

# I. SCHOOL INFORMATION AND COVER PAGE

Created Thursday, July 18, 2013  
Updated Wednesday, July 31, 2013

## 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 Ave. Buffalo, New York 14213	716-923-1534	716-768-0980	atodoro@westbuffalocharter.org

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

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Andrea Todoro or Elizabeth Sterns
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Title	School Leader or Finance & Operations Officer
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Emergency Phone Number (###-###-####)	

### 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 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

138

## 9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

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• K

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• 1

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• 2

## 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 2013-14.

	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 Avenue Buffalo, New York 14213	716-923-1534	BUFFALO CITY SD	K-2	No	Rent/Lease
Site 2						
Site 3						

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]
Operational Leader	Elizabeth Sterns	[REDACTED]		[REDACTED]
Compliance Contact	Elizabeth Sterns	[REDACTED]		[REDACTED]
Complaint Contact	Joseph Cozzo	[REDACTED]		[REDACTED]

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

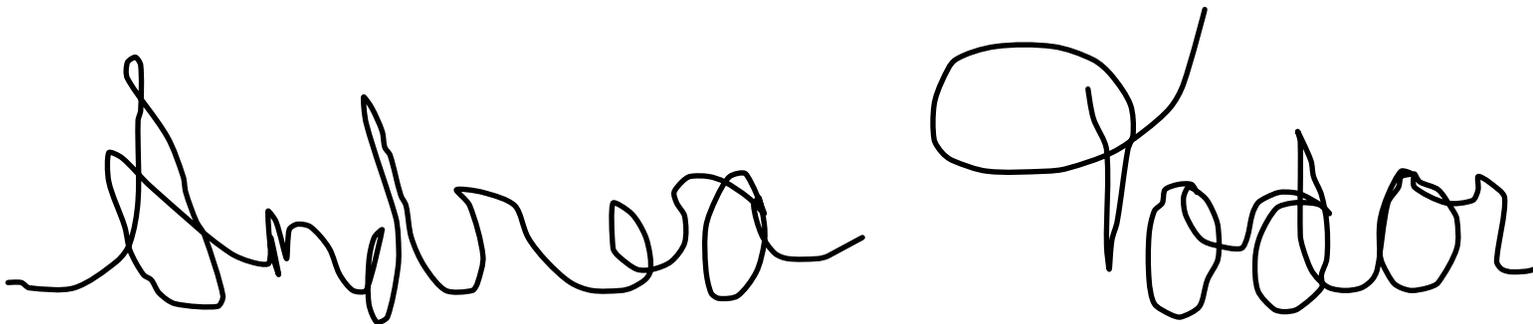
15. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	A request was made to change the internal assessments used by WBCS. The original charter states that Terra Nova Assessments will be used, however, it was determined that AIMSweb is a better assessment and monitoring assessment system.	March 25, 2013	Non-material per SG
2	Change in design or educational program	The length of the school day was shortened by 30 minutes. Since the majority of students arrive to school by bus, their day begins at 7:15 a.m. (only available BPS bus time). The original 4:10 dismissal accounted for student fatigue issues (9 hour day).	March 25, 2013	May 23, 2013
3	Change in design or educational program			
4				
5				

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



Signature, President of the Board of Trustees

Thank you.

# Signature Page for President of Board of Trustees

Created Tuesday, July 30, 2013

Updated Wednesday, July 31, 2013

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## Page 1

140600860986 WEST BUFFALO CS

16. My signature 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).

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- Yes
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Signature, Board President

A handwritten signature in black ink, appearing to read "Joseph G. [unclear]". The signature is written in a cursive, stylized font.

Thank you.

# Appendix A: Progress Toward Goals

Created Thursday, July 18, 2013

Updated Wednesday, July 31, 2013

## Page 1

### 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).

<https://reportcards.nysed.gov/>

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

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

#### 2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 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.  (Note, our charter specifies other goals specific to the NYS assessments in ELA & Math, however we did not have testing grades this year).	Kindergarten - AIMSweb data (ELA & Math) & Assessment Rubric for Writing about Reading" (ELA).  1st & 2nd - Report Cards	All grade levels achieved the performance goals for academic goal 1 as follows:  K - 93% 1st - 90% 2nd - 94%	N/A
Academic Goal 2	75% of continuously enrolled students in grades K-2, will demonstrate continuous growth in ELA.  (Note, our charter specifies other goals specific to the NYS assessments in ELA	K - AIMSweb  1st - Fountas & Pinnell & AIMSweb  2nd - Fountas & Pinnell & AIMSweb	Kindergarten and 1st grade achieved the performance goals for academic goal 2, however grade 2 fell short. Performance goals for academic goal 2 are as follows:	We will:  - continue to monitor student progress using the grade-specific subtests of AIMSweb.  - provide direct, explicit

	& Math, however we did not have testing grades this year).		K - 100% 1st - 83% 2nd - 60%	instruction pertaining to sounds and sound blending.  - continue the use of the Language to Literacy program to address deficits in this area.
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Academic Goal 3	75% of the continuously enrolled students in grades K-2, will demonstrate continuous growth in Math.  (Note, our charter specifies other goals specific to the NYS assessments in ELA & Math, however we did not have testing grades this year).	K - AIMSweb  1st - Pre & Post Math Assessments (EnVishion)  2nd - Pre & Post Math Assessments (EnVishion)	Kindergarten and second grade achieved the performance goals for academic goal 3, however grade 1 did not.  The Math achievement percentages are summarized as follows:  K - 100% 1st - 46% 2nd - 75%	We will:  - provide professional development to classroom teachers to better familiarize them with the newly purchased program and the changes to the Common Core Learning Standards  - provide scaffolded instruction in second grade for ALL students.  - provide concept review during Math center block of time each day.
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Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

## 2b. ORGANIZATIONAL GOALS

### 2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	N/A per current charter plan and first year of operation.  Measurable goals per the newly adopted Performance Framework, specifically performance benchmarks 4 -7 which relate to organizational soundness.			
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				

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

No

## 2c. FINANCIAL GOALS

### 2012-13 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	N/A per current charter plan and first year of operation.  Measurable goals per the newly adopted Performance Framework, specifically performance benchmarks 4 -7 which relate to organizational soundness, including financial condition (#4) and financial management (#5).			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**Total Expenditures Per Child:**

	<u>2012-13</u>
Total Expenditures	2,087,016
Total Pupils Per BEDS Day	<u>137</u>
Total Expenditures per Pupil	<u>\$ 15,234</u>

**Total Administrative Expenditures Per Child:**

	<u>2012-13</u>
Total Admin. Expenditures	491,247
Total Pupils Per BEDS Day	<u>137</u>
Total Expenditures per Pupil	<u>\$ 3,586</u>



**Financial**

**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**

Enter Submission Date (07/31/2013)

Elizabeth J. Sterns

BPS

SED

Public

K-2

K-4

139

300

2013

1

Lumsded & McCormick, LLP

Donna Gonser, CPA

[dgonser@lumsdencpa.com](mailto:dgonser@lumsdencpa.com)

716-856-3300

N/A (2012-13 first year of operations requiring audit)

West Buffalo Charter SchoolN/A (2012-13 first year of operations requiring audit)

**FILL IN GRAY CELLS**

**West Buffalo Charter School**

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$47,021	\$-
Grants and contracts receivable	250,977	-
Accounts receivables	8,454	-
Inventory	-	-
Prepaid Expenses	-	-
Contributions and other receivables	-	-
Other	4,745	-
<b>TOTAL CURRENT ASSETS</b>	<b>\$311,197</b>	<b>\$-</b>
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	1,923,901	-
Restricted Cash	-	-
<b>OTHER ASSETS</b>	<b>\$1,923,901</b>	<b>\$-</b>
<b>TOTAL ASSETS</b>	<b>\$2,235,098</b>	<b>\$-</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$158,796	\$-
Accrued payroll and benefits	161,945	-
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	51,631	-
Other	25,000	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$397,372</b>	<b>\$-</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$1,509,438</b>	<b>\$-</b>
<b>TOTAL LIABILITIES</b>	<b>\$1,906,810</b>	<b>\$-</b>
<b>NET ASSETS</b>		
Unrestricted	\$328,288	\$-
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	<b>\$328,288</b>	<b>\$-</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$2,235,098</b>	<b>\$-</b>

Check

-

-

**FILL IN GRAY CELLS**

**West Buffalo Charter School**  
**STATEMENTS OF ACTIVITIES**  
 FOR THE YEARS ENDED JUNE 30,

	2013			2012	
	Unrestricted	Temporarily Restricted	Total	Total	
<b>REVENUE, GAINS AND OTHER SUPPORT</b>					
State & Local Operating Revenue	\$1,728,890	\$-	\$1,728,890	\$-	\$-
Federal - Title and IDEA	90,324	-	90,324	-	-
Federal - Other	-	-	-	-	-
State and City Grants	560,953	-	560,953	-	-
Contributions and private grants	-	-	-	-	-
After school revenue	-	-	-	-	-
Other	9,502	-	9,502	-	-
Food Service/Child Nutrition Program	-	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$2,389,669	\$-	\$2,389,669	\$-	\$-
<b>EXPENSES</b>					
Program Services					
Regular Education	\$1,006,041	\$-	\$1,006,041	\$-	\$-
Special Education	107,656	-	107,656	-	-
Other Programs	185,357	-	185,357	-	-
Total Program Services	\$1,299,054	\$-	\$1,299,054	\$-	\$-
Supporting Services					
Management and general	\$787,963	\$-	\$787,963	\$-	\$-
Fundraising	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	\$2,087,017	\$-	\$2,087,017	\$-	\$-
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$302,652	\$-	\$302,652	\$-	\$-
Contributions					
Foundations	\$9,500	\$-	\$9,500	\$-	\$-
Individuals	18,320	-	18,320	-	-
Corporations	-	-	-	-	-
Fundraising	2,668	-	2,668	-	-
Interest income	-	-	-	-	-
Miscellaneous income	3,535	-	3,535	-	-
Net assets released from restriction	-	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$34,023	\$-	\$34,023	\$-	\$-
<b>CHANGE IN NET ASSETS</b>	\$336,675	\$-	\$336,675	\$-	\$-
NET ASSETS BEGINNING OF YEAR	\$-	\$-	\$-	\$-	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$336,675	\$-	\$336,675	\$-	\$-

**West Buffalo Charter School**

**Operating Budget - 2013-2014 School Year (BOT Approved May 20, 2013)**

		07/01/12-6/30/13 (Est. as of 4/31/13 actual)		07/01/13-6/30/14 (Budgeted)		Assumptions Used in Budget	
		\$	%	\$	%		
1	Tuition	1,725,527	71.1%	2,701,125	95.0%	1	Numbers based on enrollment estimates of: 60-K, 60-1, 57-2,48-3
2	Title I	80,357	3.3%	104,000	3.7%	2	Same percentage as previous year
2	Title II-A	9,000	0.4%	10,000	0.4%	2	Same percentage as previous year
3	CSP Grant-Year 1	288,374	11.9%	-	0.0%	3	Year 1 Grant period 9/14/11 - 8/31/2012.
3	CSP Grant-Year 2	135,544	5.6%	-	0.0%	3	Year 1 Grant period 9/14/12 - 8/31/2013.
4	Facilities Grant	130,903	5.4%	-	0.0%	4	Grant period 7/1/12-7/31/13-bulk of expenses to be incurred by 6/30/13
5	Individ. & Bus. Contr.	500	0.0%	6,000	0.2%	5	Includes Family Group fundraising.
6	Gifts in Kind	37,320	0.0%	6,000	0.2%	6	Reflects mainly IT support from BHSC (est. \$600/month)
7	Miscellaneous Income	6,702	0.3%	1,500	0.1%	7	Uniform sales.
8	BPS In-Kind Supplies	11,503	0.5%	16,000	0.6%	8	Textbooks, software and computer allowances per student count
	<b>Total Income</b>	<b>2,425,730</b>	<b>100.0%</b>	<b>2,844,625</b>	<b>100.0%</b>		
9	Administrators	150,552	6.2%	190,000	6.7%	9	AMT & EJS - built-in assumed salary increases
10	Classroom Teachers	275,627	11.4%	432,420	15.2%	10	12 classroom teachers - See separate sheet
11	Curr.Ext.Teachers	67,795	2.8%	114,000	4.0%	11	4 CE Teachers increased from .5 to .75 - See separate spread sheet
12	Student Support Teachers	78,247	3.2%	160,000	5.6%	12	SPED & ESL increased from one of each to two of each - See separate spread sheet
13	Nurse	30,493	1.3%	39,000	1.4%	13	Same employee but increased to align salary to responsibilities
14	Teacher Assistants	74,646	3.1%	103,547	3.6%	14	Assumed 6 empl. TA's (1 return, 2 new hires, 3 mid-year converted from ACM).
15	Admin. Support	22,984	0.9%	26,000	0.9%	15	Same employee but increased for basic annual performance raise.
16	Substitutes	13,918	0.6%	4,000	0.1%	16	Based on last year, lower rate due to more TA coverage and AMT not on family leave.
17	NYSTRS Employee Def.	14,151	0.6%	26,999	0.9%	17	Reflects the 3% teacher contr. (gross payroll cost not in the above figures)
18	Speech Paths (L2L)	185,357	7.6%	240,000	8.4%	18	Same as previous year increased for 3rd grade person
19	Related Services	61,400	2.5%	70,000	2.5%	19	Assumed same percentage of services (more students with 3rd grade)
20	Social Worker (Contract)	5,863	0.2%	43,993	1.5%	20	Catholic Charities approved contract
21	Americorp	36,000	1.5%	36,000	1.3%	21	Same number of new positions due to ACM's returning as TA's.
22	Payroll Taxes, Benefits	264,126	10.9%	367,152	12.9%	22	Same payroll tax percentage plus increase in NYSTRS from 11.84% to 16.25%
	<b>Total Personnel</b>	<b>1,281,156</b>	<b>52.8%</b>	<b>1,853,110</b>	<b>65.1%</b>		
23	Postage, Mailing, Bank Fees	2,790	0.1%	5,000	0.2%	23	Same percentage as previous year - semi-variable expense
24	Printing and Copying	11,743	0.5%	13,000	0.5%	24	Per current exp. plus increased staff & students (add donated copier).
25	Marketing/PR	25,946	1.1%	25,000	0.9%	25	Same percentage as previous year - semi-variable expense
26	Translation	600	0.0%	1,300	0.0%	26	Same percentage as previous year - semi-variable expense. Expense mitigated by f-t ACM.
27	Insurance	26,305	1.1%	30,000	1.1%	27	Same percentage as previous year - semi-variable expense
28	Telephone, Telecomm.	7,656	0.3%	6,000	0.2%	28	Estimated per eRate program
29	IT Services	7,563	0.3%	8,000	0.3%	29	Includes \$6,000 of in-kind from BHSC (included in revenue)
30	Travel	-	0.0%	3,000	0.1%	30	Professional development travel.
31	Board of Trustees	73	0.0%	4,000	0.1%	31	Based on last year's budget.
32	Contingency Fund	25,000	1.0%	25,000	0.9%	32	SED Requirement
33	Transportation - Reg. Busing	27,623	1.1%	32,000	1.1%	33	Estimated based on last year - exact number of buses needed is unknown
34	Transportation-Extracurr	3,500	0.1%	4,000	0.1%	34	Estimated per last year and increased per parent fundraising
	<b>Total Operations</b>	<b>138,799</b>	<b>5.7%</b>	<b>156,300</b>	<b>5.5%</b>		

**West Buffalo Charter School**

**Operating Budget - 2013-2014 School Year (BOT Approved May 20, 2013)**

	07/01/12-6/30/13 (Est. as of 4/31/13 actual)		07/01/13-6/30/14 (Budgeted)		Assumptions Used in Budget	
35	Instructional Supplies	90,327	3.7%	70,000	2.5%	35 Estimated per current spending (prior year included start-up)
36	Office Supplies	17,344	0.7%	15,000	0.5%	36 Estimated per current spending (prior year included start-up)
37	Classroom Supplies	12,947	0.5%	8,000	0.3%	37 Estimated per current spending (prior year included start-up)
38	Library & Subscriptions	-	0.0%	5,000	0.2%	38 Estimated per current library program plans
39	Professional Memberships	79	0.0%	1,000	0.0%	39 Estimated per current affiliations
40	Meetings/Conferences	1,444	0.1%	3,000	0.1%	40 Estimated per current spending.
41	Community Events & Meeting	3,905	0.2%	6,000	0.2%	41 Estimated per current spending.
42	Student Wellness & Support	1,603	0.1%	2,500	0.1%	42 Estimated per current spending. Increased for increased enrollment.
	<b>Total Supplies &amp; Equip.</b>	<b>127,649</b>	<b>5.3%</b>	<b>110,500</b>	<b>3.9%</b>	
43	Legal	19,978	0.8%	12,000	0.4%	43 Estimated per upcoming needs and projects -2012-13 Phase II
44	Accounting/Audit	2,200	0.1%	12,750	0.4%	44 Includes cost for 2012-13 audit.
45	L2L License	28,000	1.2%	5,000	0.2%	45 License is perpetual, assumed cost of maintenance, training and upgrades to Fast4Word
46	Professional Development	4,702	0.2%	6,000	0.2%	46 Estimated per current spending and next year's plans
47	BOCES/Student Mngt.	7,755	0.3%	8,329	0.3%	47 Per BOCES quote, cost increases with enrollment
48	Miscellaneous Consulting	22,613	0.9%	2,500	0.1%	48 Estimated per current spending (prior year included start-up)
	<b>Total Contractual</b>	<b>85,248</b>	<b>3.5%</b>	<b>46,579</b>	<b>1.6%</b>	
49	Lease Facility (Not mortg.)	169,984	7.0%	245,988	8.6%	49 Cost based on actual lease agreement and built-in increase
50	Property Taxes/Fees	13,168	0.5%	-	0.0%	50 Tax exempt in 2013-14
51	Utilities	33,328	1.4%	60,000	2.1%	51 Estimated per current spending
52	Custodial Services	64,312	2.7%	70,000	2.5%	52 Est. per current spending, increased sq. footage, increased maint
53	Minor Building Repairs & Equ	5,890	0.2%	10,000	0.4%	53 Estimated per current spending, increased for routine maintenance, etc.
54	Custodial Supplies	5,392	0.2%	7,000	0.2%	54 Estimated per current spending increased for student count.
55	Snowplow/Grounds	6,142	0.3%	5,000	0.2%	55 Estimated per actual contract and added ice control
56	Fire/Security/Elevator/Defib.	5,879	0.2%	3,000	0.1%	56 Estimated per actual - no defibulator cost needed this year.
57	Trash Fees	1,584	0.1%	2,000	0.1%	57 Per current spending, increased for potential increased pick-up schedule
58	Interest (Mort. & Term)	92,835	3.8%	102,542	3.6%	58 Cost based on actual mortgage amortization schedule
	<b>Total Facilities</b>	<b>398,514</b>	<b>16.4%</b>	<b>505,530</b>	<b>17.8%</b>	
	<b>Total Expenses</b>	<b>2,031,369</b>	<b>83.7%</b>	<b>2,672,019</b>	<b>93.9%</b>	
	<b>Net Exp. (Ties to I/S)</b>	<b>394,361</b>	<b>16.3%</b>	<b>172,606</b>	<b>6.1%</b>	
	<b>Other Inflows/(Outflows):</b>					
59	Contingency Fund	25,000	1.0%	25,000	0.9%	59 No effect on cash flow - reserve in escrow account
60	FN Term	50,000	2.1%	-	0.0%	60 No planned additional term loans
61	Mortgage - Principal Only	(24,250)	-1.0%	(38,640)	-1.4%	61 Cost based on actual mortgage amortization schedule
62	Term Loan - Principal Only	(10,552)	-0.4%	(15,840)	-0.6%	62 Cost based on actual term loan repayment terms
63	BHSC Payable	(32,981)	-1.4%	-	0.0%	63 S/T loan paid in full by 6/30/13 (used for start-up costs)
64	Computer Purchases	(113,252)	-4.7%	-	0.0%	64 Computers purchased prior to 6/30/13 through Continuation Grant
65	Furniture Purchases	(65,868)	-2.7%	-	0.0%	65 Furn. For expansion purchased through Continuation Grant
66	Leasehold Impr. (Tenant Cost)	(84,940)	-3.5%	(13,000)	-0.5%	66 Estimated cabling and security leaseholds during expansion
67	Cap. Ex. - Grants	(145,929)	-6.0%	-	0.0%	67 Continuation and Facilities Grant cap. expenses required and offset by grant income.
	<b>Net Surplus/(Deficit)</b>	<b>\$ (8,411)</b>	<b>-0.3%</b>	<b>\$ 130,126</b>	<b>4.6%</b>	

# Appendix E: Disclosure of Financial Interest Form

Created Thursday, July 18, 2013

Updated Tuesday, July 30, 2013

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## Page 1

140600860986 WEST BUFFALO CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 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-disclosure-of-financial-interest-form/>.

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 <http://fluidsurveys.com/account/surveys/210748/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 Thursday, July 18, 2013

## Page 1

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	Institutional Partner/Founder/Literacy and Child Development		Interview
2	James Sampson	Vice Chair/Vice President	Yes	NFP Boards/Human Services (esp. at risk children and families), education		
3	Arup Sen	Member	Yes	Institutional Partner/Higher Education/Community Development		
4	David Whitehorse	Secretary	Yes	Education (spec. in cultural awareness)		Interview
5	Richard Baer	Treasurer	Yes	Architecture, facility projects, community partnerships		Interview Facilities
6	Lucy Candelario	Member	Yes	Community development (West Side development)		
7	Michelle Stevens	Member	Yes	Community development (West Side development)		
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2012-13 school year

1

3. Total Number of Members Departing the Board during the 2012-13 school year

0

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 2012-13 school year?

12

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES  
ANNUAL MEETING  
JULY 23, 2012  
50 E. NORTH STREET, BUFFALO, NY  
MINUTES**

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**Board Members:**

Present: Richard Baer, Lucy Candelario, Joseph Cozzo, James Sampson, Arup Sen, David Whitehorse  
Quorum Present: Yes  
Also Present: Val Nolan, Steve Polowitz, Liz Sterns, Michelle Stevens, Andrea Todoro

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**1. Call To Order**

Joseph Cozzo called the meeting to order at 2:35 p.m.

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, July 16, 2012 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review and Approve: June 26, 2012 Meeting Minutes**

Minutes of the June 26, 2012 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Dr. David Whitehorse and seconded by James Sampson, the minutes of the June 26, 2012 meeting were approved as presented.**

**4. Slate of Officers:**

The following slate of officers of the Board of Trustees were nominated for 2012-2013.

Joseph Cozzo – President  
James Sampson – Vice President  
Richard Baer – Treasurer  
David Whitehorse – Secretary

Mr. Polowitz recommended length of terms be designated for the board. The board will review and present a plan at the next meeting of the Board.

**Upon motion duly made by Dr. Arup Sen and seconded by Lucy Candelario, the slate of officers as presented was approved for the year 2012-2013.**

#### **5. Chairman's Report**

- Facility Status – Liz Sterns reported that there may be a potential delay of 2-3 weeks due to a condenser unit not arriving on time. We informed SED of the potential delay and they recommended we rent a location and set up a temporary school for 2 weeks. The board discussed what options to consider should the opening be delayed. Mr. Cozzo spoke with Mr. Paladino and he assured us there will be no delay in the opening date.
- Staffing / Interviews – Mr. Cozzo reported that first round interviews have been completed for the school counselor, administrative assistant, PE, art, music, technology and nurse. We are in the process of conducting second interviews and expect to have references checked and positions offered by the end of this week.

#### **6. Financial Report**

- Elizabeth Sterns presented the financial report for the period ending May 31, 2012 and June 30, 2012 (copy of which is attached hereto and made a part hereof). She also reviewed an amended FS10 (FS10A) & grant expenses to date, and a forecasted cash flow.
- Americorp announcement has been delayed.
- The Kaboom playground grant for \$15,000 has been submitted.
- Meeting with First Niagara on July 25<sup>th</sup> regarding a line of credit.
- The board discussed the issue of adding a fourth kindergarten classroom. After discussion, it was agreed that adding an additional kindergarten classroom will create some enrollment problems down the road and we should just push ahead with more marketing. Current enrollment supports 3 Kindergarten classes, 3 First Grade classes and 2 Second Grade classes.

#### **7. School Leader Report**

- We had 50 families attend our Meet & Greet in July. Many of the families expressed their willingness to help with the school. Thank you to Michelle Stevens, Val Nolan, Board of Trustees members and teachers. It was a very successful event.
- All transportation applications have been submitted to Buffalo. They will begin routing on August 1<sup>st</sup>. Families will be notified via letter from Buffalo Transportation Department.
- Enrollment (as of July 20) – Kindergarten 61 enrolled, 33 wait list; First Grade 41 enrolled, 6 outstanding packets; Second Grade 34 enrolled, 6 outstanding packets

- Board conducting Round 2 interviews on July 23 and July 24. On July 23<sup>rd</sup> the board interviewed for Administrative Assistant, Nurse, Music and one Physical Education teacher.
- The Nurse position will be delayed for a short time. We received a call from Dr. Glick's office of Jericho Road inquiring about a partnership. Even though we hire a school nurse, we are required to have a Medical Director to oversee our healthcare program. Before we make an offer to our nurse candidate, we will meet with Dr. Glick to see what he has to offer. We have also interviewed a music teacher and recommend her for hire.  
**Upon motion duly made by Dr. David Whitehorse and seconded by Mr. James Sampson, the board accepts the recommendation to hire the Music Teacher Jennifer Serniuk as proposed by Ms. Todoro.**
- The SED walk-through has been rescheduled to August 8<sup>th</sup> at 9:30 a.m. After the tour, Ms. Anderson will perform the document review, which will take approximately 3 hrs.
- BOI will have the furniture ready to move as soon as we can move in. We need to make arrangements to move the furniture at Mt. St. Joe's.
- We have been offered the playground equipment at Mt. St. Joe's. We can have it moved to our site, but we must hire someone to reassemble it and certify that it is safe. We will try to find out who the manufacturer is to see if they can reassemble and certify the equipment.
- Uniforms – Vests will be for sale at the school the entire first week of school. The administrative assistant will sell during the first week and we will speak with Global Villages about selling them on consignment.
- The newly-hired classroom teachers attended a 2-day training at Buffalo Hearing & Speech on the Language to Literacy Program. They will also be meeting on July 25<sup>th</sup> with Alcott to complete all necessary paperwork. The second batch of new hires will be meeting with Alcott on August 1<sup>st</sup>.
- Teachers have been assigned grade levels. Student rosters/class lists have been developed and will be shared with classroom teachers.
- Ms. Todoro reported that she attended an ELL conference. We need to consider hiring at least 2 ESL teachers and 1 Special Education teachers instead of 2 Special Education teachers. Working with Liz Sterns on ways to have ELL support integrated into our daily academic program. Meeting with Hillary Lochte of D'Youville on July 26<sup>th</sup> in the hopes of developing a program where WBCS could have pre-service TESOL teachers in our classroom each semester.
- We have conducted an IEP search. There are several students that have IEP's that indicate a level of service we cannot provide. Ms. Todoro has called each family and explained the difference in service. If students remain with WBCS, we must amend the IEP immediately in order to be in compliance.
- Working on the Teacher Handbook which will include day-to-day policies.
- Ms. Todoro presented for approval the following policies:
  - Parent/Student Handbook
  - Fiscal Policies & Procedures
  - Medications Administration Plan
  - Transportation Services Plan

- School Building Safety Plan
- Notification to Parents/Guardians
- Complaint/Grievance Procedure
- FERPA notices

**Upon motion duly made by Dr. David Whitehorse and seconded by Ms. Lucy Candelario, the above policies were approved as presented.**

8. The board agreed to move up the August meeting to August 6<sup>th</sup> (if needed).
9. Upon motion duly made by Mr. Joseph Cozzo and seconded by Dr. David Whitehouse, the meeting will move into executive session.

Upon motion duly made by Mr. Sampson and seconded by Dr. Whitehorse, the executive session was adjourned.

**10. Adjournment**

There being no further business to discuss and upon motion duly made by Dr. Whitehorse and seconded by Ms. Candelario, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,  
Nora West



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
AUGUST 27, 2012  
2:30 P.M.  
113 LAFAYETTE AVENUE, BUFFALO, NY  
MINUTES**

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**Board Members:**

Present: Joseph Cozzo, David Whitehorse, Lucy Candelario, Richard Baer  
Excused: Dr. Arup Sen  
Quorum Present: Yes  
Also Present: Andrea Todoro, Steve Polowitz, Liz Sterns, Val Nolan, Janelle Finn (Intern)

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**1. Call To Order**

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

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, September 17, 2012 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review and Approve, July 23, 2012 Meeting Minutes**

Minutes of the July 23, 2012 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Dr. David Whitehorse and seconded by Richard Baer, the minutes of the July 23, 2012 meeting were approved as presented.**

**4. Chairman's Report**

Mr. Cozzo welcomed everyone to the first board meeting at the newly-opened West Buffalo Charter School and the start of the third full week of the 2012-2013 school year.

Mr. Cozzo suggested, that going forward, there should be a re-order of agenda.

**5. Financial Report**

- Elizabeth Sterns presented the financial report for period ending July 31, 2012 (copy of which is attached hereto and made a part hereof).
- July 31<sup>st</sup> is the beginning of our next fiscal year. Expenses were minimal since many purchases have not yet arrived.
- First Buffalo Public School payment was received and the next one is due September 1<sup>st</sup>.
- Ms. Sterns wants to report the budget monthly in a standardized format so as to create consistency with details that the board would like to see. Format to be approved at September's meeting.
- All board members agreed that it was not necessary to go over the report line by line.
- Discussion on grant monies spent on awning for front of building and playground.
- \$216,000.00 spent from grant with \$23, 446.00 to be spent in the remainder of August.
- Approval of line of credit by First Niagara Bank.
- Discussion of "in-kind" donations and what is the value of these services that we receive from organizations such as Buffalo Hearing and Speech.
- AmeriCorp approved three of the six teaching assistants that we originally asked for.
- Discussion of what the tipping point in enrollment would be to deem it necessary to add another classroom and how that impacts the school financially.
- Dr. Whitehorse suggested that a group be put together to look at the long-term now that we are up and running and handling the day-to-day business activities. Ms. Sterns working on other grant possibilities.
- eSchool is up and running now and able to give us real-time data.
- Current enrollment: 137 students on first day, 20 did not show. Current enrollment today is 134. Diverse student population. Five or six students currently enrolled that have IEP's based on programs that we do not provide so they may be amended.
- ESL consultant up for contract approval by the Board of Trustees: Gliset Colon (ESL) doing testing and implementing Lab R, reviewing HLQ's, and sending reports to teachers. Consultant agreement based on working at WBCS on Fridays for \$25/hour based on our need and her available time. Approved by Mr. James Sampson and seconded by both Mr. Cozzo and Mr. Baer.

## **6. School Leader Report**

- School Leader Report packet passed to all board members (copy of which is attached hereto and made part hereof).
- Charter written to include a full-time nurse. Medical Director is required (by SED). Speaking with a Nurse Practitioner that has worked at other charter schools, to oversee our nurse, Shawna Carlton, and contracted hourly to administer physicals for those children that currently have not been seen by their own physician or do not have one.
- Two AED's ordered to be located on the ground floor and on the second floor. Approximately six staff members are currently either CPR and/or AED certified.
- First week of school went smoothly with only minor bumps in the road with children and parents. Addressing continued security issues with contractors and staff to be sure that all doors are kept closed (not propped open). Parents need to show ID when picking up their children.

- Signage for outside of school (on street) requested by Ms. Sterns to the city.
- Open House was considered a great success and well-attended.
- Transportation kinks are being worked out. Ms. Sterns to handle morning arrivals and Ms. Todoro to handle afternoon dismissals. Only WBCS children on our buses. More than half of our students ride the buses.
- Ms. Todoro presented names for formal Board of Trustees approval. These include various positions at WBCS.

**Upon motion duly made by Mr. Joseph Cozzo and seconded by Mr. James Sampson, the job offer notes as indicated were accepted to cover all current employees of WBCS.**

- Ms. Sterns stated that Leslie Bunis Ohl has received conditional clearance and has been submitted and approved. Ms. Nolan stated that this procedure must be followed every twenty days until completed.

**Upon motion to approve the resolution of emergency conditional clearance for Leslie Bunis Ohl, moved by Mr. James Sampson and seconded by Ms. Lucy Candelario.**

- Facility: Multiple walk-throughs with the developers to go over final completion details. The PA system not working but doing announcements through the phone system. Playground to be installed on September 4<sup>th</sup> and 5<sup>th</sup>.
- Whiteboards are in and will be installed depending on classroom schedules. Have requested that installation begin rooms that are not in use first.
- Sales of vests for uniforms going well. Concept of uniforms needs to be explained. Some parents that do not understand. We do not turn a child away who is not in complete uniform. Dr. Whitehorse suggested that a photo be taken of what a correct and incorrect uniform looks like so that there is a visual for all to see, therefore it will become part of the culture. "Proud to Be Me Friday" where students can be out of their uniform and celebrate who they are.
- D'Youville College students coming over Tuesday and Wednesday, August 28<sup>th</sup> and 29<sup>th</sup> to get a brief overview of the school and classrooms. They will then come back on Tuesdays and Wednesdays to assist in the classrooms. Schedule of who is in what classroom is attached.
- John Mika from WNY Shares contacted WBCS and is offering our teachers up to \$500 in available materials to choose from, which include ten free books and four articles of clothing. A time will be set for our teachers to shop. He also arranged with Sketchers to donate a free pair of shoes for each student. In return, all that is asked by him is a "thank you" note to the appropriate sponsors of his organization. Dr. Whitehorse again stressed the need to document all in-kind donations/contributions.

- Instruction: Working on routine and expectations with students. Practicing over and over again what is expected in various situations, (ie: walking properly up and down the stairs). Language modeling and visuals with small groups to be sure that every student is getting what they need.
  - Ms. Todoro notified the board that she will be called out of the office on either September 11<sup>th</sup> or 12<sup>th</sup> to testify in court in regards to a particular student.
  - We will be making “thank you” cards to our neighbors to acknowledge their help in watching out for our building.
  - Potential enrollment jump for WBCS when the Buffalo Public Schools open after Labor Day.
  - Grand Opening event set for Tuesday, September 18<sup>th</sup>, 2012 from 9am to 11:30am. Specifically designed during that time so that everyone can see the school in action. List to be given to Andrea by board members of those they want included.
7. Mr. Cozzo: The original charter included seats on the board for a teacher and a parent. Ms. Nolan stated that as of May 15<sup>th</sup>, 2012, teachers may not be allowed on the board and clarification will have to be made by SED first. In response, we have to adjust the by-laws. The entire set of by-laws may need reviewing now that the school is up and running.
  8. A marketing/promotional video will be created about WBCS on Tuesday, August 28<sup>th</sup> to highlight our vigorous instruction, the balance between being structured and nurturing and “teaching with your heart” as well as how to create “life-long learners.” Prior to school beginning, several families agreed to be interviewed about why they are choosing to send their child to WBCS. These clips will be included in the video.
  9. Mr. Cozzo requests that the board begin the thought process in regards to the next building phase with Mr. Baer. Mr. Steve Polowitz advised that the signing resolution be amended to give the board certain flexibility when it comes to legal documents.

**Upon motion duly made by Mr. Joseph Cozzo, moved by Mr. James Sampson and seconded by Dr. David Whitehorse, that the signing resolution has been amended to state that when and if the President of the Board is not available, the Treasurer may sign in his stead. All approved.**

Mr. Cozzo thanks all of the board members and welcomes new board members who are now taking us through this new phase. Thanks also to our leaders, Ms. Todoro and Ms. Sterns.

Mr. Sampson suggests to appoint classes to the board until we amend the by-laws to stagger the board’s terms with the potential for re-election after the term has expired.

Class of 2015: Mr. Joseph Cozzo and Dr. Arup Sen (3 year term)

Class of 2014: Mr. James Sampson and Dr. David Whitehorse

Class of 2013: Ms. Lucy Candelario and Mr. Dick Baer

Subsequently, all terms would then be three years in length after these initial terms expire.

**Upon motion duly made by Mr. James Sampson, the entire board accepts the recommendation to stagger the terms of the board.**

Mr. Cozzo suggests that at next meeting looking into board training and a review of the by-laws.

**10. Adjournment**

There being no further business to discuss and upon motion duly made by Mr. Cozzo and seconded by Dr. Whitehorse, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,  
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 24, 2012  
2:30 P.M.  
113 LAFAYETTE AVENUE, BUFFALO, NY  
MINUTES**

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**Board Members:**

Present: Joseph Cozzo, Arup Sen, Richard Baer  
Excused: James Sampson, David Whitehorse, Lucy Candelario  
Quorum Present: No  
Also Present: Andrea Todoro, Steve Polowitz, Liz Sterns, Val Nolan

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**1. Call To Order**

Joseph Cozzo called the meeting to order at 2:40 p.m. This will be a work group session due to lack of quorum present.

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, September 17, 2012 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

Val Nolan addressed the board in regards to the State grant for facilities.

- Several hundred grants, totaling \$200,000 for the 7/1/12 to 6/30/13 year are available. Potentially, of the \$60,000 to \$70,000 that has already been incurred, much of that could be charged to the grant.
- Grant due by 10/10/12 with a firm deadline for completion of 6/30/13
- Although grants are competitive, with as much as \$200,000 available out of \$3.1 million dollars, that's 155 grants out there.
- Additional restrictions eliminates others for eligibility which is a good position for us.
- Details need to be submitted by Ellicott, ie: floor plans

- Joe Cozzo and Liz Sterns discussed our recent banking relationship that has been established with First Niagara Bank where we have secured a line of credit of \$100,000 and a loan of \$50,000. There is potential to pay down the loan with grant monies.
- Val Nolan: Consolidated application filed that was due 8/31/12.
- Joe Cozzo: Thank you for the community event unveiling the school. A wonderful event!
- Val Nolan: Impressive the amount of literacy work going on in the school so far.

### **Financial Report-Liz Sterns**

- Finalized grant submitted.
- Estimated TRS-current rate is 11%. Working with Alcott HR so that it can be booked to financials every month, but for now, based on gross payroll and eligible employees.
- Revised amounts- budget has been increased to \$25,000 in the individual and business column because we were awarded the KABOOM grant. Although beneficial, like many grants, this one comes with additional expenses. The KABOOM grant totals \$15,000 but \$24,000 must be spent in equipment, (\$9,000 incurred expense). The grant specifies that no more than \$40,000 can be spent on the equipment portion. This is offset by the \$25,000 expenditure for the playground equipment.
- Related services increased based on the number of OT/PT students that we have. Estimate of monies needed for these services is approximately \$55,000.
- AmeriCorps numbers adjusted down. Original budget included \$10,000 for AmeriCorps, but actually \$6,000. Currently have two AmeriCorps members working and began paying them. Still hoping to get three additional through the Belle Center to eventually have six total. This expense dropped by approximately \$14,000.
- Related services increased for OT/PT and for speech and language support for the 30 students with an IEP currently are getting these services that total about \$65,000.
- Mr. Cozzo mentioned that our Special Ed population is high (around 24% compared to 10% for other Charter Schools) and we are not budgeted for that high a percentage. We are committed to the budget for these services.
- We originally budgeted for two Special Ed teachers knowing that our numbers were going to be high. Due to the fact that our one Special Ed teacher only has six students that fall into this category, the additional funds that would have been spent on a second teacher can now be applied to the cost of other related services.
- Direct Certification: Free lunch, food stamps, etc. 75% of our student population is on public assistance. Higher than anticipated. 95% of our student population is at poverty level.
- Mr. Cozzo is looking for board approval for the budget at the October meeting.
- Ms. Sterns presented a comparison of what dollars we have available to spend versus what has already been spent. Creation of YTD actual. We are two months into our school year, (7/1/12-6/30/13). The budget is an annual budget. YTD Actual are the first two months of the year. YTD Budget is the first two months of the budget and then

what is the variance between the two. There are a few variances that Ms. Sterns wants to find a way to present in a different way. Some of the expense categories have large variances due to the CSP grant. For presentation purposes, Ms. Sterns will pull out the CSP amount as a separate line item as well as the actual operational amount and then compute the actual variance from that. Agreement was reached that this makes sense and will be presented as such at the next meeting.

- Budget ties to enrollment: Current enrollment at 139 students. Loss of two first graders to Enterprise Charter School.
- Marketing with advertisement in the Criterion paper (East side) with little impact. Following up with an advertisement in The Challenger this week.
- Dr. Sen asked about our rolling admissions. Ms. Sterns replied that we will continue to admit students to fill existing open spots. Although our marketing budget is exhausted, we will continue to reach out for new students. We would find the additional \$1,000 to \$2,000 that would be needed to continue to market for a new student considering that we would benefit in the end with the additional \$12,000 that we would get from enrolling that student.
- Mr. Cozzo stated that we must continue to think of other various creative ways to market, ie: Buffalo Niagara Medical Campus employees. Dr. Sen will reach out to the entire D'Youville community. Ms. Sterns will forward electronic marketing materials to Dr. Sen.

#### **Facilities-Liz Sterns**

- Playground: Mulch delivered, paving repairs and fence all being worked on but taking longer than expected.
- Seventeen-page punch list of unfinished or repair items for building being taken care of by contractor, in particular, floor tiles that are pulling up. Contract to be signed so that contractor is responsible for repairs for one year free of charge.

#### **Andrea Todoro- School Leader Report**

- Now that we are in session, Mrs. Todoro will focus more on curriculum, instruction and assessments.
- Consent to commence instruction letter- 3 pieces to it that were needed by 9/30/12 and sent to SED.
- Documentation for the appointment of emergency conditional employees. Mrs. Ohl has been cleared, (only employee it affected).
- Regarding the written assurance about the relationship with the local medical director- Mrs. Carlton, the school nurse has been able to update student's information so that the number of students that might need a physical will be low. If we need Dr. Caulkins, it would be at an hourly rate and only when needed. Consultant agreement in place but not approved by the board as of yet.

- AEDs purchased and paperwork submitted to SED (copy of check as payment in full).
- Special Events: Bess the Book Bus provided every child in the school with a new book of their choice. Townsend Press has donated leveled literature to all grade levels. The Teacher's Desk, (John Mika), invited each of our teachers and support staff to his local warehouse where they were given \$500.00 to spend on teaching supplies and clothing. John Mika's contact at Sketchers provided every student with a pair of Croc-like shoes.
- The Steve Harvey Show in Chicago produced a story on John Mika and invited one of our teachers to fly to Chicago to be on the show. She would then speak about her experience with The Teacher's Desk. The producer will inform us as to when this will air and we can then pass it along to the board.
- Project Flight: Two boxes of books have been donated to our library.
- Family Group Meeting: We currently have 20 families that are participating in this group that will be parent-led as opposed to being administrator run. The first meeting will be on September 26<sup>th</sup> and held after school from 4:30 to 5:30. The goal is to determine interest and break into sub-committees for fundraising, etc. This is a great way to make families feel welcome.
- October 5<sup>th</sup> will be our first Parent/Teacher Conference day
- Teacher communication with the parents is important. It is our rule that "more is better." We do not want a parent to be contacted with a laundry list of negative things. Instead, the teacher should tackle little things as they come along.
- It is also the responsibility of the classroom teacher to go over their homework policies with the parents.

### Personnel

- Melissa Duquette has accepted the ESL position.
- PE teacher, Amanda Zwolak has announced her pregnancy. Her intention is to return after her 12 week leave.
- Mary Claire Arena will be leaving WBCS on 12/21/12 due to her husband transferring to Pittsburgh and will not return.

### Curriculum

- Leveled Literacy Intervention kits have been purchased and delivered. Each classroom teacher has a set for their grade level. These kits align with our Fontas and Pinnell Continuum of Literacy which is the curriculum we are using as well as the Fontas and Pinnell benchmark assessment. Our first staff development day will be held on Friday, October 19<sup>th</sup> and official training for the Level to Literacy Intervention will take place.
- EnVisions math program: Some materials have been distributed to teachers along with the on-line piece. Some textbooks that were purchased through Buffalo schools have not been shipped as of yet, therefore we are not working with a complete curriculum for math. Teachers are supplementing with their own materials to be sure that they

stay on track with what the standards are. Anticipated arrival of materials due to arrive in the next several weeks.

### Instruction

- Ms. Todoro has completed formal 3-step observations which includes a pre-conference, 30-40 minute observation lesson as well as a follow-up post conference for the reflection of the lesson. This process has been completed for each Kindergarten and First grade teachers with the completion of the Second grade and curriculum extension teachers this week. All is going well with room for improvement after the first seven weeks into the year. It's about support, not judgment of the teachers.
- Andrea and Matt, (Buffalo Hearing and Speech) are addressing with all teachers the roles and responsibilities for each teacher, TA and the Language to Literacy instructor.
- Ms. Todoro passed out student data as examples and discusses how she uses this information as a springboard of discussion.
- AIMSweb data discussion on how teaching teams will be going over the data this week.
- Ms. Sterns made the point that perhaps many of our students never attended a Pre-K program, and if they had, what was the quality of that program?
- Mr. Cozzo wants to address the poor attendance in the Kindergarten classes by continuing to educate the adults about the importance of attending.

Work group session adjourned.

Respectfully submitted,  
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
OCTOBER 22, 2012  
2:30 P.M.  
113 LAFAYETTE AVENUE, BUFFALO, NY  
MINUTES**

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**Board Members:**

Present: Joseph Cozzo, David Whitehorse, Lucy Candelario, Richard Baer, James Sampson

Excused: Arup Sen

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns, Steve Polowitz, Val Nolan, Michelle Stevens

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**1. Call to Order**

Joseph Cozzo called the meeting to order at 2:45 pm

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, October 15<sup>th</sup>, 2012 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review of September 24, 2012 Meeting Minutes**

September 24<sup>th</sup> meeting did not have a quorum present. Work group session only.

**4. Chairman's Report**

- Mr. Cozzo's reminder that last month's meeting did not constitute an official board meeting. It was a work group session only.
- Agenda item for next board meeting: Board training. None since original pre-opening training. Dates to be determined.
- Mr. Cozzo raises question as to when Palladino should be contacted to determine when phase two should begin. Mrs. Todoro states that there has been periodic discussions with Rob Banks and will continue to work with Danielle Shainbrown.

Asked board's permission to meet with Danielle Shainbrown on November 2<sup>nd</sup>, 2012. Mr. Baer to sit in.

- Mrs. Sterns: meeting to take place to look at the 4<sup>th</sup> floor as well as overall expansion which includes structural addition.
- Mr. Sampson: question/discussion regarding growth of school, (i.e: grade levels) beyond 2014.  
Mr. Cozzo responds that this would mean an amendment to the charter and feels that it is premature to add as a discussion but Mr. Cozzo's feelings are, that adding a 5<sup>th</sup> grade, from a developmental standpoint would bring in a different pedagogy of teaching.
- Dr. Whitehorse: In regards to Phase II, to what extent will this phase re-allocate space or stay the same? Mr. Cozzo states that there will be some changes: addition of a gym will free up space in the current ground floor. Mrs. Sterns states that we have an extreme lack of useable storage space currently and using the 4<sup>th</sup> floor for overflow which we will lose when it is built out. Mrs. Todoro responds that we currently do not have enough space for our related service providers, and although they are not here full time, many are currently servicing their students in places other than an office (ie: hallway outside of classroom).
- Mr. Polowitz: Using someone other than Palladino could create a financing issue.
- Ms. Nolan: consider growing laterally by adding more sections of current grade levels as opposed to expanding up. The charter renewal is done one year prior to expiration. Mrs. Sterns: In terms of timing for renewal, in two years we will make application and the following year will renew. The timing is based on "planning years." Mr. Cozzo: We are in third year from SED's time clock. Mrs. Todoro to follow-up with SED.
- Mr. Cozzo: Asks Ms. Nolan and Mrs. Todoro to determine what the date of our renewal is and to be discussed at the November meeting.
- Mr. Cozzo: Agenda addition for November meeting some specific discussion of the expansion and the addition of grade levels. Data needed to support expansion and other issues.
- Mr. Cozzo: Poses question to Ms. Nolan in regards to grade-level lateral move and how it affects our current charter. Ms. Nolan: A change of population base is a significant change but not as significant if it is just a lateral move. All additions must prove that there is "need" in the community, (such as wait-lists). The first year you are selling a dream. Subsequent years will be slightly different. Mr. Sampson: We have only so much space to work with in our physical plant.
- Mr. Cozzo: Question to Ms. Nolan in regards to any other grants we should be applying for? Ms. Nolan: The Facilities Grant application put in for \$140,756 on October 4, 2012. This grant would cover expenses incurred from July 1, 2012 as well as could help to cover some of the 4<sup>th</sup> floor expansion costs which would be expended prior to June 30, 2012. Tight eligibility requirements which may be a plus for us. Decision pending.
- Mr. Cozzo: Any other important dates/deadlines we need to know about? Mrs. Todoro: None that we are aware of.

## 5. Financial Report

Elizabeth Sterns presented the financial report for period ending September 30th, 2012 (copy of which is attached hereto and made a part hereof).

- Second payment received from Buffalo. Third payment due first week in November.
- Income and Expenses: closed out CSP grant.
- Recorded all in-kind payments based on estimated values.
- Payroll: fully staffed except for several AmeriCorps positions.
- Buffalo bussing bill of \$26,000 paid.
- New to hand out: Statement of cash flow. Preferred by Mrs. Sterns. A clearer and concise way to see money in vs. money out. End of September 2012 cash on-hand: \$391,000.
- Mr. Cozzo agrees that this way of presenting cash flow is best.
- Mrs. Sterns: At November meeting will include a projected cash flow statement for the next year, (forecasted statement of cash flow).
- Year to date budget vs. actual: pulled out from total all "one time" items so as not to tie current budget to our YTD PNL, such as up front marketing, \$36,000 in Fast Forward (one time licensing fee), \$28,000 site license for Language to Literacy.
- Currently operating better than budget primarily due to timing differences. Waiting for the utilities to get on track. Lease and first mortgage payment will not hit until this month.
- Mr. Cozzo: Regarding AmeriCorps, how many do we still need and when do we anticipate filling these spots? Mrs. Sterns: AmeriCorps coming to us from two sources- The Service Collaborative and the Belle Center. We were awarded three from each which gives us one for each classroom and one to "float."
- Mrs. Sterns: The \$36,000, (\$6,000 for each AmeriCorps hired), had been budgeted for but has not been pulled from the YTD figures yet. The Service Collaborative is paid in three installments. The Belle Center is paid up front.
- Mr. Sampson: Is there a need for board approval for these vendor contracts?
- Mr. Cozzo: Have we determined a clear sense as to the extent of the related services needed by the students? Are they going to need as much as we had anticipated? Both Mrs. Sterns and Mrs. Todoro agree that yes, the need is great.
- Mrs. Sterns: Most students have an IEP for speech services. No need currently to hire a second Special Ed teacher.
- Two new students added this week. Their IEP's will be changed from bi-lingual to just speech.
- Mrs. Sterns: Three contracts need approval:
  - 1) Dr. Joan Caulkins as WBCS Medical Director
  - 2) Standard contract for related services with Buffalo Hearing and Speech Center
  - 3) Language to Literacy contract

- Mr. Cozzo: Anticipated need for Dr. Caulkins? Mrs. Sterns: Approximately two times a year to administer physicals to those students who have been identified as having no healthcare physician. Mrs. Todoro: Currently there are 15 students that have not had a physical. Mrs. Carlton to follow-up. Anticipating 10 students that will need this service which can be completed in about an hour.
- Mrs. Sterns: This is a standard consulting agreement for Dr. Joan Caulkins.

**Upon motion to approve Dr. Joan Caulkins as WBCS Medical Director, moved by Mr. James Sampson and seconded by Dr. David Whitehorse. None opposed.**

- Record to reflect the possible conflict of interest with Mr. Cozzo in the room while voting on the two BHSC contracts.
- Mr. Polowitz: Unlike all other vendor contracts, the school charter was designed around the BHSC program, therefore BHSC being the institutional partner, Mr. Cozzo will need to excuse himself even though there is no true conflict of interest.
- Mr. Sampson: Asks Mr. Polowitz to provide a memo to the board in regards to the above concerns regarding conflict of interest.
- Ms. Nolan: Certain understanding by SED that some board members at other Charter Schools may be providing services that are pertinent to that school. The record will reflect that this conversation took place in regards to conflict of interest. Ms. Nolan believes that there should not be any problem in this regard.
- Mr. Sampson: Requests that Mr. Cozzo leave the room. Mr. Sampson will preside as Chair for this issue so that a vote can be taken.
- Mr. Cozzo leaves the room.

**Upon motion to approve the Language to Literacy agreement as well as the Related Service contract, moved by Dr. David Whitehorse and seconded by Mr. Richard Baer. None opposed.**

- Duly noted in the minutes that Mr. Joseph Cozzo removed himself from the room for the above voting. Also requesting from Mr. Polowitz that he will provide a memo regarding the applicability of these actions relative to the charter.
- Mr. Cozzo invited back into the room.
- Mrs. Sterns: CSP Grant has been finalized and in continuation. Would prefer to spend remainder in year two. Ms. Nolan agrees that this needs to be extended into year two.
- Mrs. Sterns: Kaboom Grant- attending on-going required webinars. Meeting with Joe Denzack to provide us with a plan as to how we can expand the playground. Explanation of his choice of the specific additions.
- Mr. Cozzo: Do we need to raise money for this? Mrs. Sterns: Yes, we do. Grant was for \$15,000 and no more than \$40,000 can be spent. \$25,000 could be raised. Idea behind the Kaboom Grant is to make this a community project.
- Continued discussion on how to partner with larger organizations, such as the Buffalo Bills, (as Baker Victory did) to help to complete the project. Mrs. Sterns: In talks with

The Joy Foundation, for example. The use of personal contacts to help get foot in the door with the organizations that have money available for our needs.

- Mr. Cozzo: We need to raise money now for what we need in the spring.
- Mrs. Sterns: Title 1 and 2a have been submitted but funds not received as of yet. Our poverty numbers of which our grants are tied to have proven that we have 75% of our population with direct certification and 93% considered at poverty level. Only 12 students in the entire school do not get free or reduced lunch. We received 100% of the applications for free or reduced lunch back from families.
- Ms. Nolan: Only one piece left to complete in Title 1 and 2—the Title 1a comparability report which is due by the end of November 2012.
- Ms. Nolan: 21<sup>st</sup> Century Community Learning Centers grant out now and due mid-December 2012. It is a five year grant used for afterschool and summer school programs but requires a tremendous amount of administrative work.
- Discussion of the dangers of getting students and families used to services that many grants provide. What happens when the grant runs out?
- Dr. Whitehorse: focus on long-term and larger grants. Look outside the box for larger and more comprehensive opportunities.
- Ms. Nolan: “Say Yes” program being offered to other schools is not being offered to Charter Schools. Charter School students will have the same scholarship opportunities but will not get the same wrap around support. If we, as a charter community go after a grant, that would give us some legs.
- Dr. Whitehorse: Capitalize on family literacy as a major component. Suggestion is to take a look at grant opportunities such as the one that Oprah Winfrey’s foundation offers and do it sooner than later. Go for the larger grants where the administrative end will not soak up as much of the usable monies.
- Mr. Cozzo: Any local foundations come forward to assist in any other school’s build-outs?
- Ms. Nolan: Go back to the Wendt Foundation who is shifting their resources away from public schools and focusing on private and charter schools.
- Dr. Whitehorse: D’Youville College has a strong background in the local community. Utilize what they have available to us as an institutional partner. Tap into all of our local contacts.
- Mrs. Sterns: Current enrollment at 140 students, (K- 60, 1<sup>st</sup>-48, 2<sup>nd</sup>- 32). Running monthly attendance: severely chronic, chronic and at risk. Discussion on what the actual numbers mean overall and how they are sometimes skewed. Some are over-statements that can be due to human error. Getting our systems in place.
- Ms. Nolan: Attendance numbers need to be actively managed. This is the way that the school is referenced in comparison to district schools.
- Mrs. Sterns: Narrow down to individual students—those that are severely chronic or chronic are the ones that we need to worry about. Mr. Sampson suggests a plan be put together to address this issue. Mr. Sampson would be willing to work with the school counselor as to how to address the tardiness issue.
- Mrs. Sterns: The first phase of the playground is complete; The PA system is up and working; Over-head projectors: not being installed in each classroom due to huge cost.

Instead, individual carts have been ordered for each classroom that the projector and components will sit on; Building alarm installed and active; Getting bids for plowing services.

- Mrs. Sterns: WBCS will be a distribution site for Boxes of Love prior to the holidays.

**6. School Leader Report:**

Mrs. Todoro presented the School Leader report for the period ending September 30<sup>th</sup>, 2012 (copy of which is attached hereto and made part hereof).

**Special Events:**

- Project Flight
- Family Group Meeting
- Parent Teacher Conference Day
- WBCS "Shopping" Event
- Fire Prevention Week
- ELA Make and Take Event
- WBCS Fall Festival

**Curriculum:**

- EnVisions Math Program
- Character Education
- Jump-Start Program

**Instruction:**

- Teaching framework
- Literacy Centers
- Differential Instruction
- Leveled Literacy Intervention Kits

**Assessment:**

- AIMSweb Assessments
- Running Records
- Fountas and Pinnell Benchmark Assessment
- Report Cards

7. Mr. Cozzo: Set a date for a staff holiday party prior to the Thanksgiving Break. Thank you to Mr. Sampson and his wife for hosting the staff WBCS gathering at their home.

**Upon motion duly made to adjourn to Executive Session by Dr. Whitehorse and seconded by Mr. James Sampson. All in favor. None opposed.**

**Upon motion duly made by Mr. James Sampson moved to return to BoT meeting and Dr. David Whitehorse approved.**

**Approve appointment of Amanda Scarsella, Kindergarten teacher. Moved by Mr. James Sampson and seconded by Mr. Richard Baer by a vote of 4-0.**

**8. Adjournment:**

There being no further business to discuss the meeting was adjourned at 5:10pm.

Respectfully submitted,  
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
NOVEMBER 26<sup>TH</sup>, 2012  
2:30 P.M.  
113 LAFAYETTE AVENUE  
MINUTES**

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**Board Members:**

Present: Joseph Cozzo, David Whitehorse, Lucy Candelario, Richard Baer  
James Sampson, Arup Sen  
Quorum Present: Yes  
Also Present: Andrea Todoro, Steve Polowitz, Liz Sterns, Val Nolan, Michelle Stevens

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**1. Call To Order**

Joseph Cozzo called the meeting to order at 2:40 p.m.

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, November 19th, 2012 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review and Approve: October 22<sup>nd</sup>, 2012 Meeting Minutes**

Minutes of the October 22<sup>nd</sup>, 2012 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Dr. David Whitehorse and seconded by James Sampson, the minutes of the October 22<sup>nd</sup>, 2012 meeting were approved as presented.**

**4. Chairman's Report**

- Mr. Cozzo stated that all of the paperwork has been filled out and ready to be submitted for Michelle Stevens appointment to the board after a vote is taken at today's meeting.

**5. Financial Report (copy of which is attached hereto and made part hereof)**

- Title 1 check received in the amount of \$20,850.00.
- YTD report- operating in the black. Break even projected for end of year.
- Mr. Cozzo suggested that the projected monthly's should be laid out in February 2013 for the first six months of operation so we can see what the next six months will bring.
- Staff: down one classroom teacher and one TA. AmeriCorps: down three
- No other transportation costs until next year's budget.
- Copy of the 990 attached for review- the extension was filed and approved. Mr. Sampson suggested a copy of the 990 be emailed to all board members.

**Upon motion duly made by Mr. James Sampson and seconded by Dr. David Whitehorse, Form 990 has been reviewed, discussed and approved for submission by the Board of Trustees. All in favor-non opposed.**

- Mrs. Sterns submitted a plowing contract from Elbers Landscaping Services for approval for the 2012-2013 plowing season.
- Grants: Kaboom grant progressing. The WBCS Family Group is working on various fundraising opportunities to aid in the process.
- McGuire contract for Phase II 4<sup>th</sup> floor (attached).

**Upon motion duly made by Mr. James Sampson and seconded by Dr. David Whitehorse to approve the McGuire contract. All in favor-non opposed.**

- Mrs. Sterns submitted the grant to the First Niagara Foundation the week of November 19<sup>th</sup> for the amount of \$50,000.00.
- Mr. Cozzo asked if we reached out to the 21<sup>st</sup> Century Foundation. Mrs. Todoro stated that yes we had. Have met with Gateway Longview and Buffalo State College. We are not on the list of those to be considered since we are not a "priority school," therefore not eligible.
- Mrs. Sterns reported on enrollment statistics. Current enrollment as of 11/26/12 is 140 students. 22% Special Ed, 37% ESL, 95% considered poverty. Only 12 of 140 do not qualify for free or reduced lunch. Ms. Nolan compared WBCS statistics to the overall district statistics. Special Ed in the district is approximately 18% with ESL to be approximately 10%.
- Mr. Cozzo suggests continued monitoring of enrollment documentation that would include exiting information. Why a student left WBCS and where did they go.
- Mrs. Sterns provided the enrollment report that included the following: Total enrollment of 140 broken down to 78 male, 62 female. Kindergarten-equal male/female; 1<sup>st</sup> grade-32 male/15 female; 2<sup>nd</sup> grade-equal male/female.
- Mr. Cozzo: Going forward the need for specific recruitment guidelines based on demographics. The need for specific marketing/recruitment for 1<sup>st</sup> and 2<sup>nd</sup> grades.
- Mr. Baer asks what the percentage is of boys to girls in terms of bad behavior. Mrs. Todoro replied that behavior issues for boys are 90% vs. for girls at 10%.

- Mrs. Sterns addressed attendance (see pie chart attached). Discussion of tracking students to determine why several are missing school on a regular basis. 60% of the school, (83 students) have missed 0-5 days of school. Using the standards set by BPS- "chronic", "severely chronic" and "at risk." Follow-up with parents of those students who are chronically late or absent and stress to them the importance of consistent attendance.
- Mrs. Sterns will report at the next board meeting a comparison of WBCS and other schools in our district in regards to attendance.
- Mr. Cozzo suggests that a ROBO call system might aid in attendance. This would be a way to be proactive with families instead of being reactive. Check out the cost of this kind of system.
- Mrs. Sterns reported that she has rejected a bid of \$675.00 by the original installer of the picket fence to replace the damaged pieces. Mr. Cozzo suggests that perhaps their person at BHSC would repair it.

**6. School Leader Report** (copy of which is attached hereto and made part hereof)

- Mrs. Todoro reported that the expiration of our charter is March 8, 2015. Our case will be fast-tracked by SED. A check-in visit to take place in early 2013. We will be contacted prior to the visit. No response given by SED as to the guidelines of the visit and how much advance notice will be given.
- Ms. Nolan: Expect to provide additional documentation as well as interviews with staff and parents.
- Mr. Polowitz suggests that it is recommended that we find out how much information we will need to provide to SED in writing and work on getting it in place as soon as possible. We need to establish benchmarks.
- WBCS Events (handout attached)
- Mrs. Todoro: Thank you, Dr. Sen for arranging the photography and article about WBCS for the D'Youville magazine.
- D'Youville students have been satisfying their ten hours of classroom observation here at WBCS. Two of these students have progressed to "student teacher" status and have been assigned rooms.
- Mrs. Todoro spoke with students from the History of Education and gave an overview of charter schools, gave a school tour and observed a classroom for half of the day. Mrs. Todoro would like to see this continue.
- Dr. Whitehorse asked if there was any indication of student improvement based on the college students spending time in the classroom. Mrs. Todoro stated that there is no real data to confirm that there is any direct correlation but assumes that since this is another set of hands that are needed in the classroom, that having these college students in there, is sure to be of help. On those days that the college students are

here, there are less referrals to the office as well as more small group activity happening in the classroom.

- Dr. Whitehorse suggests that if we can get feedback and data from the teachers regarding the D'Youville students, it might be some good information to pass along to SED. Provides positive confirmation of our partnership with the college to SED.
- Mr. Cozzo: Given our numbers of ESL and Special Ed, are we utilizing D'Youville in any ways that would help us in these particular areas?
- Mrs. Todoro has met with Hillary. Many of Dr. P's students are specializing in Special Ed and will need placement eventually in a Special Ed classroom.
- Mrs. Todoro reported that interviews for teacher openings took place on November 21, 2012 to fill several positions of teachers who are leaving both short and long-term due to pregnancy and relocation. TA interviews are on-going.
- Mr. Sampson posed the question of regarding substitute teachers when a teacher is out. Mrs. Todoro answered that we currently do not have any substitutes and we have been utilizing the staff that we currently have available to us. Mrs. Todoro or Mrs. Sterns or a TA will fill-in when needed. A building-based sub is not an option due to cost. Mr. Cozzo stated that this is a problem when you have such a short bench as WBCS does and the chance of teacher/TA burnout is high. Could there be more creative ways to work with this problem such as using college grad students-using our existing collaboration with D'Youville, for instance. Mrs. Sterns is amassing a list from those interviewed who might want to substitute teach.
- Mrs. Todoro that a substitute for PE while Amanda Zwolak is on maternity leave has been chosen. Ryan Miller, currently employed at the Falk School, will be joining the team pending BoT approval as both a TA and PE teacher. He will be both a mentor in the morning, addressing behavior issues during the morning program and then assist Ms. Zwolak in PE from 11:45 until the end of the day. If, in fact, Ms. Zwolak does not return after her leave, Mr. Miller will assume her responsibilities. Mr. Miller's references have been thoroughly checked. Salary of \$22,000/year.
- Two candidates for Mrs. Arena's opening. Current WBCS TA, Rebecca Simon has interviewed as well as outside applicant Jessica Betzig (a teacher at St. Marks School). Meeting with the committee on November 28<sup>th</sup> to determine who will take the position.
- Rachel Banas, first grade teacher, has announced her pregnancy and is due after the school year ends in June.
- Curriculum, Instruction and Assessment (handouts attached): Teaching framework in all teachers' hands. Roles and Responsibilities for two hour ELA block only. Meetings conducted to discuss.
- Dr. Whitehorse: potential for an article to be written about WBCS in an educational journal in regards to the teaching framework.
- Mrs. Todoro reported on RtI screenings of all students throughout the year using benchmark times. First and third Friday of every month to progress monitor students. 33% of WBCS to receive RtI services (Kindergarten 18%, First Grade 34%, and Second Grade 58%. Reassessing all students in January, 2013.
- Woodcock-Johnson Reading Mastery-teachers now have results for each student.

- Behavior concerns discussed. The link between behavior management and school discipline. How not to be reactionary. How to turn the behavior around. Dr. Sen asked if there could be faculty development available to staff. Mrs. Todoro responded that if there was to be faculty development available to us, it would have to be aligned with our philosophy. Mr. Cozzo suggests that this topic needs to be approached analytically. PBIS is a framework. It's a system that says 80% of students need universal, which is all the things that you teach. 20% of the students are going to need a higher intervention, and perhaps two or three students may need outside intervention.
- Mr. Polowitz suggests that the idea of suspension be addressed. Safety concerns should be premier. Concern for the entire school community. Mrs. Todoro reminded the board that all attempts are made by administration prior to thinking about a suspension option for the student.
- Mr. Cozzo stated that progressive steps need to be taken for that 1% of children that may need additional help. A plan should be put in place with documented staff training. Our teachers are young with little to no urban teaching background. Mr. Sampson added that there is a definite need to open a few more educational "windows." Ms. Nolan stated that there is value in recognizing that a child is beyond what you can do for him/her in a public school. Mr. Sampson suggests that Ms. Klapper visit the Gateway-Longview Behavioral Health Clinic to observe.

## **7. Other/New Business**

- Mr. Cozzo would like to lead off the next board meeting with a discussion of grade level expansion as well as Board training.
- Vote on new trustee member Michelle Stevens:

**Upon motion duly made by Mr. Joseph Cozzo to select Michelle Stevens as a candidate for the Board of Trustees for the term expiring on or after three years of service pending approval by SED.**

## **8. Adjournment**

There being no further business to discuss and upon motion duly made by Mr. James Sampson and seconded by Dr. David Whitehorse, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,  
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
DECEMBER 17, 2012  
2:30 P.M.  
113 LAFAYETTE AVENUE, BUFFALO, NY  
MINUTES**

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**Board Members:**

Present: Joseph Cozzo, Richard Baer, James Sampson, Dr. Arup Sen

Excused: Dr. David Whitehorse, Lucy Candelario

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns, Val Nolan, Michelle Stevens

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**1. Call to Order**

Joseph Cozzo called the meeting to order at 2:45 pm

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, December 10, 2012 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review of November 26, 2012 Meeting Minutes**

Minutes of the November 26, 2012 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Mr. James Sampson and seconded by Mr. Richard Baer, the minutes of the November 26, 2012 meeting were approved as presented.**

**4. Chairman's Report**

- Mr. Cozzo suggests that due to tight schedules of several board members that we move directly to Mrs. Stern's financial report.

**5. Financial Report**

Elizabeth Sterns presented the financial report for period ending November 30th, 2012 (copy of which is attached hereto and made a part hereof).

- Total income to date is \$1.2 million with a net income of approximately \$366,000. Expenses running about \$175,000/month. Gross payroll about \$40,000. Positive cash flow and operating ahead of budget.
- **Payroll:** Operating ahead of budget due to the fact that we annualized the salary expense. As of 6/30/12 we will not have a full year's worth of payroll expenses. This will change next year. Next year will include raises that can be discussed at the next board meeting.
- **Operations:** On budget.
- **Supplies and Equipment:** Close to on budget.
- **Facilities:** budgeted for \$28,000/month for 12 months. Didn't need to start paying Lafayette Group until September 2012.
- Budget increased for next year to accommodate for marketing and recruiting.
- **Enrollment:** Holding steady at 140 students.  
Ms. Nolan: The numbers of those transferred in and out become part of the annual report.  
Mrs. Sterns: Using August 20, 2012 as reference date (after first week of school). Actual transferred out is 8 students (see schedule attached). Number transferred in is 17.
- **Attendance Report:** (attached) Shawna Carlton, School Nurse, maintains daily logs.  
Mr. Sampson: How does our attendance compare to other districts and/or Charters?  
Mrs. Sterns: Can get information on districts but not always from Charters who are not apt to share information. Will reach out and see what kind of information they will exchange with us, then compare it to the information from the district that is public.  
Mr. Cozzo: We must continually reinforce in a positive way those students whose attendance is good while finding ways to get those with poor attendance to turn it around.
- **Recruitment:** (attached) Active recruitment to begin January, 2013 with signing off at each step. Focus on Kindergarten and third grades.  
Mr. Cozzo: Saturate different zip codes to create a different kind of balance. Not actively recruiting as intensely as did last year. Actively reach out and market to workers at the Buffalo-Niagara Medical Campus as well as from North Buffalo.  
Mrs. Sterns: Hold a January Open House for perspective families to tour our facility.  
Mr. Cozzo: Any early feeling as to the numbers of students that will be moving forward from Kindergarten to first Grade?  
Mrs. Todoro: Every parent that has been spoken with intends on staying. Re-enrollment forms will go out in January.  
Mr. Cozzo: Plans to over-enroll in Kindergarten?  
Mrs. Sterns: Teachers have been asking not to over-enroll and keep the class size at 18. All TA's and AmeriCorps will start the school year with us. Their term begins in December and carries through to the following November-December.
- **Facilities Report:**

Concrete/pavement issues being resolved in parking lot.

Build-out/Expansion: Mrs. Sterns and Mr. Baer met with Danielle to get the wheels in motion for the build-out.

Mr. Cozzo: Any problems with building out the fourth floor with students on other floors?

Mr. Baer: Does not anticipate any issues and will take a hard-nose approach to be sure that there will not be any problems.

Mrs. Sterns: Does not see construction beginning in March as originally anticipated.

#### **6. School Leader Report:**

Mrs. Todoro presented the School Leader report for the period ending November 30<sup>th</sup>, 2012 (copy of which is attached hereto and made part hereof).

- Board of Trustees to revisit the WBCS bylaws. Several issues by SED in regards to voting-in Michelle Stevens to the board.  
The number of voting board member consists of 7 total and to include 3 institutional partners, 1 parent and 1 teacher. The laws have changed and a teacher representative is not necessary. This is up for interpretation. SED suggests that we need to do several things Michelle Stevens is to come on to the board.
  - 1) Increase the number of voting board members
  - 2) Look at the board roster and identify who are the institutional partners, the at-large members, and who is the parent representative.Mrs. Sterns: Looking at the roster, Mrs. Michelle Stevens would be the 7<sup>th</sup> voting member. If Mrs. Stevens is to come on board, the number of voting members must be increased to 8.
- Ms. Nolan: At no time should there be fewer than 5 voting members or more than 11 voting members. Your parent Rep does not change what is considered the "official board." You will amend the by-laws to conform to the new laws and take out the teacher Rep.
- Mrs. Todoro: The roster is defined as:

Mr. Cozzo- Institutional partner

Dr. Sen- Institutional partner

Mr. Sampson- At large

Dr. Whitehorse- At large

Mr. Baer- At large

Ms. Candelario- At large

Michelle Stevens- At large

Parent Rep-currently vacant

Terms of each member have already been submitted to SED.

Mr. Cozzo: present a motion today to amend the bylaws. One to eliminate the teacher Rep, one to identify the classes, and one to amend the 7-11.

Ms. Nolan: Language to read “no fewer than 5 and no more than 11”

Mr. Cozzo: Five is the legal number to function as a board.

Ms. Nolan: Have as a goal to have a candidate for parent Rep position before the board by the time of the annual meeting. Will suggest the appropriate language, run it by Mr. Polowitz and present at the next meeting.

**Upon motion duly made by Mr. Sampson to amend the WBCS bylaws to read: “No fewer than five voting members and no more than eleven voting members.”**

**Seconded by Dr. Sen. All in favor. None opposed.**

**Upon motion duly made by Mr. Sampson to amend the WBCS by-laws to delete the teacher member. Seconded by Mr. Baer. All in favor. None opposed.**

Two motions to amend the WBCS bylaws as indicated by the language above.

Ms. Nolan: The School Leader is an ex-officio, non-voting member of the Board of Trustees and she represents the teachers.

Mr. Cozzo: The minutes to reflect that Mrs. Todoro and the Board Chair are vetting parent names to bring to the board no later than the annual meeting.

- Mrs. Todoro: After reaching out to SED regarding my approved adoption referral, SED responded with a date for the site visit. January 8<sup>th</sup> at 9:00am. Patti Anderson will be at WBCS for most of the day to interview Mrs. Todoro and Mrs. Sterns as well as a document review and interviewing teachers during their planning periods. Board members to be in attendance would be appreciated. Tentative date for Mrs. Todoro to travel to Colombia is January 15, 2013. The plan for Mrs. Todoro’s leave of absence: Mrs. Sterns steps up as the administrator on record that oversees everything in Mrs. Todoro’s absence. Melissa Minear, currently the Consultant Teacher (Special Ed), will be moved to the role of Teacher on Special Assignment to support Mrs. Sterns in terms of behaviors and a bridge to parents so that Mrs. Sterns can focus on her daily duties. Mrs. Minear’s caseloads will have to be managed by someone else. The person in mind is a former dean of a K-2 Charter School who is a Special Ed teacher. Mrs. Minear can still be in the classrooms being proactive.
- Mr. Sampson: Is it necessary to have the board approval for Mrs. Minear to stand-in while Mrs. Todoro is on leave?
- Mrs. Todoro: The plan for Mrs. Minear was discussed with SED and there were no objections.
- Mr. Cozzo: There are no legal issues since Mrs. Sterns is the administrator in charge and fulfills that requirement. Bringing subject to the board for awareness purposes only. Mr. Sampson: Any financial implications? Mrs. Sterns: No, it is a wash.
- Mrs. Todoro: The WBCS Safety Plan public hearing took place on December 7, 2012. The Safety Plan has been reviewed with all staff at the staff meeting in regards to all procedures should there be an emergency. A letter to parents was drafted and sent home with all students explaining the school’s processes and procedures. Monitoring and the signing-in of visitors who access the building via the main entrance have been addressed. A proposed lockdown drill for the entire school will

be set-up for after the winter break (unannounced to the staff). Parents will receive a post-drill notification.

- **BoT Resolution to Approve the WBCS Safety Plan:**

The WBCS Emergency Response Plan is formally approved and adopted by the West Buffalo Charter School Board of Trustees pursuant to the Regulations of the Commissioner of Education, Part 155.17 (e) (3). This Building-level Emergency Response Plan is confidential and is not subject to public disclosure. A summary of this plan was made available for public comment 30 days prior to its adoption. A public hearing was held (12/7/12) before its adoption in order to gain the insight and participation of school personnel, parents, students, and other interested parties.

**Upon motion duly made by Mr. James Sampson and seconded by Dr. Arup Sen, the WBCS Emergency Safety Plan has been approved and advanced. All in favor. Non opposed.**

- Events reported by Mrs. Todoro (copy of which is attached hereto and made a part hereof).
- Personnel Report (a copy of which is attached hereto and made a part hereof).

**Upon motion duly made by Mr. Dick Baer to accept the recommendation from administration and sub-committee of the Board to hire Rebecca Simon as first grade teacher. Seconded by Mr. James Sampson. All in favor. Non-opposed.**

**Upon motion duly made by Mr. James Sampson to accept the recommendation from administration to hire Mr. Ryan Miller as Teaching Assistant (which also includes PE while covering for Amanda Zwolak on maternity leave). Seconded by Dr. Arup Sen. All in favor. Non opposed.**

- Mrs. Todoro: Will draft a letter to Mr. Cozzo, Board President, requesting approval of a 12 week childcare leave.
- RtI Assessments 1/7-1/9/13 –all students to be reassessed. 1/10/13 forming new RtI groups for the next ten week cycle.
- Student Support Team Meetings: brainstorming and problem solving to support the child. Nine students currently on caseload. Four students recently referred to SST. Nine percent of student population on Student Support Team list.
- Emily Klapper, School Counselor, submitted her resignation letter effective 12/21/12.
- Classroom Teacher and Curriculum Extension Teacher Observations: Prior to Mrs. Todoro's leave of absence, all teachers will be observed twice and all CE's will be observed once. Teacher reviews to be completed the end of April/beginning of May.
- Professional Development Day: Changed from 1/18/13 to 1/11/13.
- Mr. Cozzo: Reached out to RIT in regards to Board training (especially for Charter Schools).

**7. Adjournment:**

There being no further business to discuss the meeting was adjourned at 4:25pm.

Respectfully submitted,  
Leslie Bunis Ohl



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

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**Board Members:**

Present: Joseph Cozzo, James Sampson, Lucy Candelario, Michelle Stevens, David Whitehorse

Excused: Dr. Arup Sen, Richard Baer

Quorum Present: Yes

Also Present: Andrea Todoro (via Skype), Liz Sterns, Val Nolan

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**1. Call to Order**

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

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Tuesday, January 22, 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review of December 17, 2012 Meeting Minutes**

Minutes of the December 17, 2012 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Dr. David Whitehorse and seconded by Mrs. Michelle Stevens, the minutes of the December 17, 2012 meeting were approved as presented.**

**4. Chairman's Report**

- Mr. Cozzo suggests that with Mrs. Todoro Skyping in, we move directly to Mrs. Sterns financial report.

## 5. Financial Report

Elizabeth Sterns presented the financial report for the period ending December 31, 2012 (copy of which is attached hereto and made a part hereof).

### Balance Sheet:

- Low cash balance as of 12/31/12 but balance per bank is higher. Did not need to use line of credit for cash flow purposes.

### Profit and Loss:

- Tuition revenue reflects four of six payments from BPS.
- \$45,000 accrued liability reflects current teacher retirement rates at 11.89%.
- Drawdown (FS25): All requests were submitted for title grants.
- Personnel is the biggest expense at 38%.

### Operating Budget:

- Will submit in current format for each month going forward.
- Total income slightly above budgeted amount mainly due to the Special Ed revenue that was not included in the original budget.
- Total personnel expense is down, reflecting a full year when in fact the current year reflects only 11 months of the combined teacher's salaries.
- Facilities expenses under budget.
- Net income positive but does not reflect any capital expenditures.
- Mrs. Sterns: Beginning to work on next year's forecast to include build-out, etc. and the projected cash flow.
- Mr. Sampson: Discussion on staff retainment- approval by board for contract renewals. Create a committee of board members to handle all facets of the process from hiring, terminations, raises to contract renewal and compensation.
- Mrs. Sterns: All 1099's have been sent out as have all donation letters.

### Contracts for approval:

Mr. Cozzo: Restructuring at BHSC (corporate structure change).

All contract service providers now in a separate corporation (name change). PLLC reflects corporate changes at BHSC and does not affect WBCS contracts or cost.

Upon motion to approve contract resolution with Buffalo Hearing and Speech Center by Mr. James Sampson and seconded by Dr. David Whitehorse. All in favor.

Upon motion to approve the Mondavi Design contract with Mr. Denton Clark and his company as consultants to prepare the eRate application by Mr. James Sampson and seconded by Ms. Candelario. All in favor.

### **Grants:**

- Awarded the stimulus grant (facilities) in the amount of \$130,903.00 on January 22, 2013.
- Denied First Niagara Grant.

### **Enrollment/Attendance:**

- Total enrollment is 139. Enrollment was 140 but one student transferred out last month.
- Providing data monthly as requested with a monthly attendance statistics report.
- Severely chronic did go down from last month.
- Mr. Cozzo: What is an appropriate or healthy benchmark is for attendance?
- Mrs. Sterns: Will provide comparison for next month. Attributing better attendance to students wanting to be here as well as consistent follow-up with the families.
- Mr. Cozzo: Can you drill the attendance numbers down?
- Mrs. Sterns: Yes, can tell you by student the trend one way or the other. All attendance is documented by the nurse. The same children comprise the top 10% of those who have attendance issues.

### **Recruitment:**

- Current advertising (as attached): The February edition of WNY Family Magazine (full page, back cover), Panorama Hispano, direct mailer, and Artvoice.
- 75% of all re-enrollment forms have been turned in. Applications are on WBCS website and mailing applications to those who call in or do not have internet access.
- Numbers needed for 2013-2014: Kindergarten- 54; First Grade- 1 (over-enrolled if ALL from kindergarten move on to first grade); Second Grade- 7 (if all current first graders move up to second grade); Third Grade- 21 (going from 2 sections of second grade to 3 sections of third grade).
- Lottery date set for April 3<sup>rd</sup> at 5:00pm at WBCS.
- Mr. Cozzo: Lisa Nowicki from Rich Products would be happy to advertise to their employees. Mrs. Sterns to send pdf to Mr. Cozzo.
- Mrs. Stevens: Invite Mary Pasiak in for a tour of WBCS and will check on the date for "Kindergarten Night" at the Jewish Center and Westminster Early Childhood Program so that WBCS can be represented there.
- Mrs. Todoro: Open house to be held at WBCS upon her return.
- Mr. Cozzo: Advertising that will express to the general public that they do not have to stay at a failing school and that there are alternatives available. Explore Buffalo News even though pricey?
- Mrs. Sterns: From past experience, BN does not produce the kind of results that you would expect from the expenditure.
- Mrs. Stevens: Newell Nussbaumer at Buffalo Rising as additional venue for advertising. Mrs. Stevens and Mrs. Todoro to make contact.
- Discussion on the value of billboards-conclusion that they are pricey and there is not enough say in the timing and the placement of the advertisement.

- Mr. Cozzo: Better value would be a lit, stationary sign on the school's front lawn as well as investing in a new marketing video if funds are available (potential cost approximately \$3500.00). Greater reach with video over radio.

**Facilities** (a copy of which is attached hereto and made a part hereof)

- Phase II update: permits are submitted and on schedule to begin work in March. Full set of plans are available for viewing.

**Family Group Fundraising**

- Box Tops for Education, Platter's Candy and Cookie Dough sale (50% of all sales benefits WBCS), wall calendar to feature WBCS photos, Valentine's Day event on February 22<sup>nd</sup> (music, dancing, crafts, snacks) with a \$2.00 fee per child to go directly to WBCS.

**6. School Leader Report** (copy of which is attached hereto and made a part hereof)

**SED Related Topics**

- Susan Gibbons has provided the final copy of the January 8<sup>th</sup> site visit. The next visit is not scheduled until 2014 but may just stop by at some point when in the area.

**WBCS Events**

• **D'Youville College Program:**

Tuesday students (Dr. Gamble's class) focusing on "classroom management" observations and will rotate through the rooms.

Wednesday's students (Dr. Piotrowski's Canadian graduate students) are running learning labs with students who have been identified by us and are working one on one or in small groups. Determined by what the teacher wants them to do with regards to interventions. Will do assessments and fill out daily report card to be given back to the classroom teacher.

**Buffalo State College:**

- Focusing on multi-cultural diversity within a social studies framework. Ten undergrad students would be available to us only if they choose us over other schools. 1:1 tutoring on vocabulary and key concepts. Fifteen hours total per semester (half hour each time).

**Math Night:**

- Not well-attended due to frigid temperatures but those who attended had a fun time.

**Rtl Caseloads:**

- All students were reassessed on January 7, 8, and 9. New caseloads were formed on January 10.
- Ms. Nolan: How are these different from the first round?
- Mrs. Todoro: The number of students that require Rtl has increased.
- Mr. Cozzo: Drill down to see specific growth from where they were.

- Mrs. Todoro: Although the numbers went up, glad to see that it is not in the same area as before- where student was below in one area previously, is now becoming solid. Next assessment will be after Spring Break (2<sup>nd</sup> week of April). F&P reading assessment will also be administered (this assessment done three times during the year).

**Student Support Team Meetings:**

- Mrs. Minear running meetings in Mrs. Todoro's absence.
- A place to problem solve for the sake of the child.

**Observations:**

- All classroom teachers and all but two CE teachers have been observed twice.
- Annual reviews beginning at the end of April. The board to provide a timeline to Mrs. Todoro so that teachers can be informed at once.

**Professional Development Calendar:**

- Mrs. Todoro will present at the next PD Day this spring on Common Core Learning Standards.
7. **Old Business:**  
No old business

**Upon motion duly made by Mr. Cozzo to adjourn to Executive Session by Dr. Whitehorse and seconded by Mrs. Stevens. All in favor.**

**Upon motion duly made by Mr. Sampson moved to return to BoT meeting and seconded by Dr. Whitehorse.**

8. **Adjournment:**

There being no further business to discuss and upon motion duly made by Mr. James Sampson and seconded by Ms. Candelario, the meeting was adjourned at 4:20pm.

Respectfully submitted,  
Leslie Bunis Ohl



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

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**Board Members:**

Present: Joseph Cozzo, Arup Sen, Michelle Stevens

Excused: James Sampson, Richard Baer

Absent: David Whitehorse

Late: Lucy Candelario

Quorum Present: No (until arrival of Lucy Candelario at 3:10pm)

Also Present: Elizabeth Sterns

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**No Quorum present. Work Session only. No action items-push to next meeting.**

**Financial Report**

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

- The following reports were presented: Balance Sheet, Profit & Loss, Statement of Cash Flows, Operating Budget (current and projected year-end) and 2013-14 Cash Flow Projection.
- Cash flow items of note include:
  - BPS tuition payment was delayed by approximately 10 days.
  - Grant payments (Continuation grant and Title 1) are delayed.
- Other financial issues of note included:
  - Property taxes will be exempt going forward.
- The projected cash flow for 2013-14 was presented in "Draft" due to a number of unknown expenses such as: staffing (CE teachers, Special Ed. and ESL) as these will correlate to upcoming enrollment variables.
- Grade expansion will require:

- the addition of one L2L instructor (contract staff through BHSC).
- Adding at least two more AmeriCorps TA's.
- Adding one employee TA
- Revenue for next year is fixed – tuition rates are frozen and no new grants are expected.
- Other Expense Variables:
  - IT support services-potential monthly support through current IT company.
  - Added line item as of January- Student Wellness and Support. Includes assorted clothing items, food, etc.
- Board members in attendance agree that Mrs. Sterns format in presenting information works well and should continue.
- Mrs. Sterns: Set date to approve budget as May meeting.

**Enter Ms. Candelario. Work session becomes official board meeting.**

**Mr. Cozzo presents roll call, media public announcement and officially opens the board meeting.**

**Motion to approve January board meeting minutes by Mrs. Stevens and seconded by Dr. Sen. All in favor.**

Mrs. Sterns continues financials.

- No contracts this month for approval.
- Met with Catholic Charities recently to discuss contracting a full time social worker rather than employing our own. Contacted Susan Gibbons for guidance in this regard. Ms. Gibbons responded that this would not impact the charter at all. It is an immaterial change whether we are contracting or employing. Our internal financial policies state that we do not have to follow the competitive bid process for professional services (policy approved by SED). The State Comptroller's office may take the position that all services should be put up for bid. We may wish to modify practice to be consistent with the State.
- Dr. Gamble from D'Youville College submitted a USTA Tennis Grant which WBCS is named a partner to introduce tennis to our students.
- Grant Update:
  - Stimulus (Facilities): no word yet but should be hearing something soon.
  - Continuation grant: all submitted and awaiting word that they have everything they need from us.
- Enrollment (a copy of which is attached hereto and made a part hereof):  
at 139 (steady last 3 months)
- Attendance (a copy of which is attached hereto and made a part hereof):

- Mrs. Sterns still looking for comparison stats from other schools. Mrs. Stevens asks if a comparison can be made with school 45, for instance. Mrs. Sterns replies that schools do not provide their own data but she will look into it.
  - Severe chronic is down while chronic is up. Figures not as bad as expected. Acceptable down from 64 to 39. Could be weather-related and illness related but will make more sense next year when it can be compared month to month.
  - Working on a comprehensive attendance policy. Looking to other schools/districts as to what their attendance policies include for primary grades. More importantly is the standard procedure for following up with attendance issues. Three letters to go home to families-the first stressing the importance of attending school. The following two to increase in tone. At what point does a child's lack of attendance constitute educational neglect? Mr. Cozzo would like to see what happens in the next month with the most current attendance figures. Mrs. Sterns feels that it is important to have a documented policy regarding attendance. Mr. Cozzo asks if we can correlate the testing scores with the children who have the most absenteeism. Mrs. Sterns suggests that we take the benchmark and compare/contrast with those with poor attendance. Will have stats for this by the April board meeting. Can use Fast Forward for a more immediate indicator.
- Recruitment:
    - 12 applications gathered at Bethel Head Start event
    - Re-ran Panorama Hispano ad at no cost to WBCS after first ad ran without approval and contained typos.
    - Expanded zip codes included in the PDM mailer.
    - Art Voice ad ran in February's Valentine's edition.
    - No radio at this point planned.
    - \$7600.00 spent to date on 2013-14 recruitment to date.
    - All re-enrollment forms have been returned – only 4 students indicated they will not be returning.
    - Discussion that some families would rather enroll their child in a school farther away from home because they would qualify for bussing. The .07 mile radius for walkers is an on-going issue.
    - Tracking new apps as to how a family has heard about WBCS.
    - Open House needs to be scheduled prior to Mrs. Todoro's return. All board members agree that an evening will work better and must be held prior to the April 1st lottery date. March 20<sup>th</sup> is agreed upon as the date that works best. Time: 5:30 to 7:30pm. All staff to be in attendance.
    - Mrs. Stevens spoke with Nuell Nussbaumer. His wife, Amelia, would like to write an article for Buffalo Rising magazine. Shamus Galvin would like to come for a tour and write an article for the publication called The Good Neighborhood. The director of the JCC would like to tour the school.
    - Mrs. Sterns sent info. to all Headstarts and early childhood centers including JCC and Westminster ECP. It was discussed that we should find a way to recruit specifically to 3<sup>rd</sup> graders.

- Mr. Cozzo suggests that we market to D'Youville faculty and students that have children. Also will reach out to connection at Rich Products.
  - Dr. Sen to send out mass email at D'Youville that will hit all staff and students. Mr. Cozzo to do the same at BHSC. Will also find out how to post at Buffalo Niagara Medical Campus.
  - Mrs. Sterns to reach out to Journey's End and Hope Refugee Services.
  - Mrs. Stevens asks if the lawn sign has been ordered for the front of the building facing Lafayette.
  - Mrs. Sterns did analysis of bussing and we are at 84% that bus. Address the need to recruit more neighborhood families to let them know that we are here and open for business.
- Facilities:
    - Phase II set to begin around 3/29/13-the first day of WBCS spring break.
    - Service Master will help move stored items on the 4<sup>th</sup> floor to other locations free of charge. Potential free storage in vacant building owned by Tapestry Charter School on a temporary basis if needed. (Not likely needed).
    - Small repairs to be addressed such as cracks in foundation, railings, etc. A complete list to be furnished to Ellicott.
    - Allied Mechanical has been in and replaced all filters for heating vents.
    - Mr. Cozzo: timeline for Phase II completion? Mrs. Sterns: demolition will be completed over spring break.
- Staffing:
    - Lay Paw, AmeriCorps interpreter, resigned. New Burmese AmeriCorps interpreter hired through the Belle Center (wonderful addition).
    - Begin teacher recruitment in May.
- College Partnerships:
    - D'youville College collaborations with Dr. Piotrowski and Dr. Gamble are going very well.
    - Buffalo State currently has 10 tutors working with WBCS students with Melissa Duquette (ESL) who is coordinating the 15 hours that each tutor needs to complete for their class.
- Miscellaneous:
    - Mrs. Todoro's leave has been extended.
    - Family Group's fundraising efforts with the candy and cookie dough sale exceeded expectations- \$2400.00 goes directly to WBCS.
    - Spring Fling held on 2/22/13- coordinated by the Family Group- 25 families participated (about 70 in attendance).
    - Mr.Cozzo: send letter to Mrs. Geneva Huff from the BoT as thank you for her help with the candy sale.
    - Every student at WBCS is now up to date on their physical exam.

### **Mrs. Todoro's School Leader Report**

- Mrs. Stevens suggests that there is no need to go over every line item during the BoT meetings and that the board members should just come in with questions that need to be addressed. All Board reports are sent well in advance of meetings. All in attendance agreed.
- Question in regards to more information on CSE referrals. Seven students are currently in the initial CSE referral process.
- Kindergarten testing: Fontess and Pinell first testing point. (Reading benchmarks for a certain level at a particular time of year). Four benchmarking periods throughout the year.
- Dismissal time: Mr. Cozzo states that a change in dismissal time will equate to 17 less days for students. Extended day/extended school year is part of the charter for academic reasons. Create a parent survey to seek parental input.
- Mrs. Sterns: Utilize the early morning program for more instructional time? Survey will be helpful in determining this. Mr. Cozzo suggests that the dismissal time should be based on a child-driven decision and not a teacher-driven decision.
- Institute mandatory nap time.
- Cost of after school programs prohibitive to holding our own program.
- Mr. Cozzo: decision to be made by the next board meeting. Board should be addressing more significant topics going forward.
- Mr. Cozzo: No old or new business.
- Extension of Mrs. Todoro and Mrs. Sterns' contracts decided at previous meeting. Mr. Cozzo will provide letter on behalf of the board. Extending at the current provisions from March to the end of June for Mrs. Todoro and from April to the end of June for Mrs. Sterns.
- Mrs. Sterns: M. Minear and E. Smith are both ok with extending their time in their current roles. A stipend may be in order for M. Minear who is doing work from home. Also will look at salaries across the board to get benchmarks.
- Mr. Cozzo: bonus vs. salary increase—bonuses are non-reimbursable expenses to teaching staff. Check to be sure that this does not apply to charters as is in the private schools.
- **Adjournment:**  
There being no further business to discuss and upon motion duly made by Dr. Sen and seconded by Mrs. Stevens, the meeting was adjourned at 4:35pm.

Respectfully submitted,  
Leslie Bunis Ohl



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

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**Board Members:**

Present: David Whitehorse, (sitting in as Chair for Joe Cozzo), Lucy Candelario, Michelle Stevens, Richard Baer  
Excused: James Sampson, Joe Cozzo  
Late: Arup Sen  
Quorum Present: Yes  
Also Present: Elizabeth Sterns and Andrea Todoro (via Skype)

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**Call to order**

Dr. Whitehorse called the meeting to order at 2:45pm.

**Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, March 18<sup>th</sup>, 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 St. 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 February 25, 2013 Meeting Minutes**

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

**Upon motion duly made by Michelle Stevens and seconded by Lucy Candelario, the minutes of the February 25, 2013 meeting were approved as presented, with Dr. Whitehorse abstaining from the vote.**

**School Leader Report**

- BoT approval needed to change the WBCS assessment framework from TerraNova to the AimsWeb assessment tool. The board talked about the change in prior meetings but never took an official vote. Ms. Gibbons, (SED) requested

that it should be reflected in the board minutes that the BoT voted on this change.

**Michelle Stevens motions that after the conversation with Ms. Gibbons from SED, and the lengthy discussion that the BoT had in regards to the TerraNova and the AimsWeb assessment tool, that the BoT is recommending and endorsing the use of the AimsWeb assessment tool. Dr. Bear seconded the motion. All in favor. Non-opposed.**

- Steve Polowitz sent email notification from SED that SED has officially approved the performance framework in terms of the charter renewal. The ten benchmark framework is now official. This was voted on by SED in their March meeting.
- Mrs. Todoro requests that the board review #2D (attached), Curriculum Extension Celebration. The CE teachers would like to extend an invitation to the board as well as their contacts and special guests, to a WBCS culminating activity in June (tentatively scheduled for June 4<sup>th</sup>). Email guest list to Mrs. Todoro.
- Mrs. Todoro is back in the country and continues to work remotely from home.
- APPR: Meet with board prior to first staff APPR meeting of April 23<sup>rd</sup>. Mrs. Todoro will follow-up with Mr. Cozzo, upon his return, to set a day and time. It was agreed that the entire board should meet. Mrs. Todoro has communicated the APPR process to all staff members.
- Mrs. Stevens: Of the 35 students on the SST list, are these children the same as those on the habitual absentee list? Mrs. Todoro responds that approximately 30% are in this category but will get a more accurate number.  
Dr. Whitehorse: From an evaluative standpoint, it would be important if we could make a correspondence between absenteeism and those that are on the watch list as this is good data to use to restructure the types of support for those kids. Analyze the data as we get it from various aspects.  
Mrs. Todoro: 3% of the population to be retained. The 4 students that this represents will remain at WBCS and are on board with this.
- Discussion of dismissal time:  
Mrs. Stevens: What are the children missing in the middle of the day with the day being long?  
Mrs. Todoro: Down time built-in during the course of the day with the knowledge of how the long the day is. Perhaps collapse time periods. This does not mean that 30 minutes is lost in instructional time.  
Mrs. Sterns: WBCS is still one hour longer than the rest of the district. Teachers are in favor-not because of a shorter day but it would give them valuable planning time. AmeriCorps to assist for the half hour in the afternoon for parents still requiring the later dismissal time. It is estimated that no more than 20 students would require that. The half hour would enable the teachers to have the opportunity to collaborate.  
Dr. Sen: Difficult to set-up an afternoon program?  
Mrs. Sterns: No, not difficult- we would be using existing staff.  
Mrs. Todoro: Have in place by April 3<sup>rd</sup> lottery.

Mrs. Stevens: The lottery is a week away. We should vote today on shortening the day by a half hour, pending Mr. Cozzo's email vote so that we can move forward.

**After lengthy review and discussion, and with the best interest of the students in mind, Mrs. Stevens motions to approve shortening the school day by one half hour. Mr. Baer seconded the motion. All in favor. Non-opposed; due to excused absence, Joseph Cozzo and James Sampson did not vote.**

Dr. Whitehorse: The vote is subject to review by Mr. Sampson and Mr. Cozzo.

### **Financial Report**

Mrs. Sterns presented the financial report for the period ending February 28, 2013 (copy of which is attached hereto and made a part hereof).

- **Contracts for approval:**
  - i. Discussion of contracting with Catholic Charities for the Social Worker position that was vacated in December, 2012. It was decided to replace the Counselor with the Social Worker. The cost is comparable. Mrs. Sterns met with three representatives from Catholic Charities and all three suggested the same person as a potential candidate. This person is available on a part-time basis beginning on 4/8/13. The candidate is trained in trauma, is a certified play therapist and has worked overseas. It was suggested that WBCS should employ her part-time, (two days a week), through the end of the school year and then full-time in August. The approximate savings is \$9000 for contracting this service vs. employing our own.

**Mrs. Stevens motions to vote in favor of the contract with Catholic Charities for the part-time Social Worker position for the remainder of the 2012-2013 school year and full time for the 2013-2014 school year pending approval of documents by Mr. Polowitz. Seconded by Ms. Candelario. All in favor. Non-opposed.**

- ii. Contract approval for Allied Mechanical maintenance agreement at the annual cost of \$6000 to be billed monthly for four visits per year, (January, April, July and October), based on the school schedule and will be performed either on weekday holidays or Saturdays when the children are not in the building. The rate is locked in but can be cancelled at any time.  
Dr. Sen suggests an addendum to the contract by Mrs. Sterns to formalize notes.

**Mrs. Stevens motions to approve the Allied Mechanical Power Up contract as suggested. Seconded by Mr. Baer. All in favor. Non-opposed.**

**Facilities**

- The playground work is to begin in May. The cost is 100% covered via grants. This included funds available for picnic tables and benches. AmeriCorps will be used to unload the delivery and the project will serve as extra service hours for them.

The next WBCS BoT meeting will be held on Monday, April 22<sup>nd</sup>, 2013 at 2:30pm.

**Adjournment**

There being no further business to discuss and upon motion duly made by Ms. Candelario and seconded by Dr. Sen, the meeting was adjourned at 4:00pm.

Respectfully submitted,  
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
APRIL 22, 2013  
2:30 P.M.  
113 LAFAYETTE AVENUE, BUFFALO, NY  
MINUTES**

---

**Board Members:**

Present: Joseph Cozzo, David Whitehorse, James Sampson, Richard Baer, Michelle Stevens  
Absent: Arup Sen  
Late: Lucy Candelario  
Quorum Present: Yes  
Also Present: Elizabeth Sterns and Andrea Todoro

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**Call to order**

Mr. Cozzo called the meeting to order at 2:48pm.

**Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, April 15<sup>th</sup>, 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 St. 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 March 25<sup>th</sup>, 2013 Meeting Minutes**

Minutes of the March 25<sup>th</sup>, 2013 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Michelle Stevens and seconded by Richard Baer, the minutes of the March 25<sup>th</sup>, 2013 meeting were approved as presented.**

**Chairman's Report**

- Mr. Cozzo, Mrs. Todoro and Mrs. Sterns met and toured WBCS with Susan Gibbons from SED on April 8, 2013.
- Re-draft staff offer letters by the May 20<sup>th</sup> meeting.

- In regards to personnel, the board reviewed the plans submitted by Mrs. Todoro and Mrs. Sterns, and all members are in agreement with the plan as presented.
- Mr. Cozzo requested a short executive session meeting following this board meeting regarding several personnel matters.

### **Financial Report**

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

- Mrs. Sterns is requesting the board's approval at the May 20<sup>th</sup> BoT meeting of the Operating Budget 2013-2014 draft.
- Mr. Cozzo posed the question that in terms of personnel expense is there a benchmark that can be pulled from any other charter school? Mrs. Sterns replied that she has data from last year and will compare to WBCS to present at the May 20<sup>th</sup> meeting.
- Mrs. Sterns is awaiting reimbursement for grant monies spent for this school year.
- On April 19<sup>th</sup>, one kindergarten student left WBCS due to a move to Niagara Falls.
- A discussion took place regarding accommodating the waitlist we have for Kindergarten and First Grade.
- Rob, from Ellicott, will coordinate with our neighbors for the new fence installation contracted by Picket Fence, Co.
- Construction of the fourth floor build-out proceeding as planned.
- Playground materials are shipping and due in May.

### **School Leader Report**

Mrs. Todoro presented the School Leader report (copy of which is attached hereto and made a part hereof).

- Mrs. Todoro is seeking board approval in regards to retaining the Teacher on Special Assignment until the end of the school year. The board agreed.
- Mrs. Todoro will have an updated draft of the 2013-2014 school calendar at the May 20<sup>th</sup> board meeting. This update will include the week of PD. We are waiting for BPS vote/approval of next year's calendar. The first day of the 2013-2014 school year for WBCS will be on Monday, August 12<sup>th</sup>.
- PD week to hone in on ELA Common Core curriculum mapping. The morning session to focus on grade level curriculum mapping. The afternoon session to focus on cross grade level curriculum mapping. The last day of PD will be a "meet the teacher day" when parents can come in to meet their child's teacher, drop off supplies, visit the classroom, etc.

- Discussion regarding keeping the current A-F weekly schedule or change to a Monday through Friday schedule.

Mr. Cozzo motions to adjourn to executive session at 4:10pm. Seconded by Dr. Whitehorse.

Motion to conclude executive session at 4:25pm by Ms. Candelario and seconded by Mr. Baer.

**Adjournment**

There being no further business to discuss and upon motion duly made by Mr. Cozzo and seconded by Dr. Whitehorse, the meeting was adjourned at 4:30pm.

The next WBCS BoT meeting will be held on Monday, May 20<sup>th</sup>, 2013 at 2:30pm.

Respectfully submitted,  
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
MAY 20, 2013  
2:30 P.M.  
113 LAFAYETTE AVENUE, BUFFALO, NY  
MINUTES**

---

**Board Members:**

Present: Joseph Cozzo, Richard Baer, James Sampson, Michelle Stevens

Excused: David Whitehorse, Lucy Candelario, Arup Sen

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns

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**1. Call to Order**

Joseph Cozzo called the meeting to order at 2:45 pm.

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, May 13, 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review of April 22, 2013 Meeting Minutes**

Minutes of the April 22, 2013 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Mr. James Sampson and seconded by Mr. Richard Baer, the minutes of the April 22, 2013 meeting were approved as presented.**

**4. Chairman's Report**

- Accepted the long-term resignation of one board member that will take effect by January, 2014. Replace by September, 2013 as well as add two additional board members. Board members to submit names of potential candidates for consideration.

## 5. Financial Report

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

**Upon motion duly made by Mr. James Sampson and seconded by Mrs. Michelle Stevens, the budget for the period ending April 30<sup>th</sup>, 2013 was accepted as presented. All in favor.**

- A review of enrollment numbers for insurance purposes should be brought to the board for approval.
- Playground build-out will take three days and three crews. Help from the WBCS Family Group members to assist with food, water and childcare for volunteers working those days.

**Upon motion duly made by Mrs. Michelle Stevens and seconded by Mr. James Sampson, the mowing contract with Elber's Landscaping Services, Inc. was approved as presented. All in favor.**

## 6. School Leader Report:

Mrs. Todoro presented the School Leader report for the period ending April 30<sup>th</sup>, 2013 (copy of which is attached hereto and made part hereof).

- APPR teacher reflections will be forwarded to the board members.
- A summer bridge package for our WBCS families will be assembled and made available to them.
- WBCS will have a table at this year's Diversity Festival at the end of June.
- No official vote on the 2013-2014 calendar pending BPS finalizing and voting on their schedule. This information should be available shortly after BPS has their next board meeting on June 12<sup>th</sup>, 2013.
- Field Day-Fun Day will take place on Thursday, June 20<sup>th</sup> for the entire school. Dismissal will be at 12:30pm.

## 7. Adjournment:

There being no further business to discuss, a motion to dismiss was made by Mr. Richard Baer and seconded by Mr. James Sampson. The meeting was adjourned at 4:25pm.

Respectfully submitted,  
Leslie Bunis Ohl



**WEST BUFFALO CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
JUNE 24, 2013  
2:30 P.M.  
113 LAFAYETTE AVENUE, BUFFALO, NY  
MINUTES**

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**Board Members:**

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

Absent: Arup Sen

Quorum Present: Yes

Also Present: Andrea Todoro, Liz Sterns

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**1. Call to Order**

Joseph Cozzo called the meeting to order at 2:35 pm.

**2. Proof of Public Notice of Meeting**

Media and public announcement was sent on Monday, June 17<sup>th</sup>, 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 St. and posted on the WBCS website. The Board of Trustees was duly notified of this meeting well within the timeline of our bylaws.

**3. Review of May 20th, 2013 Meeting Minutes**

Minutes of the May 20<sup>th</sup>, 2013 Board of Trustees meeting were presented for approval.

**Upon motion duly made by Mr. James Sampson and seconded by Mrs. Michelle Stevens, the minutes of the May 20<sup>th</sup>, 2013 meeting were approved as presented. Dr. Whitehorse, having been absent from the May 20<sup>th</sup> board meeting, abstained from voting.**

**4. Chairman's Report**

- Add agenda item to the July board meeting: discussion on the 4<sup>th</sup> grade expansion and beyond.
- Re-election for continued board term of Lucy Candelario and Richard Baer. Mr. Cozzo asked both board members if they would like to remain on the board for another term. Both members indicated that they would like to remain on the board.

**Upon motion duly made by Dr. David Whitehorse to elect for a second term as per the bylaws of the charter and seconded by Mrs. Michelle Stevens, Ms. Lucy Canderlario and Mr. Richard Baer were approved for a second term on the WBCS board. All in favor.**

- Mr. Joseph Cozzo will remain President; Mr. James Sampson, Vice President; Mr. Baer, Treasurer; and Mrs. Michelle Stevens will assume the role of Secretary.

**Upon motion duly made by Mr. Joe Cozzo and seconded by Dr. David Whitehorse, a vote was taken on the slate of officers as indicated above. All in favor.**

## **5. Financial Report**

Elizabeth Sterns presented the financial report for period ending May 31<sup>st</sup>, 2013 (copy of which is attached hereto and made a part hereof).

- Discussion regarding food service providers.
- Awaiting new contract from Service Master.
- Discussion regarding 4<sup>th</sup> grade expansion in regards to financing.
- Mr. Cozzo suggests that Mrs. Sterns and Mrs. Todoro put together a "space wish list" for the next building phase and to be discussed at the next meeting.
- On August 1<sup>st</sup>, the annual report for charters will be due. Each board member will be requested to log-in and complete a personal profile online. Mrs. Sterns will forward all necessary information regarding this process.

## **6. School Leader Report:**

Mrs. Todoro presented the School Leader report for the period ending May 31<sup>st</sup>, 2013 (copy of which is attached hereto and made part hereof).

- After Round three interviews took place today, three of the five open teaching positions have now been filled.

**Upon motion duly made by Mr. James Sampson and seconded by Ms. Lucy Candelario, the 2013-2014 school calendar was approved as presented. All in favor.**

- Professional Development week will begin on Monday, August 5<sup>th</sup>. Requesting all board members to attend, as was done last year, to address the staff beginning at 8:30am.
- Jeanne Tribuzzi will be a presenter during PD week. She will present on the topic of Curriculum Mapping,(ELA).

- Discussion of the daily schedule: Now it will be a Monday through Friday schedule, (not a 6 day cycle).
- Mrs. Todoro presented the Dignity for All Act to the board for approval.

**Upon motion duly made by Mr. James Sampson and seconded by Mr. Joe Cozzo, the Dignity for All Act was approved as presented. All in favor.**

**7. Other Business:**

- Discussion regarding choosing new legal representation.

**Upon motion duly made to adjourn to Executive Session by Mr. James Sampson and seconded by Dr. David Whitehorse at 4:07 PM.**

**Upon motion duly made to adjourn from Executive Session by Dr. David Whithorse and seconded by Ms. Lucy Canderlario at 4:22 PM.**

- Effective May 2014, Dr. Whitehorse will tend his resignation to the WBCS board due to a move out of state.

**8. Adjournment:**

There being no further business to discuss, a motion to dismiss was made by Ms. Lucy Candelario and seconded by Mr. Richard Baer. The meeting was adjourned at 4:40 PM.

Respectfully submitted,  
Leslie Bunis Ohl

## Memorandum

TO: The 2012-13 Recruitment File

FROM: Liz Sterns

DATE: September 30, 2012

RE: Recruitment Strategies used in 2012 to recruit for 2012-13 school year

Since 2012-13 was the first year with students, recruitment strategies were much more aggressive and were conducted in a short period of time. The school location was secured in April 2012 and the school needed to recruit its entire student body by August 2012. (SED actually required 85% of enrollment to be met by May 2012). The recruitment strategies listed below proved effective as WBCS met the 85% enrollment target and also met SED's enrollment and retention efforts relative to: students with disabilities, English Language Learners and students who are eligible for free and reduced lunch. In 2012-13, WBCS exceeded the district in all three sub-groups and greatly exceeded these targets set by SED. For example, 92% of WBCS students qualified for free & reduced lunch, SED's effective enrollment target was 85%. Approximately 35% of WBCS students are English Language Learners while SED's target is 6.8%. Students with disabilities counted for approximately 30% of the WBCS enrollment; SED's target is only 16%.

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

- ❖ Recruitment ads placed in: Artvoice, Panorama Hispano, WNY Family, Buffalo News, The Challenger and the Criterion newspapers
- ❖ Extensive radio advertising on: WBLK, JOY and JackFM
- ❖ Marketing Materials and applications hand delivered and 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
  - All West Side Businesses
  - Emails to all community partners associated with the Trustees
  - All public libraries

- ❖ Attended West Side community events, churches, community centers, ethnic centers of worship, etc.
- ❖ Visited English Language classes at Loretto Center and Jewish Community Center to speak to families about the school
- ❖ Met with Eva Hassett, Executive Director of International Institute
- ❖ Professionally printed posters hung prominently in all Buffalo Hearing & Speech locations (SWD enrollment target – special education preschool) and all Gateway-Longview locations (SWD and low socio-economic targets as this is a human service agency and special education pre-K).
- ❖ Sent numerous emails to Samuel L. Radford, III, President, District Parent Coordinating Council of the Buffalo Public Schools (to provide choice to families in Focus and Priority schools).
- ❖ Professional brochures and posters were created and distributed to local retailers and organizations.

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

Created Wednesday, July 17, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/eb2ff2a89acb55048fcf488f7a50>

## 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:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

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

.

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

Created Friday, July 05, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/a6ededcb19a9bc177b17dee367>

## 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:

NYC Department of Education

### 4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

### 5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

### 6. \*Daytime Phone Number:

(No response)

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

8. Select all positions you held on Board:

(check all that apply)

- 
- Other, please specify...: Trustee Member
- 

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

No

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

No

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

A handwritten signature in black ink, consisting of a large, stylized capital letter 'P' followed by a period.

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

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/cf3ca1ebfac2f0dd08608570d8a>

## Page 1

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

1. Trustee Name:

joseph j. cozzo

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

SUNY

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Chair/President

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

No

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

Yes

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

Variable	Response
[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	president/ceo
[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	executive responsible to the Board of Directors for operational and strategic performance of a 501 c. 3 comprehensive hearing and speech center
[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	155,000
[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	11/2/05

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

No

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

Yes

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

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	buffalo hearing speech center	contract for provideing related services and staff for literacy program	200,000	joseph j. cozzo	my relationship with this organization is disclosed and fully known by the BOT and school administration and i was excused from the board meeting where the awarding of this contract was discussed and i had no vote in this matter
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee

Joseph

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

Created Sunday, July 07, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/c653a4acb5257f3771c4852d5c>

## 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:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

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

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

•  
•

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

Created Saturday, July 20, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/ae4fd350a5fb2d198363b46f63d>

## 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:

Buffalo Board of Education

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...

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

Variable	Response
[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	Planning, implementation and supervising all academic activities
[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	\$ 155,000
[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

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

Created Friday, July 05, 2013

Updated Monday, July 08, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/82f5b4bfd0d8721a25de4e1b36>

## 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 A. Stevens

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Secretary
  - Other, please specify...: Community Member

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

No

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

No

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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?

Yes

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	2011- Current	Insurance Broker for WBCS Insurance Coverage	I have never been a part of any insurande discussion or vote held by the BoT	Peter M. Stevens, husband
2	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)

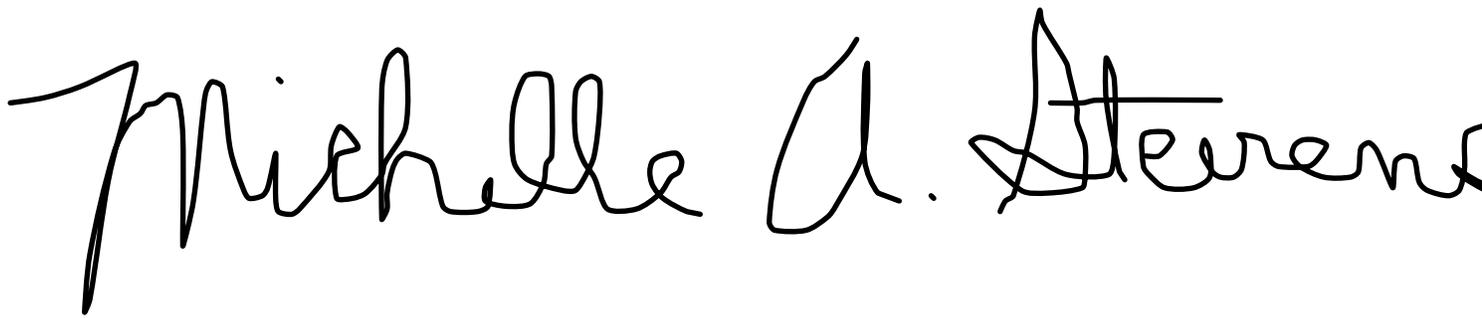
14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest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

Yes

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

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Edmund D. Stevens, Inc.	Insurance Coverage for WBCS	\$26,224.00	Peter M. Stevens, President /Michelle Stevens, Corporation Secretary	I have NEVER been included in any Insurance coverage discussions or votes
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee



Michelle A. Stevens

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

Created Friday, July 19, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/88094abfcb5b45598439b7cd59>

## 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:

Dr. David M. Whitehorse

2. Charter School Name:

West Buffalo Charter School

3. Charter Authorizer:

NYC Department of Education

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

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

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

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