

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 29, 2014

Updated Tuesday, September 02, 2014

Page 1

1. SCHOOL NAME

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

140600860986 WEST BUFFALO CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Buffalo

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
113 Lafayette Avenue Buffalo, New York 14213	716-923-1534	716-768-0980	[REDACTED]

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Andrea Todoro
Title	School Leader
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

www.westbuffalocharter.org

6. DATE OF INITIAL CHARTER

2010-03-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-08-01 00:00:00

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

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

 K

 1

 2

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	113 Lafayette Ave. Buffalo, NY 14213	716-923-1534	BUFFALO CITY SD	K-4	No	Rent/Lease

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Andrea Todoro	[REDACTED]	[REDACTED]	[REDACTED] g
Operational Leader	Elizabeth Sterns	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Elizabeth Sterns	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Joseph Cozzo	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

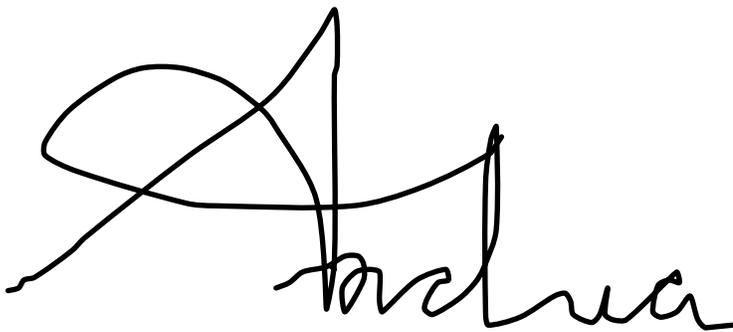
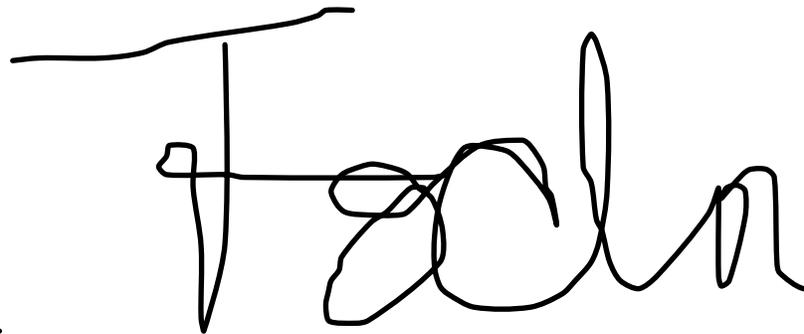
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read "Archie". The signature is fluid and cursive, with a large initial 'A'.A handwritten signature in black ink, appearing to read "T. F. ...". The signature is very cursive and stylized, with a large initial 'T'.

Signature, President of the Board of Trustees

Thank you.

Appendix A: Progress Toward Goals

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Charter School Name: 140600860986 WEST BUFFALO CS

1. NEW YORK STATE REPORT CARD

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

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

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

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Students will show a minimum of 75% proficiency level in ELA and Math	Report Cards	All grades met the academic goal	
Academic Goal 2	75% of continuously enrolled students who are below grade level will demonstrate continuous growth on AIMSweb.	AIMSweb assessments for ELA and Math	All students, as described. met the goal	
Academic Goal 3	By the end of the charter term, students in grades 3 and 4 will outperform the district of location (Buffalo) by 10% on NYS ELA assessments.	NYS ELA Assessments	WBCS met this goal as it outperformed the district by more than 10% on the NYS ELA assessment.	
Academic Goal 4	By the end of the charter term, students in grades 3 and 4 will outperform the district of location (Buffalo) by 10% on NYS Math assessments.	NYS Math Assessments	WBCS met this goal as it outperformed the district by more than 10% on the NYS Math assessment.	

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	N/A per current charter plan. Measurable goals per the Performance Framework, specifically performance benchmarks 4-7 which relate to organizational soundness will be revised in our renewal application.	N/A	N/A	N/A

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	N/A per current charter plan. Note, measurable goals per the Performance Framework, specifically performance benchmarks 4-7 which relate to organizational soundness, including financial condition (#4) and financial management (#5) will be revised in our renewal application.			

Appendix I: Teacher and Administrator Attrition

Created Friday, August 01, 2014

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Charter School Name: 140600860986 WEST BUFFALO CS

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

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
13	5	0

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
2	2	0

Thank you

Appendix J: Uncertified Teachers

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Note Definition of FTE:

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

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

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

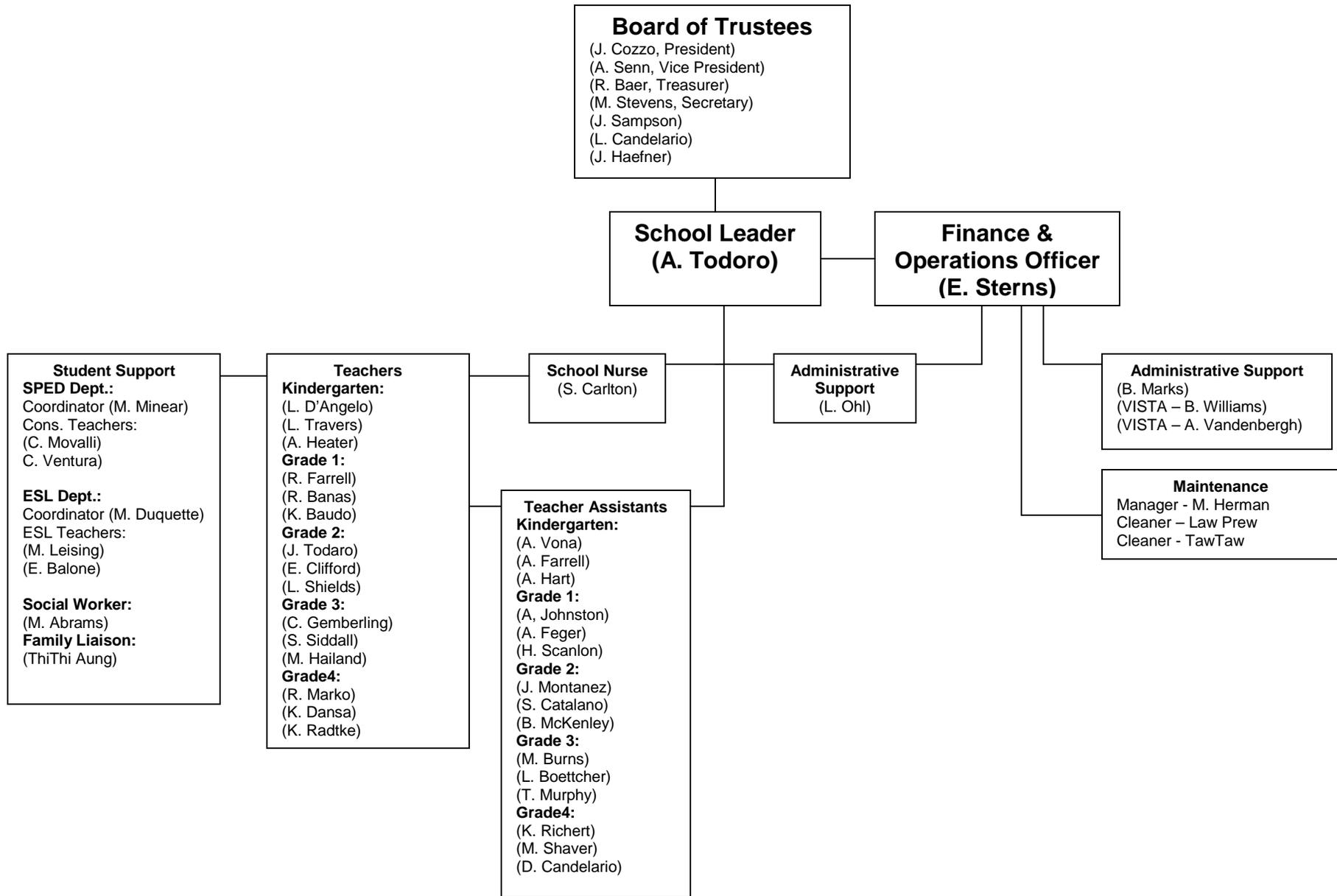
	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business,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

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

18

Thank you.

2014 – 2015 Organization Chart West Buffalo Charter School



Appendix B: Total Expenditures and Administrative Expenditures per Child

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B. Financial Information

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

1. Total Expenditures Per Child

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

1. Total Expenditures Per Child Line 1: Total Expenditures	2813642
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	226
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	12450

2. Administrative Expenditures per Child

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

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

Please note the following:

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

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

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

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

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	0
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	740306
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	740306
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	226
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	3276

Thank you.



Financial A

School Name:

Date:

School Fiscal Contact Name:
School Fiscal Contact Email:
School Fiscal Contact Phone:
District of Location:
Authorizer:
Years of Operation:
Facility:
Grades Currently Served:
Planned Grades at Full Capacity:
Enrollment:
Max Enrollment:
Year of Most Recent Data
School Fiscal Contact Phone:

School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:

Latest Audit Period (through June 30):
Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

West Buffalo Charter School

July 29, 2014

Elizabeth Sterns

Buffalo

SED

2

Private

K-3 (2013-14) and K-4 (2014-15)

K-4

226 (2013-14), 290 (K-4)

300

2014

716-923-1534

Lumsden & McCormick, LLP

Donna Gonser, CPA

dgonser@lumsden CPA.com

716-856-3300

2013

West Buffalo Charter School 2013

Audited Financial Statement Checklist

Created Friday, August 01, 2014

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Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

Yes/No

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

Yes/No

Thank you.

WEST BUFFALO CHARTER SCHOOL

FINANCIAL STATEMENTS

JUNE 30, 2014

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June 30, 2014

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Independent Auditors' Report

Financial Statements

Notes to Financial Statements

Additional Information

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Reporting Required by *Government Auditing Standards*

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

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
West Buffalo Charter School

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

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

Additional Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2014 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



October 23, 2014

WEST BUFFALO CHARTER SCHOOL

Balance Sheets

June 30,	2014	2013
Assets		
Current assets:		
Cash	\$ 282,944	\$ 73,311
Grants and other receivables (Note 2)	67,961	258,403
	350,905	331,714
Property and equipment, net (Note 3)	4,262,508	4,144,837
Deposits	4,745	4,745
	\$ 4,618,158	\$ 4,481,296
Liabilities and Net Assets		
Current liabilities:		
Short-term borrowings (Note 4)	\$ -	\$ 50,000
Current portion of long-term debt (Note 5)	148,931	71,715
Accounts payable and accrued expenses	523,112	371,676
	672,043	493,391
Long-term debt (Note 5)	3,639,342	3,711,688
Net assets:		
Unrestricted	306,773	276,217
	\$ 4,618,158	\$ 4,481,296

See accompanying notes.

WEST BUFFALO CHARTER SCHOOL

Statements of Activities

For the years ended June 30,	2014	2013
Changes in unrestricted net assets:		
Support and revenue:		
Public school districts:		
Revenue-resident student enrollment	\$ 2,717,605	\$ 1,651,831
Revenue-students with disabilities	180,446	76,007
Federal grants	85,027	463,720
State and other grants	-	139,903
Other income	41,919	43,526
Total unrestricted support and revenue	3,024,997	2,374,987
Expenses:		
Program expenses:		
Regular education	1,535,001	1,082,076
Special education	474,645	265,415
Other programs	415,618	290,229
Total program expenses	2,425,264	1,637,720
Supporting services:		
Management and general	569,177	451,293
Total expenses	2,994,441	2,089,013
Change in net assets	30,556	285,974
Net assets (deficit) - beginning	276,217	(9,757)
Net assets - ending	\$ 306,773	\$ 276,217

WEST BUFFALO CHARTER SCHOOL

Statements of Cash Flows

For the years ended June 30,	2014	2013
Operating activities:		
Change in net assets	\$ 30,556	\$ 285,974
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	128,579	93,781
Changes in operating assets and liabilities:		
Grants and other receivables	190,442	(205,473)
Deposits	-	(4,745)
Accounts payable and accrued expenses	153,639	99,234
Net operating activities	503,216	268,771
Investing activities:		
Property and equipment expenditures	(248,453)	(4,082,423)
Financing Activities:		
Net proceeds from (payments on) short-term borrowings	(50,000)	50,000
Proceeds from long-term debt	90,000	3,827,916
Principal payments on long-term debt	(85,130)	(44,513)
Net financing activities	(45,130)	3,833,403
Net change in cash	209,633	19,751
Cash - beginning	73,311	53,560
Cash - ending	\$ 282,944	\$ 73,311

See accompanying notes.

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

West Buffalo Charter School (the School) was established in 2010 to operate a charter school in the City of Buffalo, New York (the City) pursuant to its Charter Agreement with the Education Department of the State of New York. The School opened in August 2012 and is chartered through 2015, at which time it must apply to renew its charter for another five years. The School currently offers classes from kindergarten through grade 3, and plans to add grade 4 in the 2014-2015 school year.

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

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

Subsequent Events:

Management has evaluated events and transactions for potential recognition or disclosure through October 23, 2014, the date the financial statements were available to be issued.

Cash:

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

Receivables:

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

Property and Equipment:

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

Enrollment Fees:

The School is reimbursed by each student's resident district based on the product of the annual approved operating expense of that district and the full time equivalent enrollment of the students in the School residing in the district. The School's enrollment fees are received primarily from the City of Buffalo School District.

Grants:

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

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

Transportation:

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

Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under Section 501(a) of the Internal Revenue Code. The School is subject to examination by Federal and State taxing authorities for all periods since its inception in 2011.

Use of Estimates:

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

Reclassifications:

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

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. Grants and Other Receivables:

	2014	2013
Grants	\$ 67,961	\$ 251,001
Enrollment fees	-	7,402
	<u>\$ 67,961</u>	<u>\$ 258,403</u>

3. Property and Equipment:

	2014	2013
Land	\$ 150,000	\$ 150,000
Building and improvements	3,815,722	3,773,316
Furniture and equipment	295,759	281,047
Construction in progress	226,772	37,640
	<u>4,488,253</u>	<u>4,242,003</u>
Less accumulated depreciation	225,745	97,166
	<u>\$ 4,262,508</u>	<u>\$ 4,144,837</u>

Construction in progress at June 30, 2014 represents renovations to the existing building for additional classrooms. Total project costs to be financed by the School are expected to be approximately \$500,000 and completed by fall 2014.

4. Short-Term Borrowings:

The School has available a \$200,000 (\$100,000 through March 2014) bank demand line of credit for working capital financing. The line requires monthly interest payments at prime plus 1.0%. The line is secured by certain assets, is subject to the usual terms and conditions applied by the bank for working capital financing, and is periodically reviewed and renewed. The amount outstanding at June 30, 2013 was \$50,000. There were no amounts outstanding at June 30, 2014.

5. Long-Term Debt:

	2014	2013
Mortgage note payable, monthly payments of \$11,405 including interest at 6.75% for the first five years and the higher of 6.75% or prime plus 3.75% thereafter, with an estimated balloon payment of \$1,005,000 in August 2022, secured by related property.	\$ 1,434,039	\$ 1,472,680
Capital lease obligation, monthly payments ranging from \$16,999 to \$26,189 including imputed interest at 9.7%, due June 2032 (see Note 7).	2,256,020	2,272,623
Bank note payable, monthly payments of \$1,500 including interest at 5.0%, secured by related assets, due September 2015.	20,214	38,100
Bank note payable, monthly payments of \$6,000 plus interest at prime plus 1.0%, secured by related assets, due July 2015.	78,000	-
	<u>3,788,273</u>	<u>3,783,403</u>
Less current portion	148,931	71,715
	<u>\$ 3,639,342</u>	<u>\$ 3,711,688</u>

Aggregate maturities of long-term debt (including principal payments under the capital lease obligation) subsequent to June 30, 2014 are:

2015	\$	148,931
2016		73,248
2017		69,466
2018		99,688
2019		108,185
Thereafter		3,288,755
	\$	<u>3,788,273</u>

Interest expense for the years ended June 30, 2014 and 2013 was \$320,641 and \$212,119.

6. Retirement Plan:

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

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

No employee contribution is required for those whose service began prior to July 1976. TRS requires employee contributions of 3% of salary for the first 10 years of service for those employees who joined from July 1976 through December 2009. Participants whose service began on or after January 1, 2010 through March 31, 2012 are required to contribute 3.5% of compensation throughout their active membership in TRS. Participants whose service began on or after April 1, 2012 are required to contribute a percentage ranging from 3% to 6% each year, based on their level of compensation. Pursuant to Article 11 of Education Law, an actuarially determined contribution rate is established annually by the New York State Teachers' Retirement Board. The rate is 16.25% of the annual covered payroll as of June 30, 2014 and 11.84% for the year ended June 30, 2013.

The required contributions for the years ended June 30, 2014 and 2013 was \$168,179 and \$73,667.

7. Lease Obligations:

The School leases certain equipment under the terms of operating leases. Rental expense for all operating leases amounted to \$4,512 and \$4,136 for the years ended June 30, 2014 and 2013.

In 2012, the School entered into a series of purchase, lease, and sublease contracts with a developer to acquire and renovate the School, and currently subleases the premises from the developer under a twenty year triple net lease. The lease obligations and related assets have been capitalized for financial reporting purposes. Consequently, land, building and improvements include capitalized leased assets totaling \$2,237,541. Amortization of leased assets included in depreciation expense was \$55,939 and \$27,969 in 2014 and 2013, and net book value of leased assets was \$2,153,633 and \$2,209,572 at June 30, 2014 and 2013.

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

Future minimum rentals to be paid for all non-cancelable operating leases and capital leases are:

	<u>Operating</u>	<u>Capital</u>
2015	\$ 4,512	\$ 236,112
2016	376	236,112
2017	-	236,112
2018	-	259,716
2019	-	259,716
Thereafter	-	3,778,953
	<u>\$ 4,888</u>	<u>5,006,721</u>

Amounts representing interest

<u>2,750,701</u>
<u>\$ 2,256,020</u>

8. Cash Flows Information:

Net cash flows from operating activities reflect cash payments for interest of \$320,641 and \$212,119 for the years ended June 30, 2014 and 2013. Noncash investing activities excluded from the statements of cash flows include net accounts payable incurred for equipment additions of \$109,987 and \$112,190 at June 30, 2014 and 2013.

WEST BUFFALO CHARTER SCHOOL

Additional Information
Schedule of Expenses

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

	2014				2013	
	Regular Education	Special Education	Other Programs	Management and General	Total	Total
Salaries						
Administrative personnel	\$ -	\$ -	\$ -	\$ 236,114	\$ 236,114	\$ 176,284
Instructional personnel	666,966	115,995	115,995	-	898,956	591,718
Non-Instructional personnel	24,467	8,156	8,156	865	41,644	34,818
Total salaries	691,433	124,151	124,151	236,979	1,176,714	802,820
Employee benefits and taxes	242,267	45,947	45,947	83,540	417,701	258,751
Contracted services-education	173,965	179,818	81,237	-	435,020	303,298
Contracted services-other	25,587	8,529	9,465	20,287	63,868	55,098
Insurance	-	-	-	31,922	31,922	24,568
Interest	188,408	33,829	33,830	64,574	320,641	212,119
Maintenance and repairs	32,447	28,308	28,308	28,308	117,371	83,079
Marketing	-	-	-	12,532	12,532	25,747
Occupancy	32,173	8,567	8,567	8,567	57,874	42,336
Other expenses	-	-	-	4,446	4,446	2,049
Printing	3,939	3,939	3,939	3,937	15,754	13,316
Professional fees	-	-	-	40,815	40,815	18,806
Supplies and materials	65,529	24,292	24,292	3,673	117,786	118,139
Staff development	3,700	3,700	3,700	3,701	14,801	5,365
Transportation	-	-	38,617	-	38,617	29,741
	1,459,448	461,080	402,053	543,281	2,865,862	1,995,232
Depreciation	75,553	13,565	13,565	25,896	128,579	93,781
Total	\$ 1,535,001	\$ 474,645	\$ 415,618	\$ 569,177	\$ 2,994,441	\$ 2,089,013

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

The Board of Trustees
West Buffalo Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of West Buffalo Charter School (the School), which comprise the balance sheet as of June 30, 2014, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 23, 2014.

Internal Control over Financial Reporting

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

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

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

Separation of Duties

Separation of duties, defined as the involvement of more than one person in processing related transactions, is an important element of internal control. However, during most of fiscal 2014, the School's accounting staff consisted of one person with multiple responsibilities, which severely limited its ability to establish adequate separation of duties. To address this weakness, we recommend the School assign certain responsibilities to administrative personnel and member of the Board of Trustees, and revise its written Financial Management Policy accordingly.

Management's Response

During fiscal 2014, the School hired an assistant in the finance department and is in the process of training and transitioning certain financial responsibilities to this employee. This will allow the Finance & Operations Officer to provide review and approval of transactions. Additionally, the School intends to assign certain fiscal review and oversight responsibilities to a Board member within the next month. The Financial Management Policy will be updated when this process is complete.

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*.

School's Response to the Finding

The School's response to the findings identified in our audit is described previously. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.



October 23, 2014

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

October 23, 2014

To the Board of Trustees
West Buffalo Charter School

We have audited the financial statements of West Buffalo Charter School (the School) for the year ended June 30, 2014, and have issued our report thereon. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audits. We have communicated such information in our letter to you dated September 26, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies adopted by the School are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus.

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

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

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

The financial statement disclosures are neutral, consistent, and clear. Certain financial statement disclosures are of particular importance because of their significance to the financial statement users. The disclosures provide valuable information that is important to the financial statement users.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested and received certain representations from management that are included in the management representation letter dated October 23, 2014.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Additional Information

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

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

Lundon & McCormick, LLP



West Buffalo Charter School

113 Lafayette Avenue • Buffalo, New York 14213

716.923.1534 • www.westbuffalocharter.org

Mrs. Andrea Todoro, School Leader • Elizabeth Sterns, Finance and Operations Officer

October 23, 2014

Lumsden & McCormick, LLP
369 Franklin Street
Buffalo, New York 14202

This representation letter is provided in connection with your audits of the financial statements of West Buffalo Charter School (the School), which comprise the balance sheets as of June 30, 2014 and 2013, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 23, 2014, the following representations made to you during your audit.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 26, 2014, including our responsibility for the preparation and fair presentation of the financial statements.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for 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.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions, if any, have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

- The effects of all known actual or possible litigation, claims, and assessments, if any, have been accounted for and disclosed in accordance with U.S. GAAP.
- Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the School is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the School and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the School's financial statements communicated by employees, former employees, grantors, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the School's related parties, if any, and all the related party relationships and transactions of which we are aware.
- The School has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- West Buffalo Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- We have reviewed and approved all adjusting entries reflected in the financial statements.
- We have also reviewed a draft of the financial statements and accompanying notes and approved them for final printing.
- We acknowledge our responsibility for presenting the additional information as listed in the table of contents of the financial statements in accordance with U.S. GAAP, and we believe the additional information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the additional information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Signature: Elizabeth J. Sears
Title: Finance & Operations Officer

Appendix E: Disclosure of Financial Interest Form

Created Friday, August 01, 2014

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

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

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

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

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

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Friday, August 01, 2014

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140600860986 WEST BUFFALO CS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Joseph Cozzo	Chair/President	Yes	HR, Audit & Finance, BoT Dev.	2, 2015	
2	James Sampson	Member	Yes	NFP, Education	2, 2017	
3	Lucy Candelario	Member	Yes	HR	1, 2016	
4	Dr. Arup Sen	Vice Chair/Vice President	Yes	Academic, Nominating, BoT Development	2, 2015	
5	Richard Baer	Treasurer	Yes	Audit & Finance, HR	1, 2016	
6	Michelle Stevens	Secretary	Yes	Recruitment and marketing	1, 2016	
7	Joanne Haefner	Member	Yes	Audit & Finance, Academic	1, 2017	

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

1

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

1

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

11

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

12

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

12

Thank you.



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JULY 29TH, 2013
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Richard Baer, James Sampson, Michelle Stevens, Dr. David Whitehorse, Lucy Candelario

Excused: Dr. Arup Sen

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns, Danielle Shainbrown (McGuire Group)

1. Call to Order

Joseph Cozzo called the meeting to order at 2:40 pm

2. Financial Report

Elizabeth Sterns presented the financial report for period ending June 30th, 2013 (copy of which is attached hereto and made a part hereof).

- Discussion of the ratio of male to female enrollment and demographics of the WBCS student population.
- Discussion with Danielle Shainbrown regarding several on-going facilities issues with the plumbing and the roof.

Upon motion duly made by James Sampson and seconded by Dick Baer, the contract with Damon and Morey Law Firm was approved as presented. All in favor. None opposed.

3. School Leader Report

Andrea Todoro presented the School Leader Report for the period ending June 30th, 2013 (copy of which is attached hereto and made a part hereof).

Upon motion duly made by James Sampson and seconded by David Whitehorse, the five new Classroom Teachers and three new Teaching Assistants were approved to be hired as presented. All in favor. None opposed.

Upon motion duly made by Lucy Candelario and seconded by David Whitehorse, the new school calendar was approved as presented. All in favor. None opposed.

- Discussion on data and SMART Goals.
- Discussion regarding the 4th grade expansion timeline, financing and layout. First deadline of September 15th for the development of a conceptual plan.

Upon motion duly made by James Sampson and seconded by David Whitehorse to give Liz Sterns and Andrea Todoro the authority to engage Danielle Shainbrow in conceptual designs to add the 4th grades as well as adding a classroom for each of the existing grade levels (K-3rd). All in favor. None opposed.

- Mr. Cozzo asks for continued outreach to the media as well as a continued effort to seek out potential new board members.

Upon motion duly made by Dick Baer and seconded by Lucy Candelario, the minutes of the June 24th, 2013 meeting were approved as presented. All in favor. None opposed.

Upon motion duly made by Joseph Cozzo and seconded by James Sampson, the meeting was adjourned at 4:55pm.

Respectfully submitted,

Leslie Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
AUGUST 26TH, 2013
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: James Sampson, Richard Baer, David Whitehorse, Arup Sen, Michelle Stevens

Excused: Joseph Cozzo, Lucy Candelario

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro and Jim Dentinger (McGuire Group)

Call to Order

James Sampson called the meeting to order at 2:40PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, September 16th, 2013 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 E. North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the July 29th, 2013 Meeting Minutes

Minutes of the July 29th, 2013 Board of Trustees meeting were presented for approval.

Upon motion duly made by Michelle Stevens and seconded by David Whitehorse, the minutes of the July 29, 2013 meeting were approved as presented.

Financial Report

Liz Sterns presented the financial report for the period ending July 31, 2013 (copy of which is attached hereto and made a part hereof).

- Liz Sterns presented two contracts for approval:
 - i. The McGuire Group's phase III tenant representation.

Upon motion duly made by Richard Baer and seconded by Michelle Stevens, the McGuire Group's contract was approved as presented. All in favor. Non opposed.

- ii. RFP for conceptual design work.

Upon motion duly made by Richard Baer and seconded by David Whitehorse, the contract to retain the services of GLS Architects was approved as presented. All in favor. Non opposed.

- Discussion of current enrollment.
- Discussion as related to policies (Acceptable Use Policy for Technology such as cell phones). Arup Sen asks about insurance for cell phones. Liz to follow-up at next meeting.
- Discussion of the purchasing and gifting of gift cards and the establishment of a separate bank account for Family Group fundraising. Liz to draft a more detailed policy to present at the September 26th meeting.

Upon motion duly made by Michelle Stevens and seconded by David Whitehorse, the Board approved the issuance of a separate credit card and separate bank account. All in favor. Non opposed.

- Discussion on playground security and signage.

School Leader Report

Andrea Todoro presented the School Leader report for the period ending July 31st, 2013 (copy of which is attached hereto and made part hereof).

- Discussion regarding Comptroller's audit.
- Discussion regarding ESL Teacher and long-term substitute Technology Teacher.

Upon motion duly made by Michelle Stevens and seconded by David Whitehorse, the Board approved the hiring of an ESL Teacher and a long-term substitute Technology Teacher. All in favor. Non opposed.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Michelle Stevens and seconded by David Whitehorse. The meeting was adjourned at 3:55pm.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
SEPTEMBER 23RD, 2013
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joe Cozzo, Richard Baer, Lucy Candelario, Arup Sen, Michelle Stevens

Excused: James Sampson, David Whitehorse

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro, Danielle Shainbrown and Ari Goldberg of the McGuire Group, Gerald Strickland of GLS Architects

Call to Order

Mr. Cozzo called the meeting to order at 2:33PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, September 16th, 2013 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the August 26th, 2013 Meeting Minutes

Minutes of the August 26th, 2013 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Baer and seconded by Dr. Sen, the minutes of the August 26, 2013 meeting were approved as presented.

- Mr. Strickland presented a detailed overview of the site plan.
- Ms. Shainbrown discussed the details of the expansion in regards to the re-allocation of existing spaces within the existing structure.
- Mr. Strickland made reference to the existing structure and issues that have been previously discussed such as drainage, windows and roof repair.
- Discussion regarding door locks in the building for Mrs. Todoro and Mrs. Sterns.

- Ms. Shainbrown to return at the October BoT meeting with pricing from several developers to compare with Ellicott Development.
- Ms. Shainbrown, Mr. Goldberg and Mr. Strickland exit the meeting.

Financial Report

Liz Sterns presented the financial report for the period ending August 31, 2013 (copy of which is attached hereto and made a part hereof).

- Stimulus Grant funds submitted for facilities repairs.
- Discussion regarding status of hiring a full-time technology teacher vs. current situation.
- Discussion regarding University Pediatric Dentistry's on-site visit with potential follow-up visits for students needing further dental treatment off-site. The process by which this would take place would include: consent by student's families; chaperone by School Nurse; and transportation. An insurance rider would be purchased for the day needed. Mr. Cozzo suggests that a mobile dental group be looked into so that students do not have to be taken off-site. Mr. Cozzo to reach out to a particular dental group for further details.
- Liz Sterns presented two contracts for approval:
 - i. GLS Architects phase III and IV site plans.

Upon motion duly made by Mr. Baer and seconded by Mrs. Stevens, GLS Architects Phase III and IV site plan were approved as presented. All in favor. Non opposed.

- ii. University Pediatrics Dentistry on-site visit.

Upon motion duly made by Mr. Baer and seconded by Dr. Sen, to approve the on-site visit of University Pediatric Dentistry's team of dentists and hygienists to check WBCS student's dental health. Any additional follow-up for those students in need will be done either on-site, (via mobile office if one is available), or off site at the University Pediatric Dentistry offices. All in favor. Non opposed.

- Discussion concerning liability insurance should an employee be in an accident while on school business. Mrs. Sterns to reach out to Damon and Morey regarding the legal ramifications of transporting students in an employee vehicle for any reason. The creation of a policy limiting those allowed from WBCS to transport students should be discussed.

School Leader Report

Andrea Todoro presented the School Leader report for the period ending August 31st, 2013 (copy of which is attached hereto and made part hereof).

- Full site visit scheduled by SED to take place either the end of November or the beginning of December. A team from SED will be at WBCS for two full days. They will pull focus groups of teachers, board members, administrators and parents. Mrs. Todoro will request guidelines for this meeting.
- No changes of WBCS staff at this time.
- Teacher observations have begun beginning with the third grade.
- Discussion regarding additional administrative support for Mrs. Todoro and Mrs. Sterns going forward.
- Discussion regarding playground equipment. Mr. Cozzo suggests that an “incident report” be created for such events and should be provided to all board members via email within a reasonable amount of time.
- Mrs. Stevens suggests calling Mr. David Rivera, the district Councilman for his input and assistance.
- Mr. Cozzo will be touring the school on September 26th with a potential board member.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mr. Baer and seconded by Dr. Sen. The meeting was adjourned at 5:00PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
OCTOBER 28TH, 2013
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joe Cozzo, Richard Baer, Lucy Candelario, Michelle Stevens, James Sampson

Excused: David Whitehorse, Arup Sen, Richard Baer

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro, Representatives from Damon and Morey Law Offices- Rosemary Enright, Randall Oppenheimer

Call to Order

Mr. Cozzo called the meeting to order at 2:41PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, October 21st, 2013 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the September 23rd, 2013 Meeting Minutes

Minutes of the September 23rd, 2013 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the minutes of the September 23rd, 2013 meeting were approved as presented. All in favor. Non-opposed.

- Discussion regarding perspective Trustee Joanne Haefner, Executive Director of the Neighborhood Community Health Center.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, and in accordance with the open meeting law to select and put forth the name of Joanne Haefner as a final candidate pending SED approval for a term expiring after three years of service. All in favor. Non-opposed.

- Mr. Cozzo received written confirmation and approval from the three excused board members regarding Ms. Haefner as a final Board of Trustees candidate. Ms. Haefner will be in attendance at the next Board of Trustees meeting on November 25th, 2013.

Upon motion duly made by Mr. Sampson and seconded by Ms. Candelario, the board moved into Executive Session to obtain legal advice from legal counsel concerning General Municipal Law. All in favor. Non-opposed.

Upon motion duly made by Mr. Sampson and seconded by Ms. Candelario, the board moved out of Executive Session. All in favor. Non-opposed.

Financial Report

Liz Sterns presented the financial report for the period ending September 30th, 2013.

- Discussion regarding the verbal recommendations by the state auditor to Mrs. Sterns and the creation of certain policies based on those recommendations.

Motion duly made by Mr. Sampson and seconded by Mrs. Stevens to approve the roof repair contract of Boch and Whitman. All in favor. Non-opposed.

- Discussion regarding AmeriCorps members at WBCS.
- Discussion of the time line for WBCS to respond to the State Comptroller offices findings.

Motion duly made by Mr. Sampson and seconded by Ms. Candelario to approve the purchase contingent on a full inspection. All in favor. Non-opposed.

School Leader Report

Andrea Todoro presented the School Leader report for the period ending September 23rd, 2013 (copy of which is attached hereto and made part hereof).

- Mrs. Todoro presented each board member with a folder containing site visit information and guidelines.
- Discussion regarding Assessment Data. Further discussion to continue at the November board meeting.
- Discussion regarding personnel.

Motion duly made to approve the permanent placement of the current long-term Technology Substitute Teacher as a .75 WBCS employee. All in favor. Non-opposed.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mr. Sampson and seconded by Ms. Candelario. The meeting was adjourned at 5:04PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
NOVEMBER 25TH, 2013
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joe Cozzo, Richard Baer, Lucy Candelario, Michelle Stevens, James Sampson

Excused: David Whitehorse, Arup Sen, Joanne Haefner

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro

Call to Order

Mr. Cozzo called the meeting to order at 2:50PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, October 18th, 2013 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the October 28th, 2013 Meeting Minutes

Minutes of the October 28th, 2013 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Sampson and seconded by Ms. Candelario, the minutes of the October 28th, 2013 meeting were approved as presented. All in favor. Non-opposed.

- The Performance Framework Benchmark 6 (Board Oversight and Governance), was presented and reviewed with the attending board members in preparation for the SED visit on December 3rd, 2013.
- Mr. Cozzo requested the completion of a basic board evaluation that will be emailed to all board members. It needs to be completed and returned as soon as possible.
- General Municipal Law states to remove the Teacher Representative from the WBCS Board of Trustees Bylaws. Awaiting the decision from Damon and Morey, LLC regarding the removal of the Parent Representative from the Bylaws.

- Mr. Cozzo discussed the process regarding vetting new board members. A discussion ensued regarding future board training.

Upon motion duly made by Mr. Baer and seconded by Ms. Candelario, to remove from the WBCS Bylaws the requirement to have a Teacher Representative serve as a board member. All in favor. Non-opposed.

Upon motion duly made by Mrs. Stevens and seconded by Mr. Sampson, the WBCS Board of Trustees Bylaws were amended by the removal of the Parent Representative as a board member, pending clarification from school counsel. All in favor. Non-opposed.

- Mrs. Todoro gave a detailed report regarding the Common Core and how it affects WBCS.
- Discussion of charter goals and current student achievement data.

Financial Report

Mrs. Sterns presented the financial report for the period ending October 28th, 2013.

- Mrs. Sterns and the Board reviewed the results of the Office of the State Comptroller's (OSC), audit as well as the annual financial audit.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Stevens, the Response and Correction Action plan was accepted as presented. All in favor. Non-opposed.

- The RFP has been submitted for AmeriCorps. Awaiting notice if granted positions.

The December 23rd board meeting has been moved to Monday, December 16th at 2:30 in the WBCS conference room so as not to conflict with winter break.

Adjournment

There being no further business to discuss and upon motion duly made by Mr. Sampson and seconded by Ms. Candelario, the meeting was adjourned at 4:45PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
DECEMBER 16TH, 2013
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

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

Excused: David Whitehorse

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro

Call to Order

Mr. Cozzo called the meeting to order at 2:38PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, December 9th, 2013 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the November 25th, 2013 Meeting Minutes

Minutes of the November 25th, 2013 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mr. Baer and seconded by Mr. Sampson, the minutes of the November 25th, 2013 meeting were approved as presented. All in favor. Non-opposed.

Financial Report

Mrs. Sterns presented the financial report for the period ending November 30th, 2013.
(A copy of which is attached hereto and made a part hereof).

Upon motion duly made by Dr. Sen and seconded by Ms. Candelario, the GLS Owner's Representative Agreement was approved as presented. All in favor. None opposed.

- Discussion regarding termination of agreement with the McGuire Group.
- Mr. Cozzo presented a formal introduction of Joanne Haefner to the board.
- The Office of the State Comptroller's audit has been completed and closed.

School Leader Report

Mrs. Todoro presented the School Leader report for the period ending November 30th, 2013. (A copy of which is attached hereto and made a part hereof).

- Discussion regarding the SED Full Site visit that took place on December 3rd and December 4th, 2013.
- After significant discussion and analyzing the impact on the budget, the WBCS Board of Trustees approved that a request be sent to SED regarding enrollment expansion (one section of 20 students per grade K-4).

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, the WBCS expansion plan was approved as presented to include one section of 20 students per each grade level K-4 (maximum of 100 additional students total).

- Discussion regarding approval to hire two individuals directly through WBCS who have previously worked as AmeriCorps volunteers (Office Assistant and Parent Liason for ESL Families) as well as one individual who has been subbing as a Teacher Assistant in First Grade that will become a permanent Teacher Assistant.

Upon motion duly made by Mr. Sampson and seconded by Ms. Candelario, a material change to the budget to accommodate three positions (Office Assistant, Parent Liason for ESL Families and Teacher Assistant), was approved as presented. All in favor. None opposed.

Upon motion duly made by Mr. Sampson and seconded by Mrs. Haefner, the WBCS 2013-2014 Safety Plan and Emergency Response Procedures were approved as presented. All in favor. None opposed.

- Overview of student attendance.
- Discussion regarding student recruitment for the 2014-2015 School Year.
- Suggestion by Mrs. Stevens for wish list items. Have list available for review on Facebook and WBCS website.
- Discussion regarding musical fundraiser for WBCS at The Ironworks venue.

- Discussion regarding growing and expanding in 2014-2015 in-house music/art event to an alternate site (other than at WBCS) since it was such a well-attended event previously.

Adjournment

There being no further business to discuss and upon motion duly made by Mr. Sampson and seconded by Ms. Candelario, the meeting was adjourned at 4:12PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JANUARY 27TH, 2013
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joe Cozzo, Lucy Candelario, Michelle Stevens, Arup Sen, Joanne Haefner

Excused: David Whitehorse, Richard Baer, James Sampson

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro

Call to Order

Mr. Cozzo called the meeting to order at 2:39PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, January 21, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the December 16th, 2013 Meeting Minutes

Minutes of the December 16th, 2013 Board of Trustees meeting were presented for approval.

Upon motion duly made by Ms. Candelario and seconded by Dr. Sen, the minutes of the December 16th, 2013 meeting were approved as presented. All in favor. Non-opposed.

Chairman's Report

- Mr. Cozzo requested that a board member volunteer to field the current board members as to their interest in an Officer position. Dr. Sen volunteered to accept this responsibility and will follow-up with Mr. Cozzo. The findings will be presented at the next meeting.

Financial Report

Mrs. Sterns presented the financial report for the period ending December 31st, 2013. (A copy of which is attached hereto and made a part hereof).

- Discussion regarding McGuire Group invoices.
- Mrs. Todoro presented an overview of the most recent conference call with the SED in regards to the proposed expansion.
- Review of the floor plans with adjusted spaces and expansion costs utilizing internal space configuration.
- Mr. Cozzo: Board discussion and agreement that the plan presented by administration as well as the financial plan is in order, therefore giving permission to move forward.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, Plan "B" was approved as presented and that the numbers and budget will be presented at the next meeting. All in favor. Non-opposed.

School Leader Report

Mrs. Todoro presented the School Leader report for the period ending December 31st, 2013. (A copy of which is attached hereto and made a part hereof).

- Discussion regarding background checks for volunteers.

Adjournment

There being no further business to discuss and upon motion duly made by Ms. Candelario and seconded by Ms. Haefner, the meeting was adjourned at 4:40PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
MARCH 4TH, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

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

Excused: Joseph Cozzo, David Whitehorse, Arup Sen, Lucy Candelario

Quorum Present: No

Also Present: Elizabeth Sterns, Andrea Todoro

No Quorum present. Work Session only. No action items-push to next meeting on March 24th, 2014.

This meeting was rescheduled from the original date of February 24th, 2014.

Financial Report

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

- Student applications for the 2014-2015 School Year are due on or before April 1st, 2014. The Lottery will take place on April 10th at 4:30PM in the school conference room.
- Expanded zip codes for the direct mailer to double the covered area. Posters and tri-fold brochures have been distributed.

School Leader Report

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

- Discussion regarding Cohort Comparisons of Fountas and Pinnell Benchmark Assessments.
- Discussion regarding results of the ELA practice tests. Mrs. Todoro will provide Math and AimsWeb data at the next meeting.

Meeting adjourned at 4:05PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
APRIL 7TH, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

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

Excused: Joseph Cozzo, David Whitehorse

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro

Call to Order

Mr. Sampson called the meeting to order at 2:38PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, March 31st, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the January 27th, 2014 Meeting Minutes

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

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

Financial Report

Mrs. Sterns presented the financial report for the period ending February 28th, 2014 (a copy which is attached hereto and made a part hereof).

- The minutes for the current meeting reflect the use of the February 2014 financials presented by Mrs. Sterns.

Upon motion duly made by Mrs. Candelario and seconded by Mr. Baer, the February, 2014 financial statements were approved as presented. All in favor.

- Mrs. Sterns presented two contracts for approval. Dr. Michael Codd will oversee the WBCS staff on both days of scoring of the NY State Assessments on April 9th and May 7th.

Upon motion duly made by Mr. Baer and seconded by Mrs. Canderlario, Dr. Michael Codd was approved to over-see the scoring of the New York State ELA and Math Assessments, as a neutral party, that will take place on April 9th, 2014 and May 7th, 2014. All in favor.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Haefner, the contract to approve the memorandum of agreement between the Service Collaborative of Western New York (to provide two Vista members), and WBCS was approved as presented. All in favor.

School Leader Report

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

- Mrs. Todoro reviewed the final site visit report from the SED.
- Discussion regarding the school calendar/snow days.

Upon motion duly made by Ms. Haefner and seconded by Mrs. Candelario, it was determined that three of the six snow days added back into the school calendar was sufficient effort made by administration. All in favor.

- Discussion regarding staffing changes for the 2014-2015 school year. Both the Art and Music teachers will be leaving WBCS when the school year is complete.

Upon motion duly made by Mr. Baer and seconded by Mrs. Stevens, an offer of employment has been made to Sarah Sonenberg as Art Teacher for the 2014-2015 school year. All in favor.

- Discussion regarding creating a sub-committee of board members to review the 2014-2015 staffing needs. Mrs. Candelario agreed to join existing members Mr. Cozzo and Mr. Baer on this committee.
- The May, 2014 board meeting, originally scheduled for May 26th will need to be rescheduled due to the Memorial Day holiday. It was decided upon that May 19th will be the rescheduled date at 2:30PM.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Mr. Sampson and seconded by Mrs. Stevens. The meeting was adjourned at 4:45PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
MAY 19TH, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Richard Baer, Arup Sen, Michelle Stevens, Joanne Haefner

Excused: James Sampson, Lucy Candelario, David Whitehorse

Quorum Present: Yes

Also Present: Elizabeth Sterns, Andrea Todoro

Call to Order

Mr. Cozzo called the meeting to order at 2:40PM.

Proof of Public Notice of Meeting

Media and public announcement was sent on Monday, May 12th, 2014 to print, radio, and TV outlets announcing this open meeting. A posting was also sent to Erie County Hall, Buffalo City Hall and Buffalo City Court. In addition, it was publicly displayed at 50 East North Street and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Review of the April 7th, 2014 Meeting Minutes

Minutes of the April 7th, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Dr.Sen and seconded by Mrs. Stevens, the minutes of the April 7th, 2014 board meeting were approved as presented. All in favor.

Chairman's Report

- Review regarding the application of Section 2.9 of the WBCS bylaws as it pertains to unexcused absences by board members at board meetings.
- Discussion regarding new board members, i.e., the search for three new board members in the next four months. Sub-committees to be formed as per the bylaws.
 - HR Committee to continue as is: Mr. Baer, Mr. Cozzo and Ms. Candelario.

- Audit/Finance Committee: Ms. Haefner, Mr. Baer to serve. Mr. Cozzo will contribute on a temporary basis.

Upon motion to approve the resolution to form an academic committee to work with school leadership on current and future functioning of the academic program moved by Ms. Haefner and seconded by Mrs. Stevens. All in favor.

- Academic Committee: Dr. Sen and Ms. Haefner.
- Review and discussion regarding the Nominating Committee (Board recruitment): The responsibility of all board members to contribute in the search of new board members (finance, marketing/media, educator, community leader/ local business leader).

Upon motion to approve the resolution to form a nominating/board development committee that would nominate a new slate of officers and recruit new board members moved by Mrs. Stevens and seconded by Ms. Haefner. All in favor.

- Nominating/Board Development: Dr. Sen, Mr. Cozzo and Mrs. Stevens.
- Marketing Committee to meet as a work group. Mrs. Stevens to lead the group.
- Slate of Offices for the 2014-2015 school year will be presented at the June Annual Meeting.

Financial Report

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

Upon motion duly made by Mrs. Stevens and seconded by Mr. Baer, the April, 2014 financial statements were approved as presented. All in favor.

- Discussion regarding available grants for construction/facilities. VISTA members who will be joining the WBCS staff this summer will be directed to reach out and apply to area organizations for smaller grants currently available.
- Discussion regarding registration update and how it pertains to the budget for the 2014-2015 School Year.
- Mrs. Todoro and Mrs. Stevens to attend an evening event to network with local business leaders from the Westside Business Association for their monthly Board Meeting on May 21st at the Westside Community Center.

School Leader Report

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

- Discussion regarding the interviewing/hiring process. Third round interviews will take place on Friday, June 6th with board members Mr. Baer, Ms. Candelario and Mr. Cozzo in attendance as well as administrators, Mrs. Todoro and Mrs. Sterns.
- Dr. Sen to research the hosting the WBCS annual “Night of the Arts” at D’Youville College on June 17th.
- Data from the recent assessment testing will be presented at the June meeting.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Dr. Sen and seconded by Ms. Haefner. The meeting was adjourned at 4:15PM.

Respectfully submitted,
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
JUNE 23RD, 2014
2:30 P.M.
113 LAFAYETTE AVENUE, BUFFALO, NY
MINUTES**

Board Members:

Present: Joseph Cozzo, Michelle Stevens, Joanne Haefner, Lucy Candelario
Late: Arup Sen
Excused: James Sampson, Dick Baer, David Whitehorse
Quorum Present: Yes (after Dr.Sen's arrival)
Also Present: Elizabeth Sterns, Andrea Todoro

Call to Order

Mr. Cozzo called the meeting to order at 2:56PM. No Quorum present.

Proof of Public Notice of Meeting

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

- Mr. Cozzo praised the administration, staff and students for a job well done at the annual Night of the Arts event held June 17th.
- The owner of the Acropolis Restaurant will tour the school and discuss an alternative school lunch program for the 2015-2016 school year.

A Quorum was present after Dr. Sen's arrival at 3:12PM.

Review of the May 19th, 2014 Meeting Minutes

Minutes of the May 19th, 2014 Board of Trustees meeting were presented for approval.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Candelario, the minutes of the May 19th, 2014 board meeting were approved as presented. All in favor.

Financial Report

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

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

- Review of the financial statements and the discussion of available grants.
- Discussion regarding maintenance and cleaning contract.
- Discussion regarding enrollment, student registration and student recruitment.
- Mrs. Sterns reported that to date, all construction is on schedule.

School Leader Report

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

- Discussion regarding SED's next site visit this Fall, sometime between September and November.

Upon motion duly made by Ms. Haefner and seconded by Mrs. Stevens, three Classroom Teachers and one Consultant Teacher were approved as presented.

Upon motion duly made by Mrs. Stevens and seconded by Ms. Haefner, the 2014-2015 school calendar was approved as presented.

- Discussion regarding end of year Parent Survey.

Upon motion duly made by Ms. Haefner and seconded by Dr. Sen, the board moved into Executive Session to discuss personnel matters at 4:35PM.

The Board adjourned from Executive Session at 4:50PM.

Adjournment

There being no further business to discuss, a motion to dismiss was made by Ms. Candelario and seconded by Mrs. Stevens. The meeting was adjourned at 4:50PM.

Respectfully submitted,
Leslie Bunis Ohl

Memorandum

TO: The 2013-14 Recruitment File

FROM: Liz Sterns

DATE: March 13, 2013

RE: Recruitment Strategies used in 2013 to recruit for 2013-14 school year

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

- ❖ Re-enrollment Form – Completed in January. All new siblings received applications. Only 4 students stated they would not return.
- ❖ Recruitment ads placed in: Artvoice, Panorama Hispano, WNY Family
- ❖ Marketing Materials and applications sent by mail to:
 - All CAO and Bethel Headstarts (see full list attached)
 - Belle Center
 - Journey's End
 - Hope Refugee Drop-In
 - International Institute
 - Westside Community Center
 - Boys & Girls Club-Mitchell Clubhouse
 - Westminster Early Childhood
- ❖ Email sent to all CAO and Bethel Headstarts introducing myself, the school and attaching marketing material and application (see attached list).
- ❖ Attended Kindergarten information night at CAO Head Start at 909 East Ferry (table with marketing materials and applications)
- ❖ Direct Mailer sent (PDM) to 3,863 households identified as having children between the ages of 4 and 10. Zipcodes included: 14213, 14222, 14209, 14207, 14201, 14216, 14214
- ❖ Open House was scheduled for March 20th. Information placed on website, sent to all parents, posters professionally printed.
- ❖ A large portable sign placed on school front lawn on March 1st which read "Applications being accepted for grades K-3" Open House March 20th, 5:30 – 7:30.
- ❖ Radio advertisements were purchased to promote the Open House. Ads were placed on WBFO and WBLK.

- ❖ Professional brochures and posters were created and distributed to local retailers (and anyone willing to take one!).
- ❖ Presentation was done on March 13th at the Loretto Center (Adult English Classes for Refugees). Spoke to 3 separate classes about the school, provided information and applications. In attendance was Thi Thi Aung to assist with Burmese speakers and Mr. Sunwar-Pradar (Pheobe's Dad) for the Nepali speakers. Also, Melissa Duquette was in attendance (ESL teacher).
- ❖ Presentation at the Jewish Community Center's adult ESL classes. We met with Nick Pruyn and presented to the classes.
- ❖

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

Created Tuesday, July 15, 2014

Updated Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/6ddf1>

Page 1

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

1. Trustee Name:

Michelle Stevens

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

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

No

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

No

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

No

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

No

Signature of Trustee

Michelle E. Stev

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

Created Wednesday, July 16, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/88630>

Page 1

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

1. Trustee Name:

James M. Sampson

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

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

No

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

No

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

No

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

No

Signature of Trustee

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

Created Thursday, July 31, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/209a0>

Page 1

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

1. Trustee Name:

Arup K. Sen

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

Yes

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

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	Vice President for Academic Affairs
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Manage all the Academic aspects of the college
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	\$ 180,000
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	August 2002

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

No

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

No

Signature of Trustee

Three handwritten signatures in black ink are displayed horizontally. The first signature is a cursive name that appears to be 'Bryant'. The second signature is a stylized, blocky letter 'K'. The third signature is a cursive name that appears to be 'Sh...' followed by a long horizontal line extending to the right.

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

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/d35a1>

Page 1

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

1. Trustee Name:

Joanne Haefner

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: Trustee

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

No

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

No

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

No

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

No

Signature of Trustee

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

Created Friday, August 01, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/7c398>

Page 1

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

1. Trustee Name:

Lucy Candelario

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: Trustee

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

No

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

No

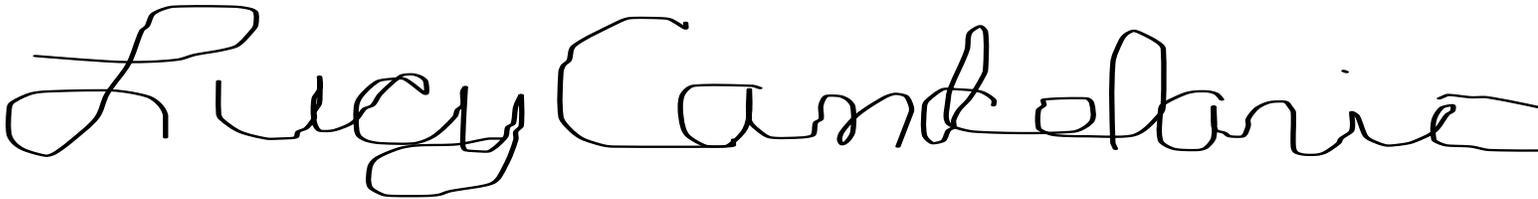
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "Lucy Candolaria". The signature is written in a cursive style with a large initial 'L' and 'C'.

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

Created Monday, July 21, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/bb21c>

Page 1

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

1. Trustee Name:

Richard C. Baer

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Treasurer

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee