

Home Address: [redacted]

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

Trustee Name:

Mark J. Czarnecki

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** _X_**No**

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

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

   _X_**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.
   Member, no salary, 2004

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			

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
M&T Bank	**Business Services**	**$409,000**	**Mark J. Czarnecki, President & Chief Operating Officer of M&T Bank**	**All Board Member review**

Signature 6/24/16 Date

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Business Telepho[redacted]

Business Addres[redacted]

E-mail Address: [redacted]

Home Telephone: [redacted]

Home Address: [redacted]

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).

Member

2. Is the trustee an employee of any school operated by the Education Corporation?
____**Yes** _**X**__**No**

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

3. 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** _**X**_**No**

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

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.*			

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

Yvonne Theiss-Regan, Ph.D. **7/18/16**

Signature Date

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

Business Telepho [redacted]

Business Address [redacted]

E-mail Address: [redacted]

Home Telephone: [redacted]

Home Address: [redacted]

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

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

- Is the trustee an employee of any school operated by the Education Corporation? ____**Yes** __x__**No**

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

- 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** ___x_**No**

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

- 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	None	None	None

- 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
None	None	None	None	None

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

Rita M. Eisenbeis — June 24, 2016

Signature — Date

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

Business Telephon[redacted]

Business Address:

[redacted]

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

Roselyn L Taylor — Signature

7/1/2016 — 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: [redacted]

Home Telephone: [redacted]

Home Address: [redacted]

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

Trustee Name:

Robert G. Wilmers

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** _X_**No**

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

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

   _X_**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.
   Member, no salary, 2004

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			

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
M&T Bank	**Business Services**	**$409,000**	**Robert G. Wilmers, Chairman of M&T Bank**	**All Board Member review**

Robert C. Wilmers

Signature Date

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

Business Telepho[redacted]

Business Addres[redacted]

E-mail Address: [redacted]

Home Telephone: [redacted]

Home Address: [redacted]

Entry 9 BOT Table

Last updated: 06/21/2016

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Position on the Board	Committee Affiliations	Voting Member? (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)
1	Sarah Armignacco	[redacted]	Trustee/Member	Education	Yes	Education, HR/Personnel	Elected March 2016. ONe-year terms, 1 term served. Current term expires June 2017
2	Terenda Brown	[redacted]	Parent Representative	Education	Yes	Parent, staff member	Elected August 2004. One-year terms, 12 terms served. Current term expires June 2017
3	Diane Cozzo	[redacted]	Trustee/Member	Education, HR/Personnel	Yes	Education, HR/Personnel	Elected October 2014. One-year terms, 2 terms served. Current term expires

							June 2017
4	Mark J. Czarnecki	[redacted]	Chair/Board President	Finance	Yes	Finance	Elected August 2004. One-year terms, 12 terms served. Current term expires June 2017
5	Rita Eisenbeis	[redacted]	Vice Chair/Vice President	Education, HR/Personnel	Yes	Education, HR/Personnel	Elected December 2005. One-year terms, 11 terms served. Current term expires June 2017
6	Yvonne S. Minor-Ragan	[redacted]	Trustee/Member	Education, HR/Personnel	Yes	Education, HR/Personnel	Elected August 2004. One-year terms, 12 terms served. Current term expires June 2017
7	Rosalyn Taylor	[redacted]	Trustee/Member	Education, HR/Personnel	Yes	Education, HR/Personnel	Elected October 2014. One-year terms, 2 terms served. Current term expires June 2017
8	Robert G. Wilmers	[redacted]	Trustee/Member	Finance	Yes	Finance	Elected August 2004. One-year terms, 12 terms served. Current term expires

							June 2017
9							
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2. Total Number of Members on June 30, 2015

8

3. Total Number of Members Joining the Board 2015-16 School Year

1

4. Total Number of Members Departing the Board during the 2015-16 School Year

1

5. Number of Voting Members 2015-16, as set by the by-laws, resolution or minutes

8

6. Number of Board Meetings Conducted in the 2015-16 School Year

11

7. Number of Board Meetings Scheduled for the 2016-17 School Year

12

Thank you.

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
MAY 18, 2016 MINUTES

In attendance at the Board meeting were:

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

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

1) Ms. Eisenbeis called the meeting to order at 3:07 p.m.

2) The date of the next meeting was changed to May 18, 2016 in the minutes for the April 20, 2016 meeting. The April 20, 2016 minutes were approved, as amended.

3) Public Comment Period

4) **Principal's Report** – Mr. Ross reported on the following items:
   a) **Registration –** Appointments are scheduled for June 1 – 11. Kaleida Health Clinic will offer appointments for immunizations and physicals from July 8-23. New students will be invited to WCCS in July for an introduction meeting (assessment, tour, expectations).
   b) **Staffing** – Open positions for 2016-17 are Science K-2, 2 Literacy Coaches, 2 Math Coaches, Technology Coach, Spanish 6-8, Physical Education/Health, Teacher in Development, and Vocal Music.
   c) **Buffalo Police Support** – Mr. Ross and Ms. Staples recently met with Buffalo Police Chief Menza and Captain Stabler about providing additional support for school events and the school playground. Mr. Ross plans to invite Captain Stabler to have lunch with students at the school.
   d) **Summer School** – There will be a 3-week "Lit Camp" for approximately 150 K-5 students offered during the summer. Breakfast and lunch will be served and AmeriCorps members will run clubs in the afternoon for the participants. Staff applications for the program are due May 31.
   e) **NYS Test Scoring** – Dr. Codd's report on the NYS Test Scoring was reviewed.
   f) **Special Education** – All Special Education staff attended training at Erie 1 BOCES. Upcoming placements of students are being monitored. Charts showing the current number of students receiving special education and related services were presented.
   g) **School Musical** – Board members were invited to attend the school musical, *Beauty and the Beast*, on June 3 and 4.

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

5) **Promise Scholars Program** – Information on the Promise Scholarships awarded this year was discussed.

6) **Joint Board Meetings** – It was agreed that the WCCS Board will hold a joint meeting with the Westminster Foundation Board meeting, probably in October.

7) **Charter Renewal** – An update on the charter renewal was presented.

8) **MOU Renewal** – The renewal of the MOU with Buffalo Public Schools was discussed.

9) **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.

10) **2016-17 Budget** – The 2016-17 Budget for WCCS was presented.

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

2016 – 017 APPROVAL OF 2016-17 BUDGET. Resolved: That the proposed Westminster Community Charter School Budget for Fiscal Year 2016-17 be approved.

2016 – 018 CONTRACT WITH ORLEANS/NIAGARA BOCES. Resolved: That the contract with the Orleans/Niagara Board of Cooperative Educational Services (BOCES) to provide Reading Recovery Services for the 2015-16 School Year be approved. The estimated cost for these services is $2,250, not to exceed $3,000.

2016 – 019 TECHNOLOGY SERVICES INCREASE-ERIE I BOCES AND WNYRIC. Resolved: That an increase in the budget for technology services with Erie I BOCES and WNYRIC for the 2015-16 school year be approved. The estimated cost for this increase is $840 not to exceed $850. The total Technology Services budget for the 2015-16 school year will be approximately $26,400, not to exceed $27,000.

2016 – 020 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $66,000 (Estimated June Invoice)

12) **The next meeting** is scheduled for Wednesday, June 15, 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 4:04 p.m.

Respectfully submitted,

Carol R. Steck

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
APRIL 20, 2016 MINUTES

In attendance at the Board meeting were:

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

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

1) Mr. Czarnecki called the meeting to order at 2:56 p.m.

2) Mr. Czarnecki introduced new Board member Ms. Sarah Armignacco.

3) Ms. Eisenbeis expressed the sympathy of Board members for the family of Mr. Robert Russell, a Teacher Aide at WCCS who passed away recently.

4) The March 16, 2016 minutes were approved.

5) Public Comment Period

6) **AmeriCorps Program** – Ms. Carlson provided an overview of the AmeriCorps program at WCCS. The school hosts 9-12 AmeriCorps Members each year. Members are embedded within a classroom and serve students through academic and social-emotional support. Ms. Carlson introduced Ms. Stephanie Glassco, an AmeriCorps member at the school who was recently honored during the Annual Mayor and County Day of Recognition for National Service by Mayor Byron Brown. Ms. Glassco talked about her experience at WCCS as an AmeriCorps Member.

7) **Kindergarten Cohort Analysis** – Mr. Sullivan presented an analysis of the 2006-07 and the 2011-12 Kindergarten cohorts.

8) **White Bicycle** – Mr. Hobbs provided information on the branding refresh of WCCS being developed by White Bicycle, a nationally recognized design studio based in Buffalo, NY. The rebranding campaign includes a new logo, a new slogan: "Join the Pride," a billboard featuring the lion mascot, lawn signs, a brochure, t-shirts, and letters to parents. A refresh of the website home page is also planned. Ms. Eisenbeis suggested that a DVD of testimonials be created and added to the website.

9) **Grants** – Ms. Hokanson discussed current grants being pursued by the Westminster Foundation which would include funding for programs at WCCS.

10) **Principal's Report** – Mr. Ross reported on the following items:
    a) **NYS Testing**
        1) There were 32 opt outs in ELA and 50 opt outs in Math
        2) The extended time was used by many children across the grades
        3) The collection of exams was time consuming because of the extended time
        4) A plan will be developed for opt out students in the future
        5) ELA were scored on 4/19/16 and Math will be scored on 4/22/16
        6) Exams were blind copied for scoring, scoring leaders were driven and focused, and bubble sheets were submitted to BOCES by Dr. Codd

b) **Enrollment** – Current WCCS enrollment is 546 students. For 2016-17, 479 re-enrollment forms have been returned and 102 applications for new students have been received.
c) **Attendance** – The attendance rate through 3/31/16 was 95.42%.
d) **Summer Program Plan** – A K-4 Literacy and Math program will begin on July 8. A grant application was submitted to fund a summer 5-6 Literacy program. AmeriCorps members would work with both programs in the afternoon. Breakfast and lunch will be served to students attending the summer programs.
e) **Memorials** – A Ronald Banks Award for Integrity will be presented at the 8th Grade Graduation and a chess program will begin in the fall. A Robert Russell Award for Perseverance will be presented at Graduation to an 8th grader.
f) **Curriculum** – Committee meetings regarding curriculum are being held for ELA, Math, Science, and Social Studies.
g) **Staffing** – A Math Coach resigned and two teachers currently on maternity leave will be returning this month.

11) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

12) **Joint Board Meetings** – Mr. Chamberlain proposed holding joint board meetings with the Westminster Foundation Board three times a year since many of the topics covered at the meetings are of interest to both Boards. A plan for the joint board meetings will be sent to Board members to review for discussion at the May meeting.

13) **Charter Renewal** – Mr. Chamberlain presented information on the charter renewal.

14) **MOU Renegotiation** – Mr. Chamberlain provided an update on the renegotiation of the Memorandum of Understanding with the Buffalo Board of Education.

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

2016 – 014 MEMORIAL DONATION. Resolved: That WCCS make a $100 donation to the family in remembrance of Mr. Robert Russell and that a letter of condolence on behalf of the Board of Trustees be sent to his family.

2016 – 015 CHANGES TO WCCS CALENDAR. Resolved: That the following changes to the WCCS calendar be approved.

Date	WCCS	FTE	BPS	FTE
4/12/2016	Full Day	1	Supt. Conference Day	1
4/19/2016	Supt. Conference Day	1	Full Day	1
4/20/2016	Full Day	1	Early Release Day	1
4/21/2016	Full Day	1	Supt. Conference Day	1
4/22/2015	Supt. Conference Day	1	Full Day	1
Total		**4**		**4**

2016 – 016 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $70,000 (Estimated May Invoice)
- Corporate Floors USA - $67,565 (gym floor replacement)

16) **The next meeting** is scheduled for Wednesday, May 18, 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 4:37 p.m.

Respectfully submitted,

Carol R. Steck

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
MARCH 16, 2016 MINUTES

In attendance at the Board meeting were:

Terenda Brown;
Diane Cozzo;
Mark Czarnecki;
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 3:02 p.m.

2) Ms. Eisenbeis expressed how deeply saddened Board are members about the passing of Mr. Ronald Banks. Board members discussed his many years of service to the school and that his experience and insight will be greatly missed. Mr. Ross said that WCCS plans to establish a memorial to Mr. Banks. Ms. Eisenbeis made the following motion which was unanimously adopted by the Board of Trustees:

   2016 – 010 MEMORIAL DONATION. Resolved: That WCCS make a $100 donation to the Food Bank of Western New York in remembrance of Mr. Ronald Banks and that a letter of condolence on behalf of the Board of Trustees be sent to his wife.

3) The February 10, 2016 minutes were approved.

4) Public Comment Period

5) **School Report** – Mr. Ross reported on the following items:
   a) **Attendance** – The student attendance rate through 2/29/16 is 95.38%.
   b) **NYS Testing** – Dates for the NYS ELA are April 5-7 and the NYS Math dates are April 13-15. Changes to the 2016 test include:
      1) Untimed (but about 80 minutes)
      2) Productively Working (Defined locally)
      3) Field Test Questions embedded
      4) 5-8 math reference sheet will be a stand-alone document
      5) All book 2 and book 3 questions will be released after the test
   c) **Test Scoring** – Dr. Michael Codd will serve as the outside auditor for the NYS test scoring. Scoring dates are April 19 for ELA and April 22 for Math. The scoring leaders will attend training at BOCES and all exams will be blind copied.
   d) **Assessment Monitoring** – A weekly skill passage is being scored and shared with the student as well as being reviewed by the Principal. This helps to identify any discrepancies across different rooms. Vacation packets have been distributed and reading logs are being assigned during the break.
   e) **High School Placement** – Twenty WCCS students who applied to Buffalo Public High Schools have not received a placement yet. Buffalo is conducting a second application process for students who have not been placed. These students are also applying to charter schools. Ten WCCS students have been accepted to private schools and 13 have been accepted at criterion schools.
   f) **Special Education** – Charts showing the current number of students receiving special education and related services were presented.
   g) **Upcoming** – Mr. Ross reviewed upcoming plans including:
      a. Working on Staffing for 2016
      b. Parent Survey will be distributed in May

c. Review of curriculum
d. Revising Early Warning Indicators and Child Study
e. School budget for 2016-2017

6) **EEOC Notice** – Mr. Chamberlain discussed a notice received by WCCS from the Equal Employment Opportunity Commission.

7) **Food Service Sanitation Inspection** – Mr. Chamberlain reported that WCCS recently received a positive review from a food sanitation inspection and no issues were found during the inspection.

8) **Annual Conflict of Interest Statement** – Ms. Steck provided copies of the Conflict of Interest policy and annual statements to Board members.

9) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

10) **Charter Renewal** – Mr. Chamberlain presented information on the memorandum of understanding for the charter renewal.

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

2016 – 011 ELECTION OF NEW MEMBER TO THE BOARD OF TRUSTEES. Resolved: That Sarah Armignacco, Director of Educational Initiatives for Wegmans Food Markets, Inc., 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.

2016 – 012 APPROVAL OF NEW VENDORS. Resolved: That the new vendors be approved to be added to the Westminster Community Charter School approved vendor list.

2016 – 013 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $65,000 (Estimated April Invoice)
- Arric Corporation - $66,327 (Gym floor repairs)
- Beyond Green Food Service Consultants - $48,631.86

12) **The next meeting** is scheduled for Wednesday, April 20, 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 4:16 p.m.

Respectfully submitted,

Carol R. Steck

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
FEBRUARY 10, 2016 MINUTES

In attendance at the Board meeting were:

Terenda Brown;
Mark Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan;
Rosalyn Taylor;
Robert G. Wilmers

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

1) Dr. Ragan called the meeting to order at 3:05 p.m.

2) The January 20, 2016 minutes were approved.

3) Public Comment Period

4) **School Report** – Mr. Ross reported on the following items:
   a) **Staffing** – Staffing changes were reviewed.
   b) **Enrollment** – There are currently 548 students enrolled and the attendance rate through 1/31/16 is 95.42%.
   c) **Special Education** – Charts showing the current number of students receiving special education and related services were presented.
   d) **Running Records** – Data from running records was presented.
   e) **Spring Plans** – Mr. Ross reviewed Spring plans including:
      a. Testing units begin in February
      b. Instruction in Essay Writing/ Short Answer Questions
      c. Reading for stamina
      d. Multiple choice test strategies
      e. Review of Benchmark Data- Second exam scheduled
      f. Week skill check grades 3-8, refocus on certain grades
   f) **Kitchen Status** – Mr. Jason Mueckl accepted the position of Chef Manager and a temporary office manager has been hired to handle food service related paperwork.
   g) **Report Card Review** – All report cards were reviewed and meetings to set goals were held with grade 5-8 students who are not passing. Parent Teacher Conference appointments are being scheduled.

5) **Food Service Program** – Mr. Chamberlain reported that Chef Mary Ruth Rera resigned to pursue other interests and he discussed future plans for the food service program.

6) **BPN Supports for WCCS** – Ms. Pam Hokanson presented information on the Buffalo Promise Neighborhood (BPN) supporting school enrichment and academic activities at WCCS.

7) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

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

2016 – 004 CONTRACT WITH CORPORATE FLOORS USA. Resolved: That the contract with Corporate Floors USA, Inc. to prepare the site and install a new gym floor at Westminster Community Charter School be approved. The estimated cost for these services is $67,565, not to exceed $70,000. This contract is part of the insurance claim for the gym floor.

2016 – 005 CONTRACT WITH FACILITIES EQUIPMENT AND SERVICE INC. Resolved: That the contract with Facilities Equipment and Service Inc. to provide and install a new gym divider curtain at Westminster Community Charter School be approved. The estimated cost for these services is $6,275, not to exceed $7,000. This contract is part of the insurance claim for the gym floor.

2016 – 006 GROUP EVENT AGREEMENT WITH AMF. Resolved: That the agreement with AMF Bowing Centers, Inc. for a group event for Westminster Community Charter School students be approved. The cost for this event is $174.65.

2016 – 007 CONTRACT WITH COMMERCIAL EQUIPMENT SERVICES, INC. Resolved: That the contract with Commercial Equipment Services, Inc. to provide and install an air cooled ice machine and ice bin at Westminster Community Charter School be approved. The cost for these services is $4,125.00.

2016 – 008 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $70,000 (Estimated March Invoice)
- M&T Bank - $408,342 (Business Services for 2014-15)

2016 – 009 EMERGENCY CONDITIONAL CLEARANCE. Resolved: That the employees on the attached list be granted emergency conditional clearance to work at the Westminster Community Charter School pending NYSED fingerprint clearance.

9) **Other Business** – Mr. Czarnecki asked if any decisions have been made about the process to grade the NYS assessments. Mr. Ross said that options are still being researched.

10) **The next meeting** is scheduled for Wednesday, March 16, 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

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
JANUARY 20, 2016 MINUTES

In attendance at the Board meeting were:

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

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

1) Dr. Ragan called the meeting to order at 2:30 p.m.

2) The December 16, 2015 minutes were approved.

3) Public Comment Period

4) **Food Service Program** – Ms. Mary Ruth Rera, Mr. Greg Christian and Ms. Karen Dittrich presented information on the WCCS Food Service Program.

5) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

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

2016 – 001 <u>REIMBURSEMENT OF M&T BANK CONTRIBUTIONS FOR SERVICES RENDERED TO WESTMINSTER.</u> 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 $408,342 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 2014-15 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 – 002 <u>CONTRACTS WITH INSURANCE PROVIDERS.</u> Resolved: That the insurance coverage policies for the 2015-16 school year for the approximate cost of $124,000 not to exceed $130,000, with the following insurance providers and others as deemed necessary be approved:

- 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)
- National Benefit Life Insurance (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 – 003 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Beyond Green – Food Service Consultant - $29,580.50
- Philadelphia Insurance Companies - $27,289.60
- Erie 1 BOCES - Annual Educational Services - $25,486.56
- Blue Cross Blue Shield - $70,000 (Estimated February Invoice)

7) **Other Business** – Dr. Ragan asked about the charter renewal hearing and Mr. Chamberlain discussed the presentation for the hearing. Board members were provided with a copy of the first issue of the WCCS student newspaper. Ms. Steck reported that WCCS has been selected for an audit by the Office of the State Comptroller.

8) **The next meeting** is scheduled for Wednesday, February 10, 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 3:46 p.m.

Respectfully submitted,

Carol R. Steck

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
DECEMBER 16, 2015 MINUTES

In attendance at the Board meeting were:

Terenda Brown;
Diane Cozzo;
Mark J. Czarnecki;
Rita Eisenbeis;
Rosalyn Taylor

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

1) Mark Czarnecki called the meeting to order at 3:00 p.m.

2) The November 18, 2015 minutes were approved.

3) Public Comment Period

4) **Audit Report** – Ms. Donna Gonser and Ms. Sarah Hopkins from Lumsden & McCormick presented the Audited Financial Statements for the year ending June 30, 2015.

5) **School Report** – Mr. Ross reported on the following items:
   a) **Special Education** – Charts showing the current number of students receiving special education and related services were presented.
   b) **Student Registration/Staffing** – Enrollment is currently 546 students and the attendance rate through 11/30/15 is 95.83%. Staffing changes were reviewed.
   c) **Dr. Cash Visit** – Dr. Kriner Cash, the BPS Superintendent, visited WCCS on December 1, 2015. He visited classrooms with a focus on K-5 and was particularly interested in parent connections as well as primary reading and writing.
   d) **December Reflections** – Mr. Ross reviewed December events including: support for new staff members, positive parent events, use of data to drive reading instruction, clarification of student services systems, successful Science Club, Seven Habits of Highly Effective Students were introduced, safer and more efficient dismissal procedures implemented, and focus on preparing student for the multiple choice section of the NYS ELA exam.
   e) **End of Year Reflections** – Mr. Ross reviewed the 2015 year and discussed the use of partnerships, kitchen changes, attendance monitoring, return of student sports programs, students of the month program, and community connections.
   f) **Start of 2016** – Current focus areas for 2016 include a clear professional development plan for Special Education using progress monitoring, formal staff observations, and parent events outreach to develop relationships in the school.

6) **Lions See Program** – Ms. Eisenbeis presented information on the Lions See program. Ms. Steck will follow up to determine if this program can be implemented at WCCS.

7) **NYS Test Grading** – Mr. Chamberlain discussed arrangements for grading the NYS assessments for grades 3 through 8.

8) **Grievances** – Mr. Chamberlain reviewed the status of current grievances at WCCS.

9) **Notice of Discrimination Charge** – Mr. Chamberlain stated that a notice of a possible discrimination charge was received.

10) **Food Service** – A copy of the December newsletter for the food service program was provided to Board members.

11) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

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

2015 – 071 CONTRACT WITH BARBARA MAROTTO. Resolved: That the contract with Barbara Marotto to provide imbedded coaching services at Westminster Community Charter School be approved. The estimated cost for these services is $52,500, not to exceed $53,000.

2015 – 072 AGREEMENT WITH SUNY AT BUFFALO. Resolved: That the affiliation agreement with the University at Buffalo, The State University of New York for dietetic interns at Westminster Community Charter School(WCCS) be approved. There is no cost to WCCS for this program.

2015 – 073 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 $575, not to exceed $600.

2015 – 074 CONTRACT WITH PEARL STREET GRILL. Resolved: That the contract with Pear Street Grill for the 2015 Westminster Community Charter School Holiday Party be approved. The estimated cost is $2,896, not to exceed $3,000.

2015 – 075 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $82,000 (Estimated January Invoice)

2015 – 076 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.

13) **Other Business** – Mr. Chamberlain discussed some charitable donations from local organizations that were made to BPN families, including WCCS students.

14) **The next meeting** is scheduled for Wednesday, January 20, 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 4:25 p.m.

Respectfully submitted,

Carol R. Steck

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
NOVEMBER 18, 2015 MINUTES

In attendance at the Board meeting were:

Ronald E. Banks;
Terenda Brown;
Mark J. Czarnecki;
Rita Eisenbeis;
Yvonne S. Minor-Ragan;
Rosalyn Taylor

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

1) Mark Czarnecki called the meeting to order at 2:58 p.m.

2) The October 21, 2015 minutes were approved.

3) Public Comment Period

4) **School Report** – Mr. Ross reported on the following items:
   a) **Attendance** – Enrollment is currently 550 students and the attendance rate through 10/31/15 is 96.34%.
   b) **8th Grade Applications for High School** – Eight WCCS students were the only charter students in Buffalo allowed to test for admission to City Honors. All 8th grade students are applying to Buffalo High Schools and many will also apply to charter schools and private schools. Meetings were held with all of the families to discuss options.
   c) **Special Educations** – Meetings are in process for updates to IEPs. There are 4 students who are staying at WCCS even though WCCS does not have the class situation required in their IEPs. Their parents have refused the placements in the IEP and prefer to have their students attend WCCS.
   d) **New Staff** – A mentor program is in place to provide support to new staff in lesson development. New staff members also have individual meetings with the Principal and formal observations will begin in December. Current needs for new staff members are support in classroom management and curriculum.
   e) **Data** – Running record data and Grade 4 Math data was presented. Running record data is being used in PLC to develop a plan for the readers below level. Additional reading support is also provided during RTI time.
   f) **After School/Clubs** – The following activities are in place or being developed for after school:
      a. Science Club with Dr. Faden and Ms. Roe for grades 7&8
      b. Newspaper Club with Ms. Healy for grades 5-8
      c. Basketball started November 15th for grades 5-8
      d. Technology Club is in development
      e. Boys and Girls Club – additional students have been added to the program

5) **Financial Update** – Ms. Steck reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

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

2015 – 064 WCCS APPOINTMENT. Resolved: That Pam Hokanson be appointed as Financial Officer of Westminster Community Charter School. As Financial Officer, she is authorized to:

- sign official documents for the Westminster Community Charter School
- access school personnel files
- approve school payroll
- approve expenditures for the school up to $25,000
- verify the appropriateness of school payments and serve as the primary or counter signer of checks for the school's General Operating Checking Account up to $25,000. (All checks must have two signers.)
- approve the transfer of funds between school accounts (e.g. savings, investment, checking, and activity fund accounts)

2015 – 065 CONTRACT WITH ARRIC CORP. Resolved: That the contract with Arric Corp to remove the gym divider door and floor at Westminster Community Charter School be approved. The estimated cost for these services is $68,527, not to exceed $70,000.

2015 – 066 CONTRACT WITH MTI. Resolved: That the contract with Music Theatre International (MTI) to provide materials for the performance of *Beauty and the Beast Jr.* at Westminster Community Charter School be approved. The estimated cost is $685, not to exceed $700.

2015 – 067 CONTRACT FOR FFVP Grant. Resolved: That the contract with the New York State Education Department for the Fresh Fruits and Vegetable Program (FFVP) grant at Westminster Community Charter School (WCCS) be approved. WCCS may receive up to $26,340.

2015 – 068 CONTRACT WITH JESSE MCCLAIN-MEEDER. Resolved: That the contract with Jesse Mcclain-Meeder to provide services as a consultant/classroom presenter on hydroponics and aquaponics systems for Westminster Community Charter School be approved. The estimated cost is $250, not to exceed $300.

2015 – 069 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Buffalo Teachers Federation - $27,825 (Supplemental Benefits)
- Blue Cross Blue Shield - $82,000 (Estimated December Invoice)
- NYS Teachers Retirement System - $219,623.85 (November Invoice)

2015 – 070 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) **Other Business** – Mr. Czarnecki asked Mr. Ross about the positive outcomes and challenges at WCCS. Mr. Ross said a positive outcome is that the students are developing a sense of community around the WCCS initiatives. There have been challenges related to senior staff support for new staff members, food services and the after-school program operated by the Boys and Girls Club.

8) **The next meeting** is scheduled for Wednesday, December 16, 2015 at 3:00 p.m.

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

Respectfully submitted,

Carol R. Steck

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
OCTOBER 21, 2015 MINUTES

In attendance at the Board meeting were:

Ronald E. Banks;
Terenda Brown;
Diane Cozzo;
Rita Eisenbeis;
Rosalyn Taylor

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

1) Mark Czarnecki called the meeting to order at 3:05 p.m.

2) The September 16, 2015 minutes were approved.

3) Public Comment Period

4) **School Report** – Mr. Ross reported on the following items:
   a) **Attendance** – Enrollment is currently 547 students and the attendance rate for September is 97%. This has been accomplished through calls home, constant monitoring by the Counselors, Secretary and Administration, and monitoring of no-shows.
   b) **Half-Days** – There was poor attendance on BEDS Day (October 6) which was a half day of school. There are a small number of half days for the rest of the year, but eliminating half days may be something to consider for next year.
   c) **Staff Mentor Program** – All new staff members have a mentor and Mr. Ford conducted a Clinical Supervision Course. This is a non-administrative, non-evaluative process that will increase support around lesson planning and teaching methods.
   d) **Student Data** – Running records, math, and special education data was presented.
   e) **NYS Scoring** – Tapestry Charter School will be using an outside consultant to score their NYS tests this year. Westminster will continue to score their own tests with Dr. Codd serving as the facilitator.
   f) **Professional Development Plan** – The 2015-16 Professional Development plan was reviewed.
   g) **Parent Involvement** – 345 parents attended the Taste of Curriculum. Parent Teacher Conferences are scheduled for November 18, 2015 and will include tables manned by local partners with information for parents, including employment opportunities.
   h) **Charter Renewal Site Visit** – The visit was held on September 28 and 29. The team observed 85% of the classrooms. Dr. Fitzgerald will send a report on the visit in a month.

5) **Food Service Consultant** – Mr. Chamberlain discussed the contract with Beyond Green Partners, Inc. to provide consulting services for the WCCS food service program.

6) **Gym Floor** – Ms. Steck provided an update on the gym floor replacement. She is working with the insurance company to get approval on the costs to remove the gym divider door and the floor.

7) **Upgraded Security System** – Buffalo Public Schools is including WCCS in a program to upgrade the security system in 2016-17. WCCS will receive 360 degree security cameras, a direct link to the Buffalo Police Department and an improved surveillance tape system at no cost to the School.

8) **Citywide Internet** – The Buffalo Common Council requested input from the WCCS Board of Trustees on a proposal to hire a consultant to research a Citywide Internet System. The Board will submit a letter of support for this proposal.

9) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

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

2015 – 055 PROFESSIONAL DEVELOPMENT PLAN. Resolved: That the Westminster Community Charter School 2015-16 Professional Development Plan be approved.

2015 – 056 LETTER OF SUPPORT. Resolved: That the letter of support to the City of Buffalo Common Council regarding the Citywide Broadband Municipal Internet Network resolution be approved.

2015 – 057 MOU WITH ARTS PARTNERS FOR LEARNING. Resolved: That the memorandum of understanding with Arts Partners for Learning managed by Young Audiences to provide programming with the Theodore Roosevelt Inaugural Site during the 2015-16 school year be approved. The estimated cost is $500, not to exceed $600.

2015 – 058 CONTRACT WITH SYNERGY GLOBAL SOLUTIONS. Resolved: That the contract with Synergy Global Solutions to provide computer maintenance and technology services during the 2015-16 school year be approved. The estimated cost is $7,619, not to exceed $8,000.

2015 – 059 CONTRACT WITH ADP FOR ESSENTIAL ACA MODULE. Resolved: That the contract with ADP, LLC to provide the ACA Essential module for compliance with the Affordable Care Act be approved. The estimated cost is a one-time implementation fee of $1,250 ($750 implementation and $500 conversion fee) plus an annual cost of $1,368.

2015 – 060 CONTRACTS WITH BEYOND GREEN. Resolved: That the contracts with Beyond Green Partners, Inc. be approved. The first contract is to provide an assessment of the food service program at Westminster Community Charter School at the estimated cost of $3,000 plus travel and related expenses, not to exceed $4,000. The second contract is to develop a strategic plan for the food service program at Westminster Community Charter School at the estimated cost of $188,480 plus travel and related expenses, not to exceed $190,000.

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
OCTOBER 21, 2015 MINUTES

2015 – 061 UPGRADED SECURITY SYSTEM. Resolved: That the upgraded security system being provided to Westminster Community Charter School (WCCS) by the Buffalo Public School District through a State Education Department grant be approved. The upgrade is planned for the 2016-17 school year and there is no cost to WCCS for this upgraded system.

2015 – 062 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $82,000 (Estimated November Invoice)
- Buffalo Board of Education - $231,200.96 (Maintenance for 2014-15 School Year)
- NYS Teachers Retirement System - $219,623.83 (September Invoice); $219,623.83 (October Invoice)

2015 – 063 EMERGENCY CONDITIONAL CLEARANCE. Resolved: That the employees on the attached list be granted emergency conditional clearance to work at the Westminster Community Charter School pending NYSED fingerprint clearance.

11) **Other Business** – Ms. Eisenbeis asked about negotiations with the District to take over responsibility for maintenance costs of the building. Mr. Chamberlain discussed this with Superintendent Cash who has asked someone on his staff to look into the matter. Research is also being done on the availability of state funding to repair the roof.

12) **The next meeting** is scheduled for Wednesday, November 18, 2015 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

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
SEPTEMBER 16, 2015 MINUTES

In attendance at the Board meeting were:

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

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

1) Dr. Ragan called the meeting to order at 3:00 p.m.

2) The August 19, 2015 minutes were approved.

3) Public Comment Period

4) **School Report** – Mr. Ross reported on the following items:
   a) **Attendance** – The attendance rate through 9/14/16 is 94.71%. Efforts to improve attendance began before school opened with calls to students who are chronically absent. Continuing efforts include tracking "no shows," Counselors going room to room to confirm attendance, and calls to students who are absent. WCCS is also trying a pilot Attendance Incentive program with the goal to improve attendance for chronically absent students based on previous data. Parents of the students in this program participate in Belmont's Financial Coaching and Buffalo Promise Neighborhood's Parent Achievement Zone (PAZ). The parents will receive incentives at the end of each marking period based on the number of days present (students cannot miss more than 2 days a marking period). Dr. Ragan suggested that advertisements in educational journals might be used to recruit for the coach positions.
   b) **Staffing** – There were three unexpected resignations on August 30, 2015. One of the Physical Education teacher positions has been filled. Interviews are being conducted for the other Physical Education position and a Reading Teacher. The openings for a literacy and math coach have been reposted and recruitment continues for the Teacher in Development position for the upper grades.
   c) **Charter Renewal Site Visit** – The visit is scheduled for September 28 and 29 and requested materials have been compiled. Ms. Ann Fitzgerald, the BPS Team Leader for the Charter Renewal, will also meet with Mr. Ross on September 18. The Board Focus Group is scheduled for September 29.
   d) **Student Data** – ELA and math data was presented for students who were slightly above and slightly below proficiency on the NYS exams. Additional support is being provided to these students and flexible grouping is being used for math. Progress is being monitored monthly at data meetings.
   e) **Special Education** – Data was presented on the number of students receiving special education services in 2015-16. Response to intervention tracking sheets have been implemented and staff development is being facilitated by Amie Caster during PLC time.

f) **Gym Floor** – The gym floor needs to be replaced due to water damage. Quotes to replace the floor are being obtained. Contingency plans for gym classes have been developed.

5) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

6) **2016 Board Meeting Schedule** – Ms. Steck provided a copy of the 2016 Board Meeting Schedule to all Board members.

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

2015 – 053 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $53,273.56 (Actual August Invoice)
- Blue Cross Blue Shield - $78,000 (Estimated September Invoice)
- Blue Cross Blue Shield - $78,000 (Estimated October Invoice)

2015 – 054 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.

8) **The next meeting** is scheduled for Wednesday, October 21, 2015 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

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
August 19, 2015 MINUTES

In attendance at the Board meeting were:

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

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

1) Dr. Ragan called the meeting to order at 3:05 p.m.

2) The June 17, 2015 minutes were approved.

3) Public Comment Period

4) **NYS Test Results** – Mr. Chamberlain presented the 2014-15 NYS test results. On the English Language Arts test, 16% of students were proficient as compared to 10% in 2013-14, an increase of 6 percentage points. There was a 7 percentage point increase in math from 10% proficient in 2013-14 to 17% proficient in 2014-15.

5) **School Report** – Mr. Ross reported on the following items:
   a) **Parent Connections** – Teachers are contacting students from August 17-25 and a welcome letter was sent home to families. Information is posted on the WCCS Facebook and Twitter accounts as well as the school marquee.
   b) **Staffing** – Hiring was done in July for most of the replacements for staff who were released or resigned at the end of last year. An orientation day for new staff members was held in July.
   c) **Organization Charts** - The organization chart for 2015-16 was presented and compared to the 2014-15 organization chart to highlight changes.
   d) **New Initiatives** planned for 2015-16 include band for grades 5 to 8, meal choice and activities for lunch, K to 8 social studies, student of the month assemblies, and coordination of the calendar between WCCS and Buffalo Promise Neighborhood.
   e) **Professional Development** – Three weeks of professional development are planned for August covering:
      a. **Week 1** – Math K-8
      b. **Week 2** – Explicit Teaching K-8
      c. **Week 3** – Reading and Writing Workshop / Expeditionary Learning

      The Science staff is also attending training at Nardin Academy.
   f) **Enrollment** – Current projections show an estimated enrollment of 545 students.
   g) **Food Service** – Most lunches will be one grade of students at a time. The cafeteria will have new round tables and an activity area that can be used by students with good behavior when they are finished eating. WCCS received a fruits and vegetable grant for 2015-16. An assessment of the food service is being conducted in September to identify opportunities for further improvement.

h) **Special Education** – Charts showing the breakdown of students with disabilities and related services students (speech, occupational therapy, physical therapy, etc.) by grade were presented.
i) **First Day** – Mr. Ross invited Board members to attend the first staff day at WCCS.

6) **Charter Renewal**– Mr. Ford reviewed key sections of the charter renewal application.

7) **Charter Annual Report** – Ms. Steck discussed the financial disclosure statement that Board members need to submit for the Charter Annual Report.

8) **Financial Update** – Mr. Chamberlain reviewed the following financial reports: year to date actuals compared to the budget, the summary financial statement, and the summary balance sheet.

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

2015 – 036 APPROVAL OF CHARTER RENEWAL APPLICATION. Resolved: That the charter renewal application for the fourth charter term of Westminster Community Charter School and all documents contained within the charter application, including all policies and procedures, be approved.

2015 – 037 APPROVAL OF 2014-15 SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES. Resolved: That the Westminster Community Charter School 2015-16 Safety Plan and Emergency Response Procedures be approved.

2015 – 038 ATTENDANCE POLICY. Resolved: That the revised Attendance Policy for the Westminster Community Charter School be approved.

2015 – 039 INTERIM SIGNING AUTHORITY. Resolved: That Carol Steck, WCCS Treasurer, is authorized to be the second signer on checks over $25,000 for the Westminster Community Charter School on an interim basis.

2015 – 040 PHILADELPHIA INSURANCE POLICY. Resolved: That insurance policy with Philadelphia Insurance for the 2015-16 school year be approved. The estimated cost is $66,410, not to exceed $70,000.

2015 – 041 MOU WITH GOBIKE BUFFALO. Resolved: That the memorandum of understanding with GObike Buffalo for a Recycle-A-Bicycle program at Westminster Community Charter School be approved. There is no cost to Westminster Community Charter School for this program.

2015 – 042 CONTRACT WITH THE BUFFALO HEARING AND SPEECH CENTER. Resolved: That the contract with the Buffalo Hearing and Speech Center (BHSC) to provide speech services to students at Westminster Community Charter School (WCCS) for the 2015-16 school year be approved. Services are normally billed at $53.00 per hour, but WCCS receives a

group discount estimated at 8% so the hourly cost is estimated to be $48.76 per hour. Hours are estimated at 80-120 hours per month so the total estimated cost for these services is $39,008 - $58,512, depending on the level of services that need to be provided.

2015 – 043 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 2015-16 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.

2015 – 044 CONTRACT WITH SHANNON BUTLER. Resolved: That the contract with Shannon Butler to provide services as a teacher in the Westminster Community Charter School 2015 summer program be approved. The estimated cost is $2,088, not to exceed $2,200.

2015 – 045 CONTRACT WITH RYAN BLOOM. Resolved: That the contract with Ryan Bloom to provide services as a presenter on August 10-13, 2015 in the professional development program at Westminster Community Charter School be approved. The estimated cost is $3,000, not to exceed $3,200.

2015 – 046 CONTRACT WITH VICTORIA PEACOCK. Resolved: That the contract with Victoria Peacock to provide services as a presenter on August 10-13, 2015 in the professional development program at Westminster Community Charter School be approved. The estimated cost is $3,000, not to exceed $3,200.

2015 – 047 CONTRACT WITH MEGAN MILLER. Resolved: That the contract with Megan Miller to provide services as a presenter on August 24-27, 2015 in the professional development program at Westminster Community Charter School be approved. The estimated cost is $3,000, not to exceed $3,200.

2015 – 048 CONTRACT WITH GREGELLE FULCHER. Resolved: That the contract with Gregelle Fulcher to provide services as a presenter on August 24-27, 2015 in the professional development program at Westminster Community Charter School be approved. The estimated cost is $3,000, not to exceed $3,200.

2015 – 049 CONTRACT WITH JASON HALL. Resolved: That the contract with Jason Hall to provide services as a presenter on August 24-27, 2015 in the professional development program at Westminster Community Charter School be approved. The estimated cost is $3,000, not to exceed $3,200.

2015 – 050 MOU WITH UB SCHOOL OF DENTAL MEDICINE. Resolved: That the memorandum of understanding with The School of Dental Medicine, State University of New York at Buffalo for Westminster Community Charter School to participate in the UB Gateway-Smiles To Go Program be approved. There is no cost to Westminster Community Charter School for participation in this program.

2015 – 051 AGREEMENT WITH ELECTRONIC SCRIP INC. Resolved: That the agreement with Electronic Scrip Inc. to enroll Westminster Community Charter School in the eScrip program be approved. There is no cost to Westminster Community Charter School for participation in this program.

2015 – 052 APPROVAL OF EXPENDITURES OVER $25,000. Resolved: That the following expenditures over $25,000 be approved:

- Blue Cross Blue Shield - $78,000 (Estimated September Invoice)
- First Eagle Bank $84,656 (Apple Lease for iPads)

10) **The next meeting** is scheduled for Wednesday, September 16, 2015 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 4:20 p.m.

Respectfully submitted,

Carol R. Steck

Carol R. Steck, Secretary

WESTMINSTER COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
July 15, 2015 MINUTES

July 15, 2015 Meeting was cancelled

Appendix H: Enrollment and Retention Efforts

Required of ALL charter schools

UPLOAD DOCUMENTATION – No form provided

Describe the efforts the charter school has made in 2015-2016 and plans the school has for future action in 2016-2017 to meet or exceed enrollment and retention targets of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.

In the 2015-16 school year, Westminster Community Charter School utilized a variety of methods to meet or exceed enrollment and retention targets of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch. These methods will also be used for the 2016-17 school year. Formal recruitment of incoming students including those with disabilities and students with limited English proficiency begins around January of each year for the upcoming school year. WCCS begins advertising open enrollment and families, if they choose, meet with staff and review the expectations and offerings of the School. Interested families submit enrollment applications through April 1st, (or the following school day in the event the 1st is a non-school day), after which students are accepted. If the number of applicants to WCCS exceeds capacity, a random selection process is used to assign spaces. This lottery is held after April 1st annually and students are notified shortly thereafter. The lottery process is necessary is observed by an outside agency.

Advertisements include:

- 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;
- Applications for enrollment are found on our website in the following languages: English, Spanish, Bengali, Arabic and Somali
- Lawn Signs are made available to families of current students to attract new students for possible enrollment
- School personnel are made available, as needed, to present at local community centers and churches for information and answering questions about the school;
- Tours as requested are provided at Westminster Community Charter School by a member of the staff;
- Flyers are distributed to neighborhood homes by means of a direct mail campaign;
- Notices are sent to existing parents;
- Advertising is done about the programs available at Westminster Community Charter School as necessary;

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

- 2 full time school counselors: Lower house (K-4) and Upper House (5-8)
- An extensive program for High School application, public, charter, and Private that includes scholarship opportunities.
- High Interest Clubs such as: Drama, Technology Club and Science Club
- Parent access to Administrative Team
- A Positive Behavioral Intervention and Supports (PBIS) Program
- A Wellness program that includes freshly prepared nutritious breakfast and lunch program and access to fitness center.
- Health and Wellness Fairs in collaboration with Independent Health for families.
- IPAD and Wi-Fi Access for students
- College visits in conjunction with University at Buffalo School of Engineering as well as hands on Science activities at the school.
- Student Mentor Program in conjunction with M&T Bank.
- AmeriCorps Program
- Summer School Program focusing on Math/ELA
- Supportive Partnerships with M&T Bank, Buffalo Promise Neighborhood and Kaleida Health

The schedule below outlines the New Student Recruitment Efforts/Process for the 2016-2017 School Year:

Planned Date	**Task**
January	Create BPN mailer and flyer
January	Put recruitment brochures out in WCCS and BPN Children's Academy-EduKids Campus
February	Drop off Flyer and Enrollment Application to Surrounding Local Businesses
April	Conduct Lottery
April	Send offer letters with deadline of 4/24 to register
April	Create initial wait list after lottery is conducted
April	Any enrollment applications received after the lottery are added to the wait list
April	Follow up with "no responses" to offer- respond by 5/14
June	New Student Registration
June-August	Send records requests/Input students into eSchool

Entry 12 Teacher and Administrator Attrition

Created: 06/16/2016
Last updated: 07/08/2016

Report changes in teacher and administrator staffing.

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Instructions for completing the Teacher and Administrator Attrition Tables

The following tables reflect formatting in the online portal required for Regents authorized charter schools. Schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

2015-16 Teacher Attrition Table

	FTE Teachers on June 30, 2015	FTE Teachers Departed 7/1/15 – 6/30/16	FTE Teachers Filling Vacant Positions 7/1/15 – 6/30/16	FTE Teachers Added in New Positions 7/1/15-6/30/16	FTE of Teachers on June 30, 2016
	46	14	14	5	51

2015-16 Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2015	FTE Administrators Departed 7/1/15 – 6/30/16	FTE Administrators Filling Vacant Positions 7/1/15 – 6/30/16	FTE Administrators Added in New Positions 7/1/15-6/30/16	FTE Administrative Positions on June 30, 2016
	4	1	0	0	3

Thank you

Entry 13 Uncertified Teachers

Created: 07/11/2016

Last updated: 07/12/2016

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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.

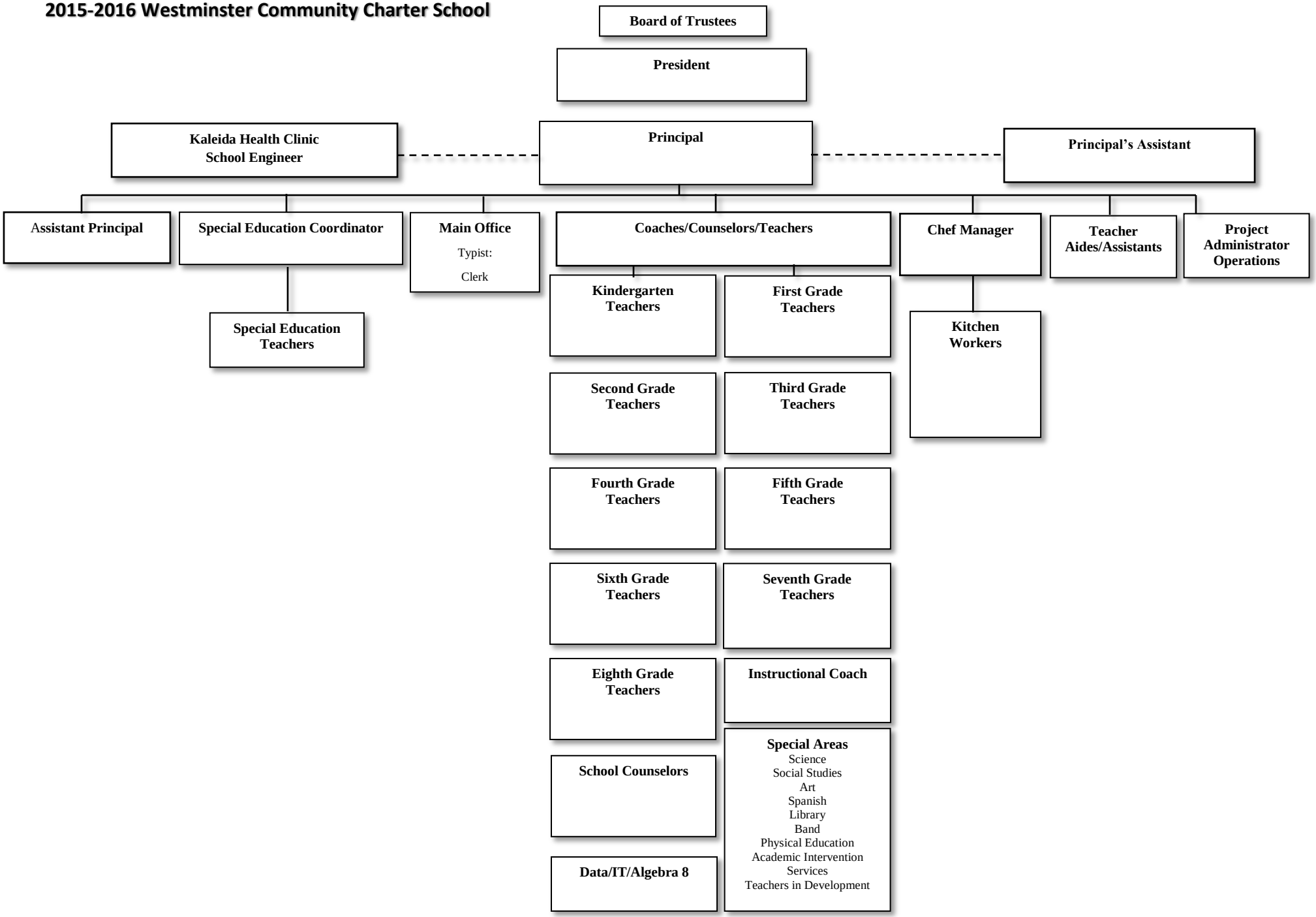
Staff Qualifications (June 30, 2016)

Note: Columns should sum to the FTE count of Teachers on June 30, 2016, and each teacher should be in only one column.

1. FTE Count of Uncertified Teachers (6-30-15)	0
2. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (6-30-15)	1
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-15)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-15)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-15)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories	0
Total	1.0

Thank you.

2015-2016 Westminster Community Charter School



Updated 4/27/2016

Westminster Community Charter School follows the Buffalo Public Schools Calendar

2016-2017 BUFFALO PUBLIC SCHOOLS CALENDAR (APPROVED 5/11/16)

JULY 2016

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						

AUGUST 2016

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 2016

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	

OCTOBER 2016

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					

NOVEMBER 2016

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			

DECEMBER 2016

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 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 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				

MARCH 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 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 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 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	

H.S. Regents Exams
3-8 NYSED Testing
Schools Closed
Central Office Also Closed
Sup't. Conference Day
Early Release Day

*As per past practice, student attendance is not taken on Sup't. Conf. Days (9/1, 9/2, 4/5, 5/10) or H.S. Regents Exam days (1/24-27, 6/14-22) therefore these days are *excluded from days of attendance*

Days of Session/Attendance

Month	Teacher	PK-8	H.S.*	Month	Teacher	PK-8	H.S.*
Sept	21	19	19	Feb	15	15	15
Oct	20	20	20	Mar	23	23	23
Nov	18	18	18	April	14	13	13
Dec	17	17	17	May	21	20	20
Jan	20	20	16	June	17	17	10

Total **Teacher** Days: 186

Total **Student** Days: PK-8=182 HS=171

IMPORTANT DATES

July
- 4 Schools & Central Office closed

September
- 1,2 Sup't. Conf. Day (professional development)
- 5 Labor Day (central office also closed)
- 6 First Day of School

October
- 5 Early Release Day (BEDS Day)
- 10 Columbus Day (central office also closed)

November
- 8 Election Day (central office also closed)
- 11 Veterans Day (central office also closed)
- 24, 25 Thanksgiving Recess (central office also closed)

December
- 26-30 Winter Recess
- 26, 27 Central Office Also Closed

January
- 2 New Years Day observed (central office also closed)
- 16 M.L. King Jr. Day (central office also closed)
- 24-27 High School Regents Exams

February
- 20 President's Day (central office also closed)
- 21-24 Mid-winter Recess

March
- 27-31 3-8 ELA Testing Window

April
- 4 Early Release Day
- 5 Sup't. Conf. Day
- 10-17 Spring Recess
- 14 -17 Central Office Also Closed

May
- 1-5 3-8 Math Testing Window
- 9 Early Release Day
- 10 Sup't. Conf. Day
- 26 Schools Closed
- 29 Memorial Day (central office also closed)

June
- 14-22 High School Regents Exams
- 23 Last Day of School