



I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/08/2015

Last updated: 08/04/2015

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

Page 1

1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Utica

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	1214 Lincoln Ave. Utica, NY 13502	315-266-1072	315-266-1073	info@uascs.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Kadir Yavuz
Title	Director
Emergency Phone Number (###-###-####)	██████████

5. SCHOOL WEB ADDRESS (URL)

www.uascs.org

6. DATE OF INITIAL CHARTER

2012-11-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2013-09-01 00:00:00

8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.

230

9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

Grades Served	6, 7, 8, 9, 10
---------------	----------------

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

	Yes/No	Name of CMO/EMO
	No	

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11. FACILITIES

Will the School maintain or operate multiple sites?

	No, just one site.
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12. SCHOOL SITES

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	1214 Lincoln Ave. Utica, NY 13502	315-266-1072	UTICA CITY SD	6-10	Yes	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	Kadir Yavuz	██████████	██████████	██████████

Operational Leader	Nick Bilge	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Tolga Hayali	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Tolga Hayali	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

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14. Were there any revisions to the school's charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.

Kadir Yavuz, Director. Nick Bilge, Chief Financial Officer

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).**

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Michelle

Thank you.



Appendix A: Link to the New York State School Report Card

Last updated: 07/08/2015

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/reportcard.php?year=2014&instid=800000075839>

Appendix A: Progress Toward Goals

Created: 07/08/2015
Last updated: 08/01/2015

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

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

<http://data.nysed.gov/reportcard.php?instid=800000075839&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1®ents=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

2a. ACADEMIC STUDENT PERFORMANCE GOALS

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Yearly Progress on 8th Grade Math and ELA	New York State Intermediate Assessments	Meet or exceed Utica District L2+L3+L4 in all 8th grade Math and ELA	Met
Academic Goal 2	STUDENT ATTRITION Maintain high attendance rate	Attendance rate	The attendance rate Was consistently high in 2014-15: 94.7%	Met
Academic Goal 3	Increase student performance through data analysis	Benchmark and Full Length Exam Analysis	To improve student preparation for New York State assessments and teacher analysis of student readiness, UASCS continued Benchmark testing for all students in grades 6-10 in 2014-2015. Each core class instructor (for all ELA courses, math for grades 6-8, Algebra, Biology, Earth Science, Chemistry, and Global Studies) developed benchmark tests prepared with ExamView Software, which are given at the end of the first three quarters to students in grade 6-10. The benchmark tests assess units taught during the quarter, and the ExamView generated questions indicate which SED standard is being assessed for each question. In addition, full length practice exams are given and analyzed to ascertain each students' readiness and progress toward success on the SED exams. Curriculum coordinators provided reports to teachers and met with them to develop action plans and then check for alignment between action plans and lesson plans. Based on the data obtained from these assessments, UASCS began "from the ground up" method of improving performance by several measures, such as assisting grade 6-8 identified at risk students through push-in, pull-out and after school tutoring. The analysis of the full-length practice exams provides information about student progress within a year as well as their possible success at SED and Regents Exams.	Met
Academic Goal 4	Increase parent involvement and awareness of academic progress	Progress report cards and database	UASCS continued the frequency of its student academic progress reporting in 2014-2015. Instead of the traditional five-week progress reports (two reports per quarter), UASCS sends, a progress report on the first Friday of every month, plus end-of-quarter progress reports (typically resulting in 4 reports home per quarter), which provides more frequent information to parents; particularly those who do not have Internet access, or are uncomfortable with accessing the database for information. Curriculum coordinators also regularly check for type and timeliness of data entry (grades) in database so that information reported to parents is current and accurate.	Met

Academic Goal 5	Expose students to collegiate opportunities to motivate better academic performance	College visits	<p>In 2014-2015, UASCS offered grade-level and small group college visits; coaches and teachers escorted students to college visits as well. In 2014-2015, UASCS personnel took students to the following colleges for study sessions, fairs, tours, and/or interviews: SUNY Oswego, SUNY Polytechnic Institute, SUNY Albany, SUNY Brockport, Utica College, Princeton University, Syracuse University, Montclair University, Hartwick College, Mohawk Valley Community College, Onondaga Community College, and the NACAC National College Fair 2015 (200 colleges).</p>	Met
Academic Goal 6	Expose students to motivational speakers to encourage better academic performance	Number of speakers	<p>In 2014-2015 UASCS hosted a number of community, academic and business leaders to speak to students and encourage them to graduate from college and pursue excellence. Specifically, the speaking engagements have been people from backgrounds similar to those of the students' upbringing. Most speakers included personal stories of meager beginnings but not shying away from responsibility and leadership roles. They have encouraged students to do likewise. Speakers have included: Congressman U.S. Rep. Richard Hanna, Assemblyman, Anthony J. Brindisi, Oneida County DA Scott McNamara, Andrew Wolfe, Chair and Associate Prof. from SUNY Poly, Mark Williams, Utica City Chief of Police, Judge Jawwadd Rasheed from Family Court Magistrate in Oneida County, Dr. Richard Beal from SUNY ESF, Dr. Tom McCarthy, biology professor at Utica College, Mark Wolber, director of the Utica Food Bank, Halina Lotyczewski, from Career Services at Utica College, Micheal Broski, representative from West Point Academy, Alexandre Grenier and Brendan Gaunce, The Utica Comets players, Retired Lt. Colonel Jack LoMedico, Jamie Tuttle, representative from Oneida Herkimer Solid Waste Authority, Wendy Fical from the National Center for Missing and Exploited children, Wesley Whiteside, Admissions Counselor from Syracuse University, Ms. Adams and Ms. Drake from the Oneida County Health Department, Maxim de Jong, Aerospace design engineer, Larry Goldman of The Golden Law Firm, and Utica Zoo's Zoomobile; among many others.</p> <p>Field Trips: An important part of the program is a conscientious effort to integrate ELL students into the school and local communities so that the students expand their sphere of influence.</p>	Met

Academic Goal 7	Provide real world experiences for students to increase their cultural understanding	Field trips	<p>This integration is promoted through field trips geared toward introducing aspects of American culture and events that students in this demographic may not be exposed to otherwise. In these and many other activities, ELL students are grouped with their American peers to foster more intimate interactions and opportunities as well as to form connections with a wide variety of students.</p> <p>In 2014-15, the ELL and IEP students visited: Fort Stanwix, Utica Public Library, Herkimer Diamond Mines, Farmer's Museum, Baseball Hall of Fame, Utica Farmer's Market, Rosamond Gifford Zoo, Oneida County Water Pollution Plant, Munson Williams Proctor Art Museum, New Hartford Public Library, Barnes and Nobles, Utica Zoo, Stanley Theater, Boehler Center at Union Station, Howe Cavems, Iroquois Museum, MVCC, SUNY Polytechnic Institute, Wal-Mart, The Midtown Utica Community Center, WKTV News Station, The Rochester Museum and Science Center, Hartwick College, Syracuse University, National College Fair at OCC, New York City, 5 Wits, Erie Canal, MOST Museum, WonderWorks, SUNY Albany, Pixley Falls State Park, Rogers Environmental Education Center, Sitrin Child Care Center, and Delta Lake Park with the resource students where they learned about community based literacy and develop life skills. They learned an important part of the program is a conscientious effort to integrate ELL students into the school community and locale so that the students make connections outside of their cultural boundaries. This integration is promoted through field trips that are geared at introducing aspects of American culture and functions to which they may not normally be. In these and many other activities, ELL students are grouped with American students for more intimate interactions and opportunities to bond with a wider range of students.</p> <p>Many of the juniors from the ELL and IEP programs also attended college tours field trips. ELL and IEP students at both the high school and elementary levels participated in the science fair.</p> <p>All ELL and IEP sixth grade students participated in field trips. All ELL and IEP elementary students worked on, and presented at, the 2nd International Night in the late spring. Athletic team participation and success boosts the school community.</p>	Met
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

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2b. ORGANIZATIONAL GOALS

2014-15 Progress Toward Attainment of Organizational Goals

Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
---------------------	-----------------------------------	------------------------------------	---

Org Goal 1	Increase administrative awareness of student engagement during instructional time.	Unannounced 20-minute classroom observations	Curriculum coordinators, in addition to the director and academic dean, observed teachers each week. With four observers, it ensures that lessons align with the state standards, and classroom management is conducted in such a way that learning was a primary function of each class. Following each observation, the observer met with the teacher and provided feedback and suggestions to improve instruction. Observation and feedback results are regularly reported to the school director. These half-period observations are unannounced and are intended to keep the administration informed of teacher and student performance, and to provide information through which decisions regarding what kind, how much and for whom additional training, mentoring or professional development is needed. Each teacher was observed between 4 and 14 times, with new staff members receiving more observations than veteran staff.	Met
Org Goal 2	Professional Development	Attendance and training	Our staff members participated in the following professional developments: STANYS Annual Conference; FLL Robotics Boot Camp for Coaches; 64th Annual AMTNYS Fall Conference; Motivation Matters: Planning Engaging Literacy Instruction; 77th Annual NYS AHPERD Conference; Successfully "Flip" Your English/Language Arts Instruction Cutting Edge, Practical Strategies; Making Best Use of Cutting-Edge Teachnology in the World Language Classroom; Bridging the Gap: Teaching students who fall far below or far above grade level; NYSCSS/NYS4A Convention 2015; 47th Annual Conference on Reading and Writing; and Project-Based Learning including STEAM. The staff is encouraged to complete college credits through our tuition reimbursement program. To ensure that instructional quality is at the forefront of each staff member's mind, UASCS administration created a summer teacher program that focuses on instruction. Since 2013, UASCS staff has participated in a summer professional development training program called Summer Institute, which lasts two weeks in August.	Met
Org Goal 3	Provide data analysis to drive instruction	Analysis	Curriculum coordinators continue to schedule and coordinate school-wide testing; gather, compile and analyze student performance data; organize and disseminate information regarding upcoming formative and summative assessments; and identify, track services given and progress of at-risk students.	Met
Org Goal 4				
Org Goal 5				

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

No

2c. FINANCIAL GOALS

2014-15 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1	To have contingency reserve funds higher than 2% of the annual budget	Audited financial statements for 13-14	Met	
Financial Goal 2	To have no identified financial deficiencies by annual audits	Audited financial statements for 13-14	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/08/2015

Last updated: 07/31/2015

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

B. Financial Information

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

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	2496848
Line 2: Year End Per Pupil Count	237
Line 3: Divide Line 1 by Line 2	10535

2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

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

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	1207967
Line 2: Management and General Cost (Column)	427632
Line 3: Sum of Line 1 and Line 2	1635599
Line 4: Year End Per Pupil Count	237
Line 5: Divide Line 3 by the Year End Per Pupil Count	6901

Thank you.



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

Utica Academy of Science Charter School

July 31, 2015

Nick Bilge



Utica

SED

2

Private

6-10

6-12

237.461

242

2015

315-4288997

Heveron & Company CPAs, PLLC

Jeanne M. Beutner

jbeutner@heveroncpa.com

(585) 232-2956 Ext 211

2015

Utica Academy of Science Charter School2015

FILL IN GRAY CELLS

Utica Academy of Science Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30, 2015

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$732,056	\$434,658
Grants and contracts receivable	89,996	124,277
Accounts receivables	-	14,776
Inventory	17,931	-
Prepaid Expenses	30,752	20,172
Contributions and other receivables		-
Other	-	
TOTAL CURRENT ASSETS	\$870,735	\$593,883
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	110,370	84,218
Restricted Cash	48,295	6,000
OTHER ASSETS	\$158,665	\$90,218
TOTAL ASSETS	\$1,029,400	\$684,101
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$308,435	\$34,340
Accrued payroll and benefits	224,600	150,384
Refundable Advances	-	-
Dreferred Revenue	1,369	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other		187,862
TOTAL CURRENT LIABILITIES	\$534,404	\$372,586
LONG-TERM DEBT, net current maturities	\$-	\$-
TOTAL LIABILITIES	\$534,404	\$372,586
NET ASSETS		
Unrestricted	\$494,996	\$311,515
Temporarily restricted	-	-
TOTAL NET ASSETS	\$494,996	\$311,515
TOTAL LIABILITIES AND NET ASSETS	\$1,029,400	\$684,101

Check

-

-

FILL IN GRAY CELLS

Utica Academy of Science Charter School

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2015

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$2,277,085		\$2,277,085	\$1,742,168
Federal - Title and IDEA	94,133		94,133	478,406
Federal - Other	164,483	-	164,483	-
State and City Grants	27,625	-	27,625	-
Contributions and private grants	5,000	-	5,000	5,000
After school revenue	-	-	-	-
Other	22,353	-	22,353	17,770
Food Service/Child Nutrition Program	75,833	-	75,833	66,208
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$2,666,512	\$-	\$2,666,512	\$2,309,552
EXPENSES				
Program Services				
Regular Education	\$1,671,866	\$-	\$1,671,866	\$1,284,912
Special Education	107,351	-	107,351	118,438
Other Programs	85,998	-	85,998	110,188
Total Program Services	\$1,865,215	\$-	\$1,865,215	\$1,513,538
Supporting Services				
Management and general	\$631,633	\$-	\$631,633	\$484,499
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$2,496,848	\$-	\$2,496,848	\$1,998,037
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$169,664	\$-	\$169,664	\$311,515
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	17	-	17	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$17	\$-	\$17	\$-
CHANGE IN NET ASSETS	\$169,681	\$-	\$169,681	\$311,515
NET ASSETS BEGINNING OF YEAR	\$311,515	\$-	\$311,515	
PRIOR YEAR/PERIOD ADJUSTMENTS	13,800	-	13,800	
NET ASSETS - END OF YEAR	\$494,996	\$-	\$494,996	\$311,515

**UTICA ACADEMY OF SCIENCE
CHARTER SCHOOL**

FINANCIAL STATEMENTS

June 30, 2015



Heveron & Company

Care, Competence & Common SenseSM



Certified Public Accountants

Certified Women Owned Business

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Utica Academy of Science Charter School
Rochester, New York

We have audited the accompanying financial statements of Utica Academy of Science Charter School (a nonprofit organization), which comprise the balance sheets as of June 30, 2015 and 2014 and the related statements of activities and cash flows for the years then ended, the related statement of functional expenses for the year ended June 30, 2015 and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

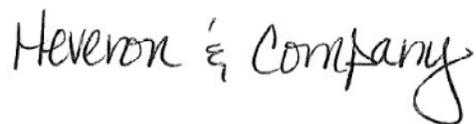
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Utica Academy of Science Charter School as of June 30, 2015 and 2014 and its cash flows and changes in net assets for the years then ended, and functional expenses for the year ended June 30, 2015 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Utica Academy of Science Charter School's statement of functional expenses for the year ended June 30, 2014, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 14, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 13, 2015 on our consideration of Utica Academy of Science Charter School's internal control over financial reporting, and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Utica Academy of Science Charter School's internal control over financial reporting and compliance.



Heveron & Company CPAs

Rochester, New York
October 13, 2015

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
BALANCE SHEETS
June 30, 2015 and 2014

ASSETS

	<u>2015</u>	<u>2014</u>
<u>Current Assets</u>		
Cash and Cash Equivalents	\$ 732,026	\$ 434,658
Accounts Receivable	5,969	14,776
Grants Receivable	90,039	124,277
Inventory	17,931	13,801
Prepaid Expenses	<u>30,752</u>	<u>20,172</u>
Total Current Assets	<u>876,717</u>	<u>607,684</u>
 <u>Property and Equipment</u>		
Leasehold Improvements	21,832	18,290
Equipment	26,606	8,744
Computer Software and Hardware	64,756	41,821
Vehicle	27,312	27,312
Less: Accumulated Depreciation	<u>(31,296)</u>	<u>(11,949)</u>
Net Property and Equipment	<u>109,210</u>	<u>84,218</u>
 <u>Other Assets</u>		
Security Deposits	<u>48,295</u>	<u>6,000</u>
TOTAL ASSETS	<u>\$1,034,222</u>	<u>\$ 697,902</u>

LIABILITIES AND NET ASSETS

	<u>2015</u>	<u>2014</u>
<u>Current Liabilities</u>		
Accounts Payable	\$ 114,721	\$ 34,340
Accrued Payroll and Benefits	226,101	150,384
Due to Related Parties	<u>202,273</u>	<u>187,862</u>
 Total Current Liabilities	 <u>543,095</u>	 <u>372,586</u>
 <u>Net Assets</u>		
Unrestricted	<u>491,127</u>	<u>325,316</u>
 Total Net Assets	 <u>491,127</u>	 <u>325,316</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$1,034,222</u>	 <u>\$ 697,902</u>

See Independent Auditors' Report and Notes to Financial Statements.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENTS OF ACTIVITIES
For The Years Ended June 30, 2015 and 2014

	2015	2014
<u>Revenues and Other Support:</u>		
Public School District:		
Revenue - Resident Student Enrollment	\$ 2,218,916	\$ 1,659,598
Revenue - Students with Disabilities	58,883	82,570
Federal Grants	258,659	478,406
Food Service	84,553	66,208
Contributions	30,338	5,000
Other Income	15,937	17,770
Total Revenues and Other Support	2,667,286	2,309,552
 <u>Expenses:</u>		
<u>Program Services:</u>		
Regular Education	1,625,055	1,271,111
Special Education	103,070	118,438
Other Programs	127,881	110,188
Total Program Services Expense	1,856,006	1,499,737
<u>Supporting Services:</u>		
Management and General	645,469	484,499
Total Expenses	2,501,475	1,984,236
Excess of Revenues and Other Support Over Expenses	165,811	325,316
Net Assets - Beginning of Year	325,316	-
Net Assets - End of Year	\$ 491,127	\$ 325,316

See Independent Auditors' Report and Notes to Financial Statements.

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES**

For The Year Ended June 30, 2015

(With Comparative Totals For The Year Ended June 30, 2014)

	No. of Positions	Program Services			Management and General	Totals	
		Regular Education	Special Education	Other Programs		2015	2014
Personnel Service Costs:							
Instructional Personnel	25	\$ 747,089	\$ 32,515	\$ -	\$ 2,201	\$ 781,805	\$ 524,896
Non-Instructional Personnel	5	-	-	6,000	92,315	98,315	104,660
Administrative Personnel	5	31,790	-	-	252,752	284,542	278,592
Total Salaries and Wages	35	\$ 778,879	\$ 32,515	\$ 6,000	\$ 347,268	\$ 1,164,662	908,148
Retirement		136,226	4,732	-	33,364	174,322	110,821
Fringe Benefits and Payroll Taxes		231,747	20,026	-	57,846	309,619	191,939
Total Personnel Services		1,146,852	57,273	6,000	438,478	1,648,603	1,210,908
Other Professional Services		76,364	3,231	-	79,370	158,965	42,354
Supplies and Materials		100,487	9,901	-	12,112	122,500	209,375
Technology		52,048	5,859	-	45,104	103,011	131,141
Building Rent		78,954	9,289	-	4,644	92,887	72,000
Food Service		-	-	70,149	-	70,149	50,552
Student Services		-	-	51,732	-	51,732	43,987
Utilities		40,202	4,730	-	2,365	47,297	48,418
Other Expenses		19,520	1,819	-	19,559	40,898	35,624
Repairs and Maintenance		25,016	2,964	-	5,495	33,475	31,999
Equipment and Furnishings		27,986	3,077	-	1,034	32,097	24,953
Marketing and Recruitment		17,706	2,036	-	5,420	25,162	13,339
Insurance		14,141	832	-	7,483	22,456	18,945
Depreciation		16,445	1,935	-	967	19,347	11,949

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES**

For The Year Ended June 30, 2015

(Continued)

(With Comparative Totals For The Year Ended June 30, 2014)

	<u>Program Services</u>			<u>Management and General</u>	<u>Totals</u>	
	<u>Regular Education</u>	<u>Special Education</u>	<u>Other Programs</u>		<u>2015</u>	<u>2014</u>
Professional Development	8,123	24	-	5,424	13,571	14,925
Accounting and Auditing Fees	-	-	-	11,520	11,520	12,500
Legal Services	-	-	-	5,798	5,798	1,640
Office Expense	1,211	100	-	696	2,007	9,627
Total Expenses	<u>\$ 1,625,055</u>	<u>\$ 103,070</u>	<u>\$ 127,881</u>	<u>\$ 645,469</u>	<u>\$ 2,501,475</u>	<u>\$ 1,984,236</u>

See Independent Auditors' Report and Notes to Financial Statements.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
For The Years Ended June 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
<u>Cash Flow From Operating Activities</u>		
Revenue from School Districts	\$ 2,334,852	\$ 1,743,429
Grant Revenues	314,559	330,020
Food Service Fees	75,527	53,572
Contributions	30,338	5,000
Other Sources	15,937	17,770
Payments to Vendors for Goods and Services Rendered	(855,821)	(589,553)
Payments to Charter School Personnel for Services Rendered	<u>(1,573,685)</u>	<u>(1,064,964)</u>
Net Cash Flow Provided By Operating Activities	<u>341,707</u>	<u>495,274</u>
 <u>Cash Flow From Investing Activities</u>		
Purchase of Property and Equipment	<u>(44,339)</u>	<u>(96,167)</u>
Cash Flow Used By Investing Activities	<u>(44,339)</u>	<u>(96,167)</u>
 <u>Cash Flow From Financing Activities</u>		
Payments on Line of Credit	-	(59,070)
Proceeds from Line of Credit	<u>-</u>	<u>55,070</u>
Cash Flow Used By Financing Activities	<u>-</u>	<u>(4,000)</u>
 Net Increase in Cash and Cash Equivalents	297,368	395,107
 Cash and Cash Equivalents - Beginning of Year	<u>434,658</u>	<u>39,551</u>
 Cash and Cash Equivalents - End of Year	<u>\$ 732,026</u>	<u>\$ 434,658</u>

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
For The Years Ended June 30, 2015 and 2014
(Continued)

	2015	2014
<u>Reconciliation of Change in Net Assets to Net Cash</u>		
<u>Provided by Operating Activities</u>		
Excess of Support and Revenue Over Expenses	\$ 165,811	\$ 325,316
Adjustments to Reconcile Excess of Support and Revenue		
Over Expenses to Net Cash Provided by Operating Activities:		
Depreciation	19,347	11,949
Decrease/(Increase) In:		
Accounts Receivable	8,807	(14,776)
Grants Receivable	34,238	(124,277)
Inventory	(4,130)	(13,801)
Prepaid Expenses	(10,580)	13,092
Security Deposits	(42,295)	-
Increase/(Decrease) In:		
Accounts Payable	80,381	33,224
Accrued Payroll and Benefits	75,717	145,944
Due to Related Party	14,411	142,712
Deferred Revenue	-	(24,109)
Net Cash Flow Provided By Operating Activities	\$ 341,707	\$ 495,274

See Independent Auditors' Report and Notes to Financial Statements.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Utica Academy of Science Charter School (the School) is a not-for-profit education corporation that operates a public charter school with special emphasis on math, science and technology in Utica, New York. The School seeks to empower students through high intellectual standards, preparing them for college, career, and citizenship. Currently, the School serves students in 6th through 10th grade. A grade level will be added each year through 12th grade.

The main programs of the School are as follows:

REGULAR EDUCATION: The School's curriculum is focused on mathematics, science, and technology. The School seeks to graduate students who can think critically and creatively, who are committed to a lifetime of learning and civic involvement, and who are conscious of local, global, and environmental issues. All courses align with the New York State Learning Standards.

SPECIAL EDUCATION: The School is open to all children and does not discriminate on the basis of ethnicity, national origin, gender, disability, or any other grounds that would be unlawful or deny the civil rights of any individual. In accordance with the Individuals with Disabilities Education Act, the Rehabilitation Act, Section 504, and the Americans with Disabilities Act, the School provides a free and appropriate education, in the least restrictive environment to students with disabilities. The primary service delivery for students with special needs is inclusion. Services for students requiring supplemental services are provided by the Utica City School District.

OTHER PROGRAMS: Other programs include food services and extra-curricular activities.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Basis of Presentation

In accordance with accounting principles generally accepted in the United States of America, the School reports information regarding its financial position and activities according to the existence and nature of donor restrictions in three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. There were no temporarily or permanently restricted net assets at June 30, 2015 and 2014.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2015
(Continued)

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

Basis of Presentation (Continued)

The School also records contributions received as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and nature of any donor restrictions.

Accounting principles generally accepted in the United States of America allow the School to treat as unrestricted, any restricted revenue where the restrictions are met in the same year. The School has elected to follow that reporting method. As a result, all activities in which restrictions are met are recorded in the Unrestricted Net Asset class.

The following are descriptions of the School's net asset classifications:

Unrestricted: Unrestricted net assets include resources that are available for the general support of the School's operations.

Revenue Recognition

A portion of the School's revenue is derived from grants. Amounts received but not yet earned are reported as deferred revenue.

Funding sources may, at their discretion, amend the grant and contract amounts. In addition, reimbursement for expenses or return of funds, or both, may be requested as a result of noncompliance by the School with the terms of the grants and contracts. The School records such amendments, reimbursements, and returns of funds as an adjustment to revenue in the year of the amendment.

Contributions

Contributions are recorded at the time of receipt or when evidence of a non-conditional promise to give has been received. Promises subject to conditions are not recorded as income until those conditions have been met. Contributions that are expected to be received in future years are recorded at their present value. Contributions are recorded as unrestricted, unless they are subject to donor restrictions, or are required to be used or expected to be received in future years.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2015
(Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Accounts and Grants Receivable

Receivables are stated at the amount management expects to collect. Amounts that management believes to be uncollectible after collection efforts have been completed, are written off. In addition, management evaluates the need for, and if appropriate, provides an allowance to reduce receivables to amounts management expects will be collected. Management determined that no allowances were necessary at June 30, 2015 and 2014.

Property and Equipment

Property and equipment are stated at cost. The School capitalizes property and equipment with a cost of over \$2,000 and an estimated life of 3 years or more. Depreciation is computed using the straight-line method based on the estimated useful lives of the assets, as follows:

	<u>Years</u>
Leasehold Improvements	5-10
Equipment	7
Computer Software and Hardware	5
Vehicle	5

Depreciation expense amounted to \$19,347 and \$11,949 for the years ended June 30, 2015 and 2014, respectively.

Income Taxes

The Internal Revenue Service has determined that the School is qualified as a charity exempt under Section 501(c)(3) of the Internal Revenue Code, and has also determined that the School is publicly supported. As a result, no provision for federal or state income taxes has been made.

Cash and Cash Equivalents

Cash and cash equivalents include all cash on hand and in banks, which, at times, may exceed federally insured limits. The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Certain of these accounts are not federally insured. The School has not experienced any losses in these accounts and does not believe it is exposed to any significant credit risk with respect to cash and cash equivalents.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2015
(Continued)

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

Cash and Cash Equivalents (Continued)

Cash and cash equivalents consisted of the following at June 30:

	2015	2014
Checking	\$ 657,006	\$ 434,658
Savings	75,020	-
Total	\$ 732,026	\$ 434,658

Use of Estimates in the Preparation of Financial Statements

Accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the amounts of assets and liabilities, revenues and expenses, and the disclosure of contingent assets and liabilities. Actual results could vary from those estimates.

Functional Expenses

The costs of providing the various program services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among program and supporting services. An immaterial amount of fundraising costs for the years ended June 30, 2015 and 2014 are included in management and general expenses.

Advertising

Advertising costs are expensed as incurred.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2014 from which the summarized information was derived.

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

June 30, 2015

(Continued)

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

Reclassifications

Certain account balances as of June 30, 2014 have been reclassified to conform with the presentation as of June 30, 2015.

Inventories

Inventories consist of school uniforms and are recorded at cost.

NOTE 2 - PENSION EXPENSE

The School participates in the New York State Teachers' Retirement System (System), a cost-sharing, multiple-employer, defined benefit pension plan administered by the New York State Teachers' Retirement Board. The System provides retirement, disability, withdrawal and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York.

Plan members who joined the System before July 27, 1976 are not required to make contributions. Those joining after that date and before January 1, 2010, who have less than ten years of service or membership are required to contribute 3% of their annual salary. Those joining on or after January 1, 2010 and before April 1, 2012, are required to contribute 3.5% of their annual salary for their entire working career. Those joining on or after April 1, 2012 are required to contribute between 3% and 6%, dependent upon their salary for their entire working career.

Employers are required to contribute at an actuarially determined rate. Rates applicable to the fiscal years ended June 30, 2015 and 2014 were 17.53% and 16.25%, respectively. The total retirement contribution expense was \$174,322 and \$110,821 for the years ended June 30, 2015 and 2014, respectively.

NOTE 3 - LINE OF CREDIT

Utica Academy of Science Charter School has a line of credit with a maximum authorization of \$150,000. Advances against this line bear interest at a rate of 3.5% above the monthly LIBOR rate. Any borrowings are secured by assets of the School. There were no amounts outstanding at June 30, 2015 and 2014.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2015
(Continued)

NOTE 4 - COMMITMENTS

The School is obligated under non-cancelable operating leases for two buildings. For each lease, the School is responsible for payment of utilities, maintenance, and real property taxes.

The first lease term ends April 30, 2018. Rent is payable in monthly installments of \$6,000.

The second lease term ends April 30, 2030. Rent is payable in monthly installments of \$18,488 with an escalation clause equal to the greater of 4% or the Consumer Price Index percentage figure relating to the Northeast region of the United States.

Total rental expense for June 30, 2015 and 2014 totaled \$92,887 and \$72,000, respectively.

Future minimum lease payment commitments are as follows:

<u>Year</u>	<u>Amount</u>
2016	\$ 293,850
2017	302,724
2018	299,953
2019	249,551
2020	259,533

NOTE 5 - PRIOR PERIOD ADJUSTMENT

A prior period adjustment affecting the year ended June 30, 2014 was made. The June 30, 2014 comparative financial statements have been restated to reflect this adjustment. The adjustment was necessary to record inventory and expenses in the proper period. The net adjustment was an increase of \$13,801 in Unrestricted Net Assets.

NOTE 6 - SPECIAL EDUCATION AND OTHER SUPPORT

Special education services required by students of the School are provided by the Utica City School District. The Utica City School District also provided transportation and nursing services. The School was unable to determine a value for these services, thus, these financial statements do not reflect revenue or expenses associated with those services.

The School receives State Aid in the form of textbooks, computer hardware, computer software and library materials through the Utica City School District. The total aid received for the year ended June 30, 2015 was \$25,338. The School did not receive this aid for the year ended June 30, 2014.

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

June 30, 2015

(Continued)

NOTE 7 - DONATED SERVICES AND GOODS

The School receives donated services that, although substantial, do not meet the criteria for recording as revenue and expense under accounting principles generally accepted in the United States of America.

NOTE 8 - RELATED PARTY TRANSACTIONS

The School began leasing school and office space from Terra Science and Education, Inc. ("Terra") during the year ended June 30, 2015. Terra has a common board member on both Terras, as well as the School's Board of Trustees. This board member abstains from voting matters affecting both the School and Terra. Total rent expense paid to Terra for the year ended June 30, 2015 was \$20,887. Terra also holds \$42,295 of security deposits due to the School at the termination of the building lease.

The School shares common board members with the Syracuse Academy of Science Charter School's ("Syracuse") Board of Trustees. During the years ended June 30, 2015 and 2014, the School received services from Syracuse for business office operations, human resources services, information technology consultation, and academic and curriculum related matters. Total expenses billed to the School for the years ended June 30, 2015 and 2014 were \$94,984 and \$22,043, respectively. Additionally, Syracuse paid expenses on the School's behalf to assist with the School's operational costs. Amounts due to Syracuse amounted to \$202,273 at June 30, 2015 and are expected to be repaid currently.

NOTE 9 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 13, 2015, which is the date the statements were available for issuance.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL

SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2015

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

Independent Auditors' Report

To the Board of Trustees
 Utica Academy of Science Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Utica Academy of Science Charter School as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise Utica Academy of Science Charter School's basic financial statements, and have issued our report thereon dated October 13, 2015.

Internal Control Over Financial Reporting

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

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

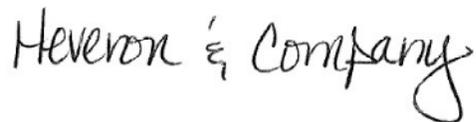
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Compliance and Other Matters

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

Purpose of this Report

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

A handwritten signature in cursive script that reads "Heveron & Company".

Heveron & Company CPAs

Rochester, New York
October 13, 2015

Auditors' Communications

October 2, 2015

To The Board of Trustees
Utica Academy of Science Charter School
1001 Park Avenue
Syracuse, New York 13204

Dear Board Members:

This letter is intended only for the board and those responsible for management and governance. Although we did review some of your internal controls, we did not perform an examination of them that would allow us to give an opinion on the adequacy of your controls.

Those charged with management and governance are responsible for:

- safeguarding your assets,
- ensuring that your resources are used as directed by funders, donors and as required by charities laws and your own articles of incorporation,
- assuring that you are complying with laws, regulations, contracts and grants associated with your funding,
- properly recording and reporting results of operations and account balances, and
- proper business practices, operating procedures, documentation and controls.

Our audit was designed to help you with those responsibilities, and is also designed and intended to help you to benchmark your administrative operations to best practices.

Our Responsibilities to You

As part of our audit we are required to inform you of significant deficiencies and material weaknesses in your controls that we become aware of.

Controls are procedures, policies, and responsibilities that you put in place to make sure that appropriate transactions take place and are reported properly on your financial statements. Examples of controls are timely billing for services you perform, ensuring proper payments are received and recorded, and measures to prevent overpayment of payroll or vendors.

Control deficiencies result when proper procedures are not in place to assure that appropriate transactions are carried out, recorded and reported properly.

Significant deficiencies are control deficiencies or combinations of control deficiencies that are less severe than material weaknesses, yet important enough to merit attention by those charged with governance.

Material weaknesses are significant deficiencies or combinations of significant deficiencies such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

The Role of Internal Controls

Internal controls are managements' standards to safeguard your assets. They include the following components:

- Setting expectations of integrity and ethical conduct, with actions such as proper hiring and training,
- Assessing risks based on your operations and your staffing,
- Establishing control activities, such as separation of responsibilities, to reduce risks,
- Communications from senior management to all involved staff about internal controls, and
- Monitoring-ongoing evaluation of whether controls are appropriate and are working.

General Observations

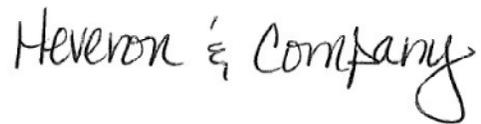
Our general observations are that:

- Your record-keeping system is appropriate for your financial recording and reporting needs including allocation of revenue and expense to various programs.
- Record-keeping appears to be done in a timely, complete and conscientious manner.
- Internal controls are good given your staff size.
- The attitude of management regarding the importance of proper systems and controls seems appropriate.
- We did not have disagreements with management in connection with our audits or difficulties in performing the audits, and, to our knowledge, management did not consult with other CPAs about audit issues.
- We did not become aware of fraud or illegal acts, and there were no significant financial statement adjustments or unusual transactions.
- No material accounting adjustments were left unrecorded.
- There were no major changes in accounting policies and procedures or in estimating for things such as the useful lives of equipment items, bad debts or functional allocations.

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

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Company's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Sincerely,

A handwritten signature in black ink that reads "Heveron & Company". The signature is written in a cursive, flowing style.

Heveron & Company CPAs

**UTICA ACADEMY OF SCIENCE
CHARTER SCHOOL**

**AGREED UPON PROCEDURES REPORT
FOR CSP FUNDING**



Heveron & Company

Care, Competence & Common SenseSM



Certified Public Accountants

Certified Women Owned Business



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES

To The Board of Trustees
Utica Academy of Science Charter School

We have performed the procedures identified below, which were agreed to by the management of Utica Academy of Science Charter School (the Charter School) and the New York State Education Department (NYSED) solely to assist the specified parties in evaluating the Charter School's assertion to New York State Education Department that it has maintained compliance with the requirements of the Charter School Planning (CSP) grant and Federal and the NYSED guidelines in managing the CSP grant.

This agreed upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The period under review includes expenditures incurred during the year ended June 30, 2015. The procedures we performed and our results are as follows:

Procedure #1: We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

Result: We found that the CSP grant revenue did equal the grant expenditures.

Procedure #2: We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Result: We found that CSP revenue and expenditures seemed reasonable for the period tested.

Procedure #3: We will select a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
 - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
 - ii. Determine if the expenditure falls into an approved budget category.
 - iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result: There were 4 payroll expenditures for the CSP funding and we tested 1 expenditure. There were 70 other expense-type expenditures and we tested 7. All expenditures tested seemed to be within the purpose of the grant, in the appropriate approved budget category, and charged to the appropriate fiscal period.

Procedure #4: We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following.

- a. Trace expenditures selected in Procedure #3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request.

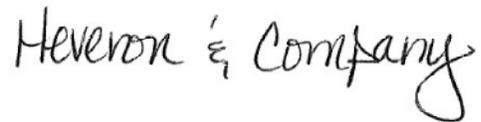
Result: We traced the expenditures tested in Procedure #3 to the one FS-25 form that was prepared during the period under review. There were two grant periods that occurred during the period under review; the grant periods ended August 31, 2014 and August 31, 2015. They did not prepare a FS-25 form for the grant period ended August 31, 2014. For the 2014 grant, in lieu of preparing the FS-25 form, they only prepared a final report to request full reimbursement of all expenditures. The School did submit one FS-25 form for the grant period ended August 31, 2015.

All expenditures tested that were included on Line 3 (Project Cash Expenditures to Date) on the FS-25 form for the August 31, 2015 grant were expended previously or were paid for within one month of the FS-25 form request date.

There was not an amount included on Line 4 (Cash Expenditures Anticipated During Next Month) on the respective FS-25 form.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on Utica Academy of Science Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Utica Academy of Science Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

A handwritten signature in black ink that reads "Heveron & Company". The script is cursive and fluid, with the ampersand being a simple loop.

Heveron & Company CPAs

Rochester, New York
September 23, 2015

New York State Education Department

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

2015-16 Budget & Cash Flow Template

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

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

Utica Academy of Science Charter School

PROJECTED BUDGET FOR 2015-2016

Assumptions

July 1, 2015 to June 30, 2016

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
-	130,840	361,773	-	5,000	3,668,444
2,099,103	146,579	107,500	-	1,263,167	3,616,350
(2,099,103)	(15,739)	254,273	-	(1,258,167)	52,094
340	20				-
-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

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

REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

District of Location

School District 2 (Whitesboro)	30,708	-	-	-	-	30,708
School District 3 (Rome)	35,289	-	-	-	-	35,289
School District 4 (Frankfort)	9,560	-	-	-	-	9,560
School District 5 (Westmoreland)	12,288	-	-	-	-	12,288
School District 5 (Sauquoit)	11,306	-	-	-	-	11,306
	3,170,831	-	-	-	-	3,170,831

Special Education Revenue

	-	107,060	-	-	-	107,060
--	---	---------	---	---	---	---------

Grants

Stimulus

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

Other

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

Other State Revenue

	-	-	3,607	-	-	3,607
--	---	---	-------	---	---	-------

TOTAL REVENUE FROM STATE SOURCES

	-	107,060	3,607	-	-	3,281,498
--	----------	----------------	--------------	----------	----------	------------------

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

	-	23,780	-	-	-	23,780
--	---	--------	---	---	---	--------

Title I

	-	-	95,788	-	-	95,788
--	---	---	--------	---	---	--------

Title Funding - Other

	-	-	13,600	-	-	13,600
--	---	---	--------	---	---	--------

School Food Service (Free Lunch)

	-	-	97,580	-	-	97,580
--	---	---	--------	---	---	--------

Grants

Charter School Program (CSP) Planning & Implementation

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

Other

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

Other Federal Revenue

	-	-	4,000	-	-	4,000
--	---	---	-------	---	---	-------

TOTAL REVENUE FROM FEDERAL SOURCES

	-	23,780	210,968	-	-	234,748
--	----------	---------------	----------------	----------	----------	----------------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

	-	-	-	5,000	-	5,000
--	---	---	---	-------	---	-------

Erate Reimbursement

	-	-	77,980	-	-	77,980
--	---	---	--------	---	---	--------

Interest Income, Earnings on Investments,

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

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

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

Food Service (Income from meals)

	-	-	10,000	-	-	10,000
--	---	---	--------	---	---	--------

Text Book

	-	-	21,252	-	-	21,252
--	---	---	--------	---	---	--------

Other Local Revenue

	-	-	37,966	-	-	37,966
--	---	---	--------	---	---	--------

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

	-	-	147,198	-	5,000	152,198
--	----------	----------	----------------	----------	--------------	----------------

TOTAL REVENUE

	-	130,840	361,773	-	5,000	3,668,444
--	----------	----------------	----------------	----------	--------------	------------------

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

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

Executive Management

	-	-	-	-	36,333	36,333
--	---	---	---	---	--------	--------

Instructional Management

	-	-	-	-	75,000	75,000
--	---	---	---	---	--------	--------

Deans, Directors & Coordinators

	-	-	-	-	55,000	55,000
--	---	---	---	---	--------	--------

CFO / Director of Finance

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

Operation / Business Manager

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

Administrative Staff

	-	-	-	-	106,784	106,784
--	---	---	---	---	---------	---------

Utica Academy of Science Charter School

PROJECTED BUDGET FOR 2015-2016

Utica Academy of Science Charter School PROJECTED BUDGET FOR 2015-2016						Assumptions
July 1, 2015 to June 30, 2016						DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.						
REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
-	130,840	361,773	-	5,000	3,668,444	
2,099,103	146,579	107,500	-	1,263,167	3,616,350	
(2,099,103)	(15,739)	254,273	-	(1,258,167)	52,094	
340	20				-	
-	-				-	
PROGRAM SERVICES			SUPPORT SERVICES			
REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
TOTAL ADMINISTRATIVE STAFF						
-	-	-	-	273,117	273,117	
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	648,500	-	-	-	648,500	
Teachers - SPED	-	37,000	-	-	37,000	
Substitute Teachers	19,800	2,200	-	-	22,000	
Teaching Assistants	-	-	-	-	-	
Specialty Teachers	229,050	25,450	-	-	254,500	
Aides	-	-	-	-	-	
Therapists & Counselors	34,200	3,800	-	-	38,000	
Other	48,150	5,350	-	-	53,500	Tutoring, PTO buy out and stipend
TOTAL INSTRUCTIONAL	979,700	73,800	-	-	1,053,500	
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	-	-	-	-	-	
Librarian	-	-	-	-	-	
Custodian	-	-	-	96,000	96,000	
Security	-	-	-	-	-	
Other	-	-	-	45,000	45,000	IT specialist
TOTAL NON-INSTRUCTIONAL	-	-	-	141,000	141,000	
SUBTOTAL PERSONNEL SERVICE COSTS	979,700	73,800	-	414,117	1,467,617	
PAYROLL TAXES AND BENEFITS						
Payroll Taxes	74,947	5,646	-	31,680	112,273	
Fringe / Employee Benefits	229,906	14,369	-	44,667	288,943	
Retirement / Pension	148,146	4,906	-	20,205	173,257	
TOTAL PAYROLL TAXES AND BENEFITS	452,999	24,921	-	96,552	574,473	
TOTAL PERSONNEL SERVICE COSTS	1,432,699	98,721	-	510,669	2,042,090	
CONTRACTED SERVICES						
Accounting / Audit	-	-	-	11,000	11,000	
Legal	-	-	-	10,000	10,000	
Management Company Fee	-	-	-	-	-	
Nurse Services	-	-	-	-	-	
Food Service / School Lunch	-	-	100,000	-	100,000	Aramark will be serving the food , assumption is 10% profit
Payroll Services	-	-	-	11,500	11,500	
Special Ed Services	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	
Other Purchased / Professional / Consulting	33,650	-	-	196,000	229,650	Based on 350*\$400 for central office services, 39*350 for
TOTAL CONTRACTED SERVICES	33,650	-	100,000	228,500	362,150	
SCHOOL OPERATIONS						
Board Expenses	-	-	-	2,500	2,500	
Classroom / Teaching Supplies & Materials	85,500	-	-	-	85,500	
Special Ed Supplies & Materials	-	9,500	-	-	9,500	
Textbooks / Workbooks	31,500	3,500	-	-	35,000	Additional 11th grade opening
Supplies & Materials other	-	-	-	-	-	
Equipment / Furniture	81,000	4,500	-	4,500	90,000	100 student combo desk, 3 caf tables, 14 book case, 6 te
Telephone	-	-	-	7,200	7,200	

Utica Academy of Science Charter School

PROJECTED BUDGET FOR 2015-2016

Assumptions

July 1, 2015 to June 30, 2016

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
-	130,840	361,773	-	5,000	3,668,444
2,099,103	146,579	107,500	-	1,263,167	3,616,350
(2,099,103)	(15,739)	254,273	-	(1,258,167)	52,094
340	20				-
-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Technology	144,864	8,048	-	-	8,048	160,960
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	18,000	2,000	-	-	-	20,000
Transportation (student)	-	-	-	-	-	-
Student Services - other	73,800	8,200	-	-	-	82,000
Office Expense	-	-	-	-	36,000	36,000
Staff Development	27,000	1,500	-	-	1,500	30,000
Staff Recruitment	-	-	-	-	10,000	10,000
Student Recruitment / Marketing	-	-	-	-	15,000	15,000
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	22,500	1,250	-	-	1,250	25,000
Fundraising	-	-	-	-	-	-
Other	19,890	2,210	-	-	1,000	23,100
TOTAL SCHOOL OPERATIONS	504,054	40,708	-	-	86,998	631,760

20 computers, 20 printers, 11 elmos, 27 imacs, 20 mac m

FACILITY OPERATION & MAINTENANCE

Insurance	-	-	-	-	35,000	35,000
Janitorial	-	-	-	-	30,000	30,000
Building and Land Rent / Lease	-	-	-	-	308,850	308,850
Repairs & Maintenance	-	-	-	-	56,000	56,000
Equipment / Furniture	-	-	7,500	-	-	7,500
Security	-	-	-	-	-	-
Utilities	128,700	7,150	-	-	7,150	143,000
TOTAL FACILITY OPERATION & MAINTENANCE	128,700	7,150	7,500	-	437,000	580,350

72K for lincoln ave, 221,850 frankfort location, 15 K prop

DEPRECIATION & AMORTIZATION

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

DISSOLUTION ESCROW & RESERVES / CONTINGENCY

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

TOTAL EXPENSES

	2,099,103	146,579	107,500	-	1,263,167	3,616,350
--	-----------	---------	---------	---	-----------	-----------

NET INCOME

	(2,099,103)	(15,739)	254,273	-	(1,258,167)	52,094
--	-------------	----------	---------	---	-------------	--------

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	331	20	351
School District 2 (Whitesboro)	3		3
School District 3 (Rome)	3		3
School District 4 (Frankfort)	1		1
School District 5 (Westmoreland)	1		1
School District 5 (Sauquoit)	1		1
TOTAL ENROLLMENT	340	20	360
REVENUE PER PUPIL	-	6,542	1,005
EXPENSES PER PUPIL	6,174	7,329	299



Audited Financial Statement Checklist

Last updated: 10/26/2015

Page 1

Charter School Name:

1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Yes
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Not Applicable

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.



Appendix E: Disclosure of Financial Interest Form

Last updated: 08/01/2015

Page 1

412300861058 UTICA ACADEMY OF SCIENCE CS

All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). [The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.](#)

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

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

Yes

Thank you.



Appendix F: BOT Membership Table

Last updated: 07/30/2015

Page 1

412300861058 UTICA ACADEMY OF SCIENCE CS

1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Dr. Fehmi Damkaci	[REDACTED]	Chair/Board President	Yes	K-12 charter school implementation and governance; high-school and college level teaching and leadership. Role: Leadership, educational programs, financial operations, overall design, and application.	Term 1: 8/2006-8/2008 Term 2: 8/2008-8/2011 Term 3 8/2011-8/2014 Term 4: 8/2014-8/2017
2	Dr. Ahmet Ay	[REDACTED]	Secretary	Yes	K-12 charter school implementation and governance; STEM Education. Role: STEM Education and College Prep Programs and college relations.	Term 1: 6/2012-7/2015 Term 2: 7/2015-8/2018
3	Sherman Dunmore	[REDACTED]	Trustee/Member	Yes	K-12 charter school implementation and governance, community leader, and former parent, current grandparent of SASCs. Role: Civic engagement and community outreach	Term 1: 9/2006-8/2007 Term 2: 8/2007-8/2010 Term 3: 8/2010-8/2013 Term 4: 8/2013-8/2016

4	Muris Hadzic, ABD	[REDACTED]	Treasurer	Yes	K-12 charter school governance, youth community leader, and mentor for community youth. Role: Financial operations, Community outreach, mentorship, and extracurricular activities.	Term 1: 2/2013-2/2016
5	Jawwaad Rasheed, J.D.	[REDACTED]	Trustee/Member	Yes	K-12 charter school governance, leadership in non-profit youth organizations and high school mentorship programs, college level teaching. Role: College prep programs and legal matters.	Term 1: 11/2014-8/2017
6	Dr. Yildiray Yildirim	[REDACTED]	Trustee/Member	Yes	K-12 charter school implementation and governance, higher education leadership, expert in finance and real estate, former parent of SASCS. Role: Financial operations, operational quality, real-estate.	Term 1: 8/2003-8/2006 Term 2: 8/2006-8/2009 Term 3: 8/2009-8/2012 Term 4: 8/2012-8/2015
7	Chanel Turnquest	[REDACTED]	Trustee/Member	Yes	K-12 charter school governance, expert in real estate, former parent of 3 SASCS students. Role: Community outreach, real estate management.	Term 1: 7/2015-8/2016
8						
9						
10						
11						
12						
13						
14						

15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2014-15 school year

2

3. Total Number of Members Departing the Board during the 2014-15 school year

1

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

9

5. How many times did the Board meet during the 2014-15 school year?

13

6. How many times will the Board meet during the 2015-16 school year?

12

Thank you.

Utica Academy of Science Charter School Board of Trustees

July 8, 2014

The meeting was called to order at 8.05 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Yildiray Yildirim, Ahmet Ay, Muris Hadzic, and Patricia Coban. Absent with excuse: Rev. Dunmore and Ednita Wright. Quorum: 5/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, CFO, CTO were present.

Agenda

1. *Today's meeting agenda: Review and approve*
2. *Minutes of last meeting: Review and approve*
3. *Approval of Linda Spencer as BoT member*
4. *Approval of Fehmi Damkaci's 3 year term as BoT member,*
5. *Approval of TShirt Purchases*
6. *Approval of Outsourcing the Building Security*
7. *Approval of Apple Educational Services contract renewal*
8. *Approval of Insurances*

Discussion

1. *Financial status and budget,*
2. *Building improvements*
3. *Assessment/Academics: summer programs*
4. *Next trustee meeting: August 5 2014 at Utica*

Motion #140708.1

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ahmey Ay and seconded by Muris Hadzic

Resolution #140708.1 was adopted unanimously

Motion #140708.2

RESOLVED, that the minutes of the June 2014 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ahmed Ay and seconded by Yidliray Yildirim

Resolution #140708.2 was adopted unanimously

Motion #140708.3

RESOLVED, that Linda Spencer is hereby elected to serve on the SASCS Board as the trustees for a term beginning August 1, 2014, ending July 30, 2017, subject to SED approval.

Moved by Yildiray Yildirim and seconded by Ahmet Ay

Resolution #140708.3 was adopted unanimously

Motion #140708.4

RESOLVED, that Fehmi Damkaci is hereby re-elected to serve on the SASCS Board as the trustees for a term beginning August 1, 2014, ending July 30, 2017

Moved by Patricia Coban and seconded by Ahmet Ay

Resolution #140708.4 was adopted unanimously

Motion #140708.5

RESOLVED, that School uniform T-Shirt purchases from Just the Right Stuff is hereby approved

Vendor	Amount
JTRS	\$15,195.20
CooleyBrand	\$17,045.00
CustomLogoUSA	\$15920.30

Moved by Ahmet Ay and seconded by Yildiray Yildirim

Resolution #140708.5 was adopted unanimously

Motion #140708.6

RESOLVED, that RFP for outsourcing the building security for all school buildings is hereby approved.

Moved by Ahmet Ay and seconded by Patricia Coban

Resolution #140708.6 was adopted unanimously

Motion #140708.7

RESOLVED, that the renewal of Apple Educational Services contract for the 14-15 school year in the amount of \$9,860 is hereby approved.

Moved by Ahmet Ay and seconded by Muris Hadzic

Resolution #140708.7 was adopted with unanimously

Motion #140708.8

RESOLVED, that the Renewal of current insurances for the 14-15 school year through Austin & Co. INC is hereby approved.

Moved by Yildiray Yildirim and seconded by Muris Hadzic

Resolution #140708.8 was adopted with unanimously

Discussion Items:

Operation Manager presented current financials of the school. He provided an overview of the financial dashboard.

Small improvements will be made at the school building. School should look for alternative and bigger location for its third year expansion. The current building will not be able accommodate all the grades in its third year. Based on discussion with school district there will be no school available for rent. There are no other catholic schools big enough to rent at the moment.

Summer activities have been discussed with the superintendent.

Regular meeting was adjourned at 8.55 pm.

Utica Academy of Science Charter School Board of Trustees

August 5, 2014

The meeting was called to order at 8.15 PM at Utica School site with Board Members present: Fehmi Damkaci, Muris Hadzic, Rev. Dunmore, Ednita Wright and Linda Spencer Absent with excuse: Yildiray Yildirim, Ahmet Ay. Quorum: 5/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, CFO, CTO, and SASCS Dean of Students were present.

Agenda

1. *Today's meeting agenda: Review and approve*
2. *Minutes of last meeting: Review and approve*
3. *Approval of RFP results for building security*
4. *Approval of staff members and emergency approval rights*
5. *Approval of employee handbook*
6. *BoT Elections for president, treasurer and secretary*

Discussion

1. *Financial status and budget,*
2. *Building improvements*
3. *Staff changes / summer institute / PD plans*
4. *Academics*
5. *Presentation planning*
6. *Strategic planning meeting*
7. *Drum chore program*
8. *Next trustee meeting: September 9 2014 in Syracuse*

Motion #140805.1

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Rev. Dunmore and seconded by Ednita Wright

Resolution #148705.1 was adopted unanimously

Motion #140805.2

RESOLVED, that the minutes of the July 2014 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Rev Dunmore and seconded by Muris Hadzic

Resolution #140805.2 was adopted unanimously

Motion #140805.3

TABLED, that that RFP results for building security is hereby tabled with the recommendation of the president for a special meeting next Tuesday August 12th at 6 pm in Syracuse high school. Based on feedback and experience, the school will invite only US Securities for a presentation to learn more about their services before final approval.

	SAS Annual Cost	Utica Annual Cost
Dreamland security services estimated	\$64,490	\$21,497
Apollo security services estimated	\$69,732	\$23,244
US security services estimated	\$76,518	\$25,506

<u>Company</u>	<u>Price</u>	<u>Included in rates:</u>	<u>Related Average Feedback</u>	<u>School Setting Experience</u>	<u>Years of Experience in Sector</u>
Dreamland Security	\$13.78/hr / employee	radio; training; flashlight; log book; uniform, insurance	Very good/Rated 4.5 out of 5/good employees, k-12 rosevelt union free, University at buffalo, bronx children school	k-12 setting experience	10 years
Apollo International	\$14.90/hr / employee	Wage, uniform, training, support, insurance	Satisfactory (Good)/Rated 4 out of 5 by a hospital and corp.	no- k-12 setting experience but college students	23 years
U.S. Securities	\$16.35/hr / employee	office support; background check; training; insurance	Very good/Rated 4.5 out of 5/ Efficient/ Professional by Rochester Academy, Jefferson County Comm. College,	k-12 setting experience and college experience	59 years
Security Personnel Service	Disqualified - required paperwork was not submitted				

Moved by Muris Hadzic and seconded by Ednita Wright
 Resolution #140805.3 was adopted unanimously

Motion #140805.4

RESOLVED, that the staff members presented with the title and salaries and the emergency hiring approval rights for the school year are hereby approved.

Moved by Rev. Dunmore and seconded by Muris Hadzic
 Resolution #140805.4 was adopted unanimously

Motion #140805.5

RESOLVED, that the updated employee handbook for 2014-15 is hereby approved.

Moved by Muris Hadzic and seconded by Ednita Wright
 Resolution #140805.5 was adopted unanimously

Motion #140805.6

RESOLVED, that the student case of expulsion is hereby approved after 25 minutes of discussion. Student's academic and discipline record has been discussed with the recent events. Dean of Students provided his report on the case.

Moved by Ednita Wright and seconded by Rev. Dunmore
 Resolution #140805.6 was adopted unanimously

Motion #140805.7

RESOLVED, that following board elections are hereby approved;
President, Fehmi Damkaci Nominated by Rev. Dunmore, approved unanimously
Secretary, Linda Spencer, nominated by Fehmi Damkaci, approved unanimously
Treasurer, Yildiray Yildirim and Ednita Wright, both are nominated by Fehmi Damkaci; Ednita Wright is approved by 3 votes (herself, Rev. Dunmore, F. Damkaci) vs 2 votes (Muris Hadzic and Linda Spencer) for Yildiray Yildirim.

Resolution #140805.7

Discussion Items:

The business office has been in transition for new software since July and therefore a report has not been prepared for this month. The school will renovate the business office of the school. In addition, general cleaning will be performed. Superintendent and BoT president has been looking for a new building in Utica which can hold the school in future years as it grows.

Superintendent provided information regarding summer institute. There are only few staff resignations which are mostly related to relocation of teachers.

Superintendent and school directors shared their academic planning for the school year. School's first state test results will provide more insight about the replication and its academic success. These will be discussed in the September meeting in more detail. The topics which will be presented/reported to BoT will include Utica schools.

The need for a strategic planning was discussed briefly. The place and date for Strategic Planning meeting will be determined at September board meeting.

Regular meeting was adjourned at 9.20 pm.

Utica Academy of Science Charter School Board of Trustees

August 12, 2014

The meeting was called to order at 7.15 PM at Syracuse High School site with Board Members present: Fehmi Damkaci, Muris Hadzic, Rev. Dunmore, Ednita Wright and Linda Spencer. Absent with excuse: Yildiray Yildirim, Ahmet Ay. Quorum: 5/7. In addition, the Superintendent, Syracuse School Director, CFO, were present.

Agenda

1. *Today's meeting agenda: Review and approve*
2. *Approval of building security services contract*

Motion #140805.1

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Rev. Dunmore and seconded by Ednita Wright

Resolution #148705.1 was adopted unanimously

Motion #140805.2

RESOLVED, the building security service from US securities for each building is hereby approved.

Moved by Muris Hadzic and seconded by Ednita Wright

Resolution #140805.3 was adopted unanimously

After the presentation by the US security Regional director, BoT members and Superintendent asked several questions regarding uniforms, experience with dealing students age K-12, experience dealing with parents, tools to be carried etc.

After the presentation, board members discussed the issue among themselves. Because of the following reasons, Bot decided to try with a security company for a year and assess the issues again based on feedback:

- 1- There will be no gap in security if the current person calls in for sick, since company will send a replacement on time
- 2- School staff does not have to deal with replacing a absent security staff, as usually the case if the security if the school's staff
- 3- Director does not have to spend anytime to find a substitute for the called-in security staff
- 4- School will save money with buying service
- 5- School will provide better and more professional security services for extreme cases.

Meeting adjourned at 7.45 pm.

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 9/9/2014
Place : SASCs High School

- I. The regular meeting was called to order at 8:05. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Linda Spencer	Board Secretary	Yes	Present
Dr. Ednita Wright	Treasurer	Yes	Present
Rev. Sherman Dunmore	Trustee	Yes	Absent
Muris Hadzic	Trustee	Yes	Present
Dr. Ahmet Ay	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Kelly Gaggin	Chief Communication Officer	No	Present
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting: Amy Beresford (Guidance Counselor), Ms. Muhammad (Guidance Counselor), PTO president, a parent.

II. Approval of Meeting Minutes

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 8/5/2014
 Special Board Meeting of 8/12/2014

Motion by **Dr. Ednita Wright**, seconded by **Dr. Yildiray Yildirim**
Roll Call: Adopted unanimously

III. **Approval of the agenda**

UASCS

1. *Approval of new hiring*
2. *Approval of Escrow account opening*
3. *Approval of change of BoT date and time*
4. *Approval of Nepotism policy*

Discussion

1. *Financial*
2. *Facility issues*
3. *Technology upgrades*
4. *Student enrollment report*
5. *Academic exam results*
6. *School openings*

Motion by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. **Public Comment on Agenda Items Only**

Board President or designee opens the public comment session on agenda items only.

Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address. Speakers in the first session of the public comment may address the agenda items only.

Board President or designee closes the public comment session on agenda items only.

V. **Motions for UASCS**

► **Motion #**

RESOLVED, that the hiring of teachers and staff listed in the attached document is hereby approved.

Moved by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that opening of an escrow account in the amount of \$75,000 in two installments is hereby approved.

Moved by **Dr. Ednita Wright**, seconded by **Dr. Yildiray Yildirim**.

Resolution # was **adopted unanimously**

► Motion # 090914.3

Tabled, that the change for BoT meetings date and time (___).

Moved by **Linda Spencer**, seconded by **Muris Hadzic**.

Resolution # 090914.3 was **adopted unanimously**

► Motion # 090914.4

RESOLVED, that the following Nepotism policy is hereby approved:

Except as otherwise required by law: (a) No board officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the SANY Schools or the board. (b) No board officer or employee may supervise a relative in the performance of the relative's official powers or duties. A "Relative" means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a BoT member or employee, and individuals having any of these relationships to the spouse of the officer or employee.

Moved by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**.

Resolution # 090914.4 was **adopted unanimously**

VI. Discussion Items

1. *Financial*: Due to state requirements, it will be recalculated based on each building, therefore no report is provided. Comptroller office will visit Utica school. Auditor report will be available at the next meeting.
2. *Facility issues*: in order to create more office space, some rooms were divided over the summer. There is no major work done at the school building. Superintendent and the president have been looking for a bigger location for the Utica location.
3. *Technology upgrades*: None to report.
4. *Student enrollment report*: See below under Superintendent's report.
5. *Academic exam results*: UAS state test results were shared in comparison with State and the district. Even though it was schools first years, the school is able to pass the district at all grade and subjects it is serving. The results were discussed and superintendent commented on what is the plan on the grades where the school is still lower than state averages. School is aiming to pass the State averages in all subjects at all grades within three years.
6. *School openings*: UAS opened at the same time as its district. There were no majors issues.

VII. Superintendent's ReportUtica Academy of Science

I. ESL scholars had 2 weeks study session between August 4th and 15th with Mrs. Grabovica, Dean of Students and Miss Pomponi, ESL teacher, so they can have an early start.

II. 22 teachers attended summer institute between August 18th and 29th.

III. UAS has total of 245 scholars (135 male and 110 female scholars); 34 ELL (13.8%), 20 Special Ed. (8.1%); 88 white (36%), 37 asian (15.15%), 28 african-american (11.4%), 86 unknown (35%).

IV. UAS started the 2014-15 school year on Thursday, September 4, 2014.

VIII. Executive Session

Motion by **Linda Spencer**, seconded by **Dr. Yildiray Yildirim** to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Adopted unanimously

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

IX. Reconvene Public Session

Motion by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**, to exit the executive session.

Roll Call: Adopted unanimously

Public Session was reconvened at

X. Public Comment on Any Topic

Board President or designee opens the public comment session on any topic.

Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session on any topic.

XI. Motion by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**, to adjourn the meeting at

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 10/14/2014
Place : **UASCS Building**

- I. The regular meeting was called to order at 7.10 pm. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Absent
Dr. Ednita Wright	Treasurer	Yes	Absent
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Dr. Ahmet Ay	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Kelly Gaggin	Chief Communication Officer	No	Present
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting: Gwen Muok (parent), John Hughes (parent), Bekir Duz Assistant Chief of Staff.

II. Approval of Meeting Minutes

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 9/9/2014

Motion by **Dr. Ahmet Ay**, seconded by **Muris Hadzic**

Roll Call: Adopted unanimously

III. Agenda

1. *Approval of the contract to offer American Management Association (AMA) University certificate in two areas: Human Resource Management and Management and Strategic Leadership to our management staff*
2. *Approval of service agreement with Syracuse Academy of Science to provide academic and financial services.*
3. *Approval of new hires*
4. *Approval of purchase of 70 iPads for Utica*
5. *Appointment of appointment of Jawwaad Rasheed, J.D., L.L.M. as BoT member*
6. *Approval of Early Leave Policy for employees who are taking job related approved graduate courses*
7. *Approval new board member roles due to changes in the board membership*
8. *Approval of following SANY Schools policies, procedures and guidelines:*
 - *Policy Handbook (Section 1000 and related exhibits)-reorganized with updates*
 - *Activity Guideline for Outside Party -new*
 - *Home School Organization (HSO) Guideline-new*
 - *Discipline Procedures Guideline - reorganized*
 - *Discipline Procedures-Short version -reorganized*

Discussion

1. *Auditors report*
2. *Building improvements and building options for Utica*
3. *Resignation of Mrs. Spencer from board member position*
4. *Distribution of Trustees roles*
5. *Expansion plans: A new school with ELL priority in Syracuse, Schools in Binghamton, Oswego, and Rochester*
6. *Strategic meeting and Board PD*
7. *Superintendent's report*
8. *Director's report*

Motion by **Dr. Ahmet Ay**, seconded by **Muris Hadzic**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. ► **Motion #**

RESOLVED, that the contract with Terra Science and Education regarding "Human Resource Management and Management and Strategic Leadership" AMA certificate programs to our management staff (upto 3 staff members) is hereby approved.

Moved by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that service agreement with Syracuse Academy of Science to provide academic and financial services is hereby approved.

Moved by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that the hiring of teachers and staff listed in the attached document and the emergency hiring for a school counselor is hereby approved.

Moved by **Muris Hadzic**, seconded by **Dr. Ahmet Ay**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that purchase of 70 iPads for 32,830.00 from Apple Inc as the sole provider.

Moved by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that the following policy is hereby approved.

Employees who are taking approved graduate courses related to their employment at the school may leave early up to twice a week only on the days of the courses and only if the course time requires an early leave. The early leave, its duration, the time and the substitute (or in charge person) must be approved by the Director and Superintendent. Management staff can leave as early as 3 pm and all other employees may leave as early as 4 pm.

Moved by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that Jawwaad Rasheed is hereby elected to serve on the SASCS/UASCS Board as the trustees for a term beginning November 2014, ending August 2017, subject to SED approval.

Moved by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**.

Resolution # was **adopted unanimously**

► Motion # 141014.7

RESOLVED, that the following SANY Schools policies, procedures and guidelines are hereby approved.

- Policy Handbook (Section 1000 and related exhibits)
- Activity Guideline for Outside Party
- Home School Organization (HSO) Guideline
- Discipline Procedures Guideline
- Discipline Procedures-Short version

Moved by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay**.

Resolution # 141014.7 was **adopted unanimously**

Motion # 141014.8

RESOLVED, that the appointment of Dr. Ay as secretary of the board is hereby approved.

Moved by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**.

Resolution # 141014.8 was **adopted unanimously**

Motion # 141014.9

RESOLVED, that the Rev. Dunmore's role change as liaison instead of Dr. Wright as the parent and community outreach is hereby approved.

Moved by **Dr. Ahmet Ay**, seconded by **Muris Hadzic**.

Resolution # 141014.9 was **adopted unanimously**

V. Discussion Items

1. *Auditors report: report was given by Auditor Jeanne Beutner, told that school has good procedures and policies, the central office services made the Utica school stronger. There is no material weakness related to financial wellbeing of the school. Similar recommendation were made for Utica school too.*
2. *Building improvements and Utica building: Utica school needs additional space/building for the next year. There are couple building options, there is one option which is ½ mile out of district of Utica but it is a school building on 25 acres land with a gym and green area. We need to apply for State approval for this building as we did in Syracuse. In this case, the 6-8th grades will stay in current location or a school within Utica, and high school grades will be moved into this new school building. Board members are willing to submit an application to state to consider as a school site. There are two other options which are in the city as industrial space which needs to be converted into school, however there are no green area or gym.*
3. *Resignation of Mrs. Spencer from board member position.*
4. *Distribution of Trustees roles: Board roles should be redistributed due to recent board assignments. Rev. Dunmore provided his point of view regarding issue.*
5. *Expansion plans: A new school with ELL priority in Syracuse, replica of SAS in Binghamton, Oswego, Rochester over 5-8 years, this will be discussed with the state in a meeting as a possible plan for growth. These will be further discussed at a strategic planning meeting.*

6. *Strategic meeting and Board PD, growth plan, board development, financial policies: Dr. Damkaci will send a survey to schedule the meeting. Rev. Dunmore said he cannot do on Saturdays. Dr.Ednita also told in a previous discussion that she had commitment (soccer coaching) on Saturdays. It is decided to hold the meeting at Syracuse Sheraton, if available.*
7. *Strategic meeting and Board PD, growth plan, board development, financial policies.*

VI. Superintendent's Report

I. IT Network Upgrade

- Transition to the new network was smooth and has been implemented at Syracuse: ELE & HS; and Utica. MS is on hold while vendor and National Grid negotiate

II. Comptroller

- Waiting on final report.
- Will strongly encourage Comptroller's Office to acknowledge, in writing, in report of the significant improvements with regard to 2013 findings. Specifically: inventory process; vendor relationships/bidding; and student file maintenance.

III. Councils

- Organizational Council (OC) is established. OC members are Superintendent, Chief of Staff, Assistant Chief of Staff, Chief Financial Officer, Chief Communication Officer, Chief Technology Officer, Chief Academic Officer, SASCS Director, and UASCS Director. OC meets biweekly.
- Academic Council (AC) is established. AC members are Superintendent, Chief of Staff, Chief Academic Officer, Chief Communication Officer, SASCS Director, UASCS Director, Elementary School Dean, Middle School Dean, School Counselor, and College Advisor. AC meets every week.
- Superintendent's Parent Advisory Council (SPAC) will be established based on HSO guidelines.

IV. Partnership

Hundred Black Man and Junior Frontiers

- Mentorship Program
- Saturday Academies
- Seeking Grant

Tianjin #1 High School in China would like to connect to one or more credible high schools in USA to build up sisterhood relationships (global partner schools). Students and faculty members from both schools will have opportunities to learn from each other's' culture and background. They can exchange ideas, debate on global issues, and visit each other to share strategies in learning and teaching practices. It was established in 1947. It is one of the best high schools in Tianjin, China. Its educational philosophy is to create a quality environment to accommodate the nation's needs and students' social development needs; to develop high quality lifelong learners that sustaining success and happiness.

Tianjin No. 1 High School has 218 teachers, 60% of them hold a graduate degree and postgraduate professional certificates. Their high quality of teaching results in a 100% of students' graduation rate and 100% passing the national college entrance examination. Students are accepted to top universities include Qinghua, Beijing, and Fudan Universities. Students also win numerous medals through all levels (national, state and regional) of competitions every year.

V. Parent Institute Program (Utica Parents will be invited to Syracuse)

True to the Science Academies mission, Parent Institute Program educates parents on how to foster a positive educational environment for their children for college readiness.

The monthly seminars over eight months are free to parents. Parents who participate learn how to create a college-going environment at home

Creating a bridge between home and school is also emphasized. Parents learn about how grades are used for college admittance; what classes are important and needed for children planning to attend college; how to navigate the school system, and other information vital to academic success and college access of their children.

Significant research studies show that Parent involvement increases children's academic success.

Here are our 8-month program topics:

1. September 23, 2014: Understanding Financial Aid and Scholarships by Shelley Crawford from Syracuse University
2. October 28, 2014: How Can You Support Your Children to Get into Highly Selective Colleges by Lindsay Martin from Cornell University
3. November 25, 2014: Importance of Enrichment Programs for College Access by Tanaya Thomas from Syracuse University
4. January 27, 2015: Career Opportunities in the Age of Information and Technology by Jeffrey Rubin from Syracuse University
5. February 24, 2015: K-12 College Readiness & College Application Process by Leslie Ann Zulch from Colgate University
6. March 24, 2015: Role of STEM in Education & College Access by Fehmi Damkaci from SUNY Oswego
7. April 28, 2015: Are you aware of your children's potential? by Thomas Muench from Le Moyne College

8. May 26, 2015: How Can You Support Your Children to Get into Service Academies by Matthew Straub from West Point.

VI. Communications Tools

- Meet the Superintendent Night on 10/16/2014 at Middle School Campus
- CCO provided list of channels and frequency: 11 channels used currently

SANY Pending	SASCS	UASCS
www.sanyschools.org	www.sascs.org	www.uascs.org
Social Media: Facebook, Twitter, Instagram, YouTube	Social Media: Facebook, Twitter, Instagram, YouTube	Social Media: Facebook, Twitter, YouTube
Print Newsletter Bi-Monthly (VIP, Board, Advisory)	Print Newsletter - 5x/year All enrolled families; 1/HH; Available in schools; <i>Waitlist</i>	Print Newsletter - 4x/year All enrolled families; 1/HH Available in schools; <i>Waitlist</i>
SANY Magazine - Annually	SAS Atoms E-News 1x/month; All enrolled w/e-mails VIP & Media; <i>Waitlist</i>	UAS Atoms E-News 1x/month; All enrolled w/e-mails VIP & Media; <i>Waitlist</i>
	School to Home Flyers/Letters Prepared by individual schools Frequency dependent on event	School to Home Flyers/Letters Prepared by individual schools Frequency dependent on event
	Robo-Call System	Robo-Call System
	Collateral available in schools: Posters; Flyers; Office notices	Collateral available in schools: Posters; Flyers; Office notices
	E-mails: As Necessary	E-Mails: As necessary
	<i>Pending</i>	<i>Pending</i>
	App for iPhone & Android	App for iPhone & Android

UASCS Director’s Report

1. We have 241 students as of October 7th, 2014. 283 in the waiting list.
2. UAS teachers and scholars remembered the victims of 9/11 on September 11, 2014.
3. We started competition practices on Saturday, September 13th, 2014. Here is the list of competitions that we’ll participate:
 - a. Science Bowl
 - b. Robotics in FLL
 - c. MathCounts in 6th Grade & 7th/8th Grades (2 teams)
 - d. Odyssey of the Mind
4. Assemblyman, Anthony J. Brindisi visited some of our ESL scholars on Monday, September 15th, 2014.

5. We started tutoring sessions on Tuesday, September 16th, 2014. We provide tutoring sessions to our scholars on Tuesdays and Thursdays.
6. Andrew Wolfe, Chair and Associate Prof. from SUNYIT visited some of 10th grade scholars on Thursday, September 18th, 2014.
7. ELL scholars attended the Naturalization Ceremony at Fort Stanwix in Rome, NY on Thursday, September 18th, 2014.
8. Seven teachers and our Director from Utica Academy of Science Charter School participated in the Ice Bucket Challenge on Friday, September 19th, 2014.
9. We started after school extracurricular club activities on Monday, September 22nd, 2014. Here is the list of clubs that are offered at the moment:
 - a. Sports Club
 - b. Music Band
 - c. Green Team & Recycling
 - d. Arts & Crafts
 - e. Creative Writing
 - f. Fitness Club
 - g. International Club
 - h. Yearbook Club
 - i. Mock Trial Club
 - j. Helping Hands Club
 - k. Painting Club
10. All scholars were given a presentation about rules, regulations, policies, and expectations between Monday, September 22nd and Wednesday, September 24th, 2014.
11. ELL scholars celebrated The International Day of Peace on Wednesday, September 24th, 2014.
12. Sixth graders had a field trip to Utica Public Library on Friday, September 26th, 2014.
13. We had our first Saturday school tutoring session on Saturday, September 27th, 2014. 45 scholars attended the sessions between 10am and 2pm.
14. We had our first Scholastic Book Fair between Monday, September 29th and Friday, October 3rd, 2014.
15. Jamie Tuttle, School Recycling Coordinator from Oneida-Herkimer Solid Waste Authority, presented green initiative and recycling in UAS on Tuesday, September 30th, 2014.
16. We had back to school night for our parents on Friday, October 3rd, 2014.
17. 10 scholars attended Service Academy Night at OCC Storer Auditorium on Tuesday, October 7th, 2014. Representatives attended: West Point, Naval Academy, Coast Guard Academy, Merchant Marine Academy, Air Force Academy, and the Army, Navy, Air Force ROTC Programs.
18. Our 10th grade scholars attended SAS College Fair on Wednesday, October 8th, 2014.
19. Earth Science classes had a field trip to Herkimer Diamond Mines on Thursday, October 9th, 2014 for more hands on learning and completing a lab work as part of their class.
20. 21 teachers attended STEM conference which is provided by TERRA on Friday, October 10th, 2014.

VII. Executive Session

Motion by Choose an item., seconded by Choose an item. to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss

topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Choose an item.

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VIII. Reconvene Public Session

Motion by Choose an item., seconded by Choose an item., to exit the executive session.

Roll Call: Choose an item.

Public Session was reconvened at .

IX. Public Comment on Any Topic

Board President or designee opens the public comment session on any topic.

Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session on any topic.

X. Motion by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**, to adjourn the meeting at 8.05 pm.

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 11/11/2014
Place : SASCs High School

- I. The regular meeting was called to order at 6.59. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Dr. Ahmet Ay	Board Secretary	Yes	Present
Dr. Ednita Wright	Treasurer	Yes	Present
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Absent
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Kelly Gaggin	Chief Communication Officer	No	Absent
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting:**II. Approval of Meeting Minutes**

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 10/14/2014

Motion by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**

Roll Call: Adopted unanimously

III. Agenda

1. *Approval of new hires*
2. *Approval of I-990 for 2013-2014 period*
3. *Approval of School Dean Performance Review guideline*
4. *Approval of updated School Teacher Survey and Parent Survey to align with Dean Performance Plan*
5. *Approval of the expansion plan and applications*
6. *Approval of the application for a building outside of Utica School District 160 School Lane, Frankport, NY*

Discussion

1. *Dean of Students presentations*
2. *Financial status and budget*
3. *Signing conflict of interest policy by each board member*
4. *Expansion plans and Strategic Notes*
5. *Superintendent's report*
6. *Director's report*

Motion by **Muris Hadzic**, seconded by **Dr. Ednita Wright**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. ► Motion #

RESOLVED, that the hiring of teachers and staff listed in the attached list is hereby approved.

Moved by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**.

Resolution # was **adopted unanimously**

► Motion #

RESOLVED, that the I-990 prepared by the external auditor is hereby approved.

Moved by **Dr. Ednita Wright**, seconded by **Dr. Yildiray Yildirim**.

Resolution # was **adopted unanimously**

► Motion #

RESOLVED, that SANY School Dean Performance Review (SSDPR) guideline is hereby approved.

Moved by **Dr. Yildiray Yildirim**, seconded by **Muris Hadzic**.

Resolution # was **adopted unanimously**

► Motion #

RESOLVED, that SANY School Teacher Survey and Parent Survey and parent survey will be collected by several means are hereby approved.

Moved by **Muris Hadzic**, seconded by **Dr. Yildiray Yildirim**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that SANY Schools 5 year expansion plan as detailed below is hereby approved.

SANY Schools 5 year expansion plan:

Location	Proposed Plan
Syracuse City (ELL Focus) (application in 2015)	Opening in 2016 (K-12, total enrollment 936, Starting K-3 and grow over 10 years, 72 students per grade, 190 and 240 students in the first and second years, respectively)
Binghamton (application in 2015)	Opening in 2016 (K-12, total enrollment 624, Starting K-3 and grow over 10 years, 48 students per grade, 190 and 240 students in the first and second years, respectively)
Utica (K-5 grades addition to current school during renewal)	Opening in 2018 (K-5, total enrollment 396, Starting K-3 and grow over 3 years, 66 students per grade)
Oswego-Fulton (application in 2017)	Opening in 2018 (K-12, total enrollment 936, Starting K-3 and grow over 10 years, 72 students per grade, 190 and 240 students in the first and second years, respectively)
Rochester (ELL Focus) (application in 2018/9)	Opening in 2019/2020 (K-12, total enrollment 936, Starting K-3 and grow over 10 years, 72 Students per grade, 190 and 240 students in the first and second years, respectively)

Moved by **Rev. Sherman Dunmore**, seconded by **Dr. Yildiray Yildirim**.

Resolution # was **all in favor but abstained by** **Dr. Ednita Wright**

Motion #

RESOLVED, that the application for a school building located at a location outside of Utica City School District, to serve junior high/high school grades is hereby approved.

Moved by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay**.

Resolution # was **adopted unanimously**

V. Discussion Items

1. *Dean of Students presentations: Mr Williams, make sure the school and student are safe, remove any issues, and develop programs to create behavioral change. Major change compared to last year is much less bullying this year. Also major issues are coming from new students, rather than the students who stayed with us more than a year. Parent communication regarding student issues has been discussed. The school also reached out to its parents and networks to resolve an issue which happens at the bus hub during transportation. Suspension decisions and their implementations were discussed. There is big decrease regarding demerits given to students for the same period time (250 this year compared to 750 last year). In addition, Dean of students of Utica summarized their issues at hand. She told that school has a better handle in its second year of operations. Both and parents and students of UASCS are getting used to school's*
2. *Financial status and budget: Financial documents were reviewed. In addition tax filings has been reviewed and approved. Board members were asked to fill out and send the comptroller's*
3. *Signing conflict of interest policy by each board member: Board members were given a hard copy in addition to a soft copy send via email and they were asked to sign.*
4. *Expansion plans and Strategic Notes: expansion plans discussed briefly as presented in the motion. Board has discussed the all the school building possibilities within Utica school district. There is no school building available for rent or sale to absorb the growth for the next year. However, the school would like to consider options outside of the Utica school district.*

VI. Superintendent's Report

VII. IT Network Upgrade

- The Middle School will transition its IT network on November 18. This will complete the transition to fiberoptic in Syracuse. Utica School is connected to SAS high school IT for central control.

VIII. SAS-MS Gymnasium

- Bleachers have been installed and the final phase of the installation will be to change out the current motor for one that is less powerful. Estimated to be complete within two weeks.

IX. SAS-HSO

- Letters announcing the HSO and election dates were mailed to all homes on October 28.
- Elections are scheduled for November 18, 19, and 20

UASCS Director's Report

- 1- We have 240 students as of November 11th, 2014. 2 students are in enrollment process, so we'll have 242. There are 291 scholars in the waiting list.
- 2- Utica City Chief of Police, Mark Williams visited our 6th graders on Thursday, October 9th, 2014.
- 3- 6th Grade held their family Zumba Night Fundraiser on Thursday, October 16th, 2014.
- 4- 57 students took PSAT on Saturday, October 18th, 2014.
- 5- We had our second Anti-Bullying Assembly on Friday, October 24th, 2014.

- 6- We had a fall festival on Friday, October 24th, 2014.
- 7- Spooky Haunted House was a success on Friday, October 24th, 2014.
- 8- UAS Helping Hands Club conducted a Fall Clean-up on Saturday, October 25th, 2014.
- 9- Science Bowl and Robotics Teams visited Fright Night on Saturday, October 25th, 2014.
- 10- Superintendent Dr. Hayali and director Mr. Yavuz visited Dean of Engineering Andrew Wolfe and Dean of Arts and Sciences Mrs. Thomova to discuss collaboration ideas between UASCS and SUNYIT on Thursday, October 30th, 2014.
- 11- Sixth grade scholars went to Cooperstown on Thursday, October 30th, 2014.
- 12- UASCS teachers and staff celebrated Miss Lasek, Mrs. Wilson, and Mr. Lovecchio's birthday after lunch at the school then had fun at AMF Pin-O-Rama during half day on Halloween, October 31st, 2014.
- 13- Green Team had a field trip to Utica Farmer's Market on Saturday, November 8th, 2014.
- 14- Robotics team participated in Apple Education Scrimmage and won 1st place in teamwork on Saturday, November 8th, 2014.
- 15- Retired Lt. Colonel Jack LoMedico visited our school on Monday, November 10th, 2014 to speak with our social studies students.

VII. Executive Session

Motion by Choose an item., seconded by Choose an item. to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Choose an item.

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VIII. Reconvene Public Session

Motion by Choose an item., seconded by Choose an item., to exit the executive session.

Roll Call: Choose an item.

Public Session was reconvened at .

IX. Public Comment on Any Topic

Board President or designee opens the public comment session on any topic.

Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session on any topic.

- X. Motion by **Dr. Ednita Wright**, seconded by **Rev. Sherman Dunmore**, to adjourn the meeting at 9.09 pm.

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 12/9/2014
Place : **UASCS Building**

- I. The regular meeting was called to order at 7.10 pm. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Dr. Ahmet Ay	Board Secretary	Yes	Present
Dr. Ednita Wright	Treasurer	Yes	Absent
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Kelly Gaggin	Chief Communication Officer	No	Present
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting: Mrs Muok, Assistant to Chief of Staff (B. Duz)

II. Approval of Meeting Minutes

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 11/11/2014

Motion by **Jawwaad Rasheed**, seconded by **Rev. Sherman Dunmore**

Roll Call: Adopted unanimously

III. **Agenda**

1. *Approval of new hires*
2. *Approval of changes to health insurance plans*
3. *Approval of organizational chart changes*

Discussion

1. *Financial status and budget*
2. *Debrief on the meeting with State and other State officials*
3. *Superintendent's report*
4. *Director's report*

Motion by **Muris Hadzic**, seconded by **Dr. Ahmet Ay**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

► **Motion # 141209.1**

RESOLVED, that the hiring and promotions of teachers and staff listed in the attached list is hereby approved.

Moved by **Dr. Ahmet Ay**, seconded by **Jawwad Rasheed**.

Resolution # 141209.1 was **adopted unanimously**

► **Motion # 141209.2**

RESOLVED, that the dental/vision/LTD insurance due to their customer service and price we will maintain Principal as the insurance carrier is hereby approved.

Moved by **Dr. Yildiray Yildirim**, seconded by **Rev. Sherman Dunmore**.

Resolution # 141209.2 was **adopted unanimously**

► **Motion # 141209.3**

RESOLVED, that the changes for the organizational chart is hereby approved.

Moved by **Dr. Yildiray Yildirim**, seconded by **Rev. Sherman Dunmore**.

Resolution # 141209.3 was **adopted unanimously**

IV. **Discussion Items**

1. *Financial status and budget: Balance sheet and income statements were discussed. Board would like to see grouped and detailed financial statements,*
2. *Debrief on the meeting with State and other State officials:*
3. *Superintendent's report*
4. *Director's report (UTICA)*

V. Superintendent's Report**X. UASCS Comptroller Update**

- No issues found with inventory. Anticipate completion in two weeks.

XI. M&T Grant

- Completed and submitted in the amount of \$5000

XII. Central Office building

- Building was re-designed according to the needs of the school. The Building will be ready in March-April.

XIII. Employee Survey

- Teaching staff survey provided 12/3, deadline 12/19 for completion prior to holiday break

UASCS Director's Report

16- We have 241 students as of December 3rd, 2014. There are 298 scholars in the waiting list.

17- UAS Atoms participated in FLL Robotics Scrimmage on Saturday, November 8th, 2014 and took the first place in teamwork category.

18- UASCS Helping Hands Club took donations for the Samaritan's Purse during November. The club was able to make over 40 shoe boxes with all of the donations.

19- UAS Zoology and ELL scholars went to the Rosamond Gifford Zoo on Wednesday, November 12, 2014.

20- UAS Atoms Robotics Team participated to the FLL Qualifier at MVCC on Saturday, November 15, 2014. As a result, our team was recognized as one of the qualifiers to the next championship event which is going to be held in SUNY Polytechnic Institute on Saturday, December 6, 2014.

21- Science Bowl Team competed in Scrimmage in Brooklyn, NY on Tuesday November 11, 2014 during Veterans' Day.

22- Members of the UASCS Mathletics team competed against other schools in VVS High School on Saturday, November 15, 2014,

23- Ms. Wendy Fical from the National Center for Missing and Exploited children visited UASCS to educate scholars on the topics of internet safety, cyberbullying, and sexting on Tuesday, November 18, 2014.

24- Admissions Counselor, Wesley Whiteside, from Syracuse University (SU), came to speak to Miss Orioli's Career Development class on Wednesday, November 19, 2014

25- Oneida County District Attorney Scott McNamara visited with forensics scholars at UASCS on Thursday, November 20, 2014.

26- Congressman Richard Hanna came to visit the 6th grade scholars on Thursday, November 20, 2014.

27- Sophia Putrello and Medina Besirevic were invited to attend the Women in Engineering event at Lockheed Martin's facility in Liverpool, NY on Friday, November 21, 2014.

- 28-** The Utica Academy of Science staff all came together to give appreciation at its own Thanksgiving dinner on Monday, November 24, 2014.
- 29-** Utica Academy of Science recognized its scholars who have achieved tremendous feats in the first quarter on Tuesday, November 25, 2014. It is amazing to see how many scholars have achieved such success so early in the academic year, including 85 High Honor Roll scholars, 46 Honor Roll scholars, 12 scholars each receiving the Best Academic and Best Citizenship Awards, and 14 of our scholars receiving more than 60 merits in just 10 short weeks.
- 30-** Earth Science classes took a field trip to Waste Water Treatment Plant on Thursday, December 4th and Friday, December 5th. They also had a treat at Hoopla after learning about Waste Water Treatment Plant.
- 31-** Language department organized Spaghetti Night to raise fund for Spain Trip on Thursday, December 4th, 2014.
- 32-** UAS Atoms Robotics Team competed in FLL Robotics Competition in SUNY Polytechnic on Saturday, December 6th, 2014. The championship event took about 8 hours. After having three different presentations and three rounds of robot games, our team has been recognized as the best team in "Gracious Professionalism" category and managed to get the trophy among 24 qualified teams from different cities of Central New York.

VI. Executive Session

Motion by Choose an item., seconded by Choose an item. to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Choose an item.

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VII. Reconvene Public Session

Motion by Choose an item., seconded by Choose an item., to exit the executive session.

Roll Call: Choose an item.

Public Session was reconvened at .

VIII. Public Comment on Any Topic

Board President or designee opens the public comment session on any topic.

Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session on any topic.

- IX. Motion by **Dr. Yildiray Yildirim**, seconded by **Jawwaad Rasheed**, to adjourn the meeting at 9.03.

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 1/13/2015
Place : **SASCS High School**

- I. The regular meeting was called to order at 7.07pm. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Absent
Dr. Ahmet Ay	Board Secretary	Yes	Present
Dr. Ednita Wright	Treasurer	Yes	Absent
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Kelly Gaggin	Chief Communication Officer	No	Present
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting: Mrs Mujak

II. Approval of Meeting Minutes

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 12/9/2014

Motion by **Muris Hadzic**, seconded by **Dr. Ahmet Ay**

Roll Call: Adopted unanimously

III. **Agenda**

1. *Approval of new hires and status changes*
- 2.

Discussion

1. *Financial status and budget*
2. *Intervention and Data Center*
3. *Buildings-Issues and Future*
4. *Terra Scholarships for students and alumni*
5. *SUNY ESF College credits and SUNY ESF K-7 STEM program*
6. *SAS-Citizenship school*
7. *Superintendent's report*
8. *Director's report (UTICA)*
9. *Director's report (SASCS)*

Motion by **Dr. Ahmet Ay**, seconded by **Muris Hadzic**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. **►Motion #150113.1**

RESOLVED, that the hires and status changes provided in the list is hereby approved.

Moved by **Dr. Ahmet Ay**, seconded by **Muris Hadzic**.
Resolution # 150113.1 was **adopted unanimously**

V. **Discussion Items**

1. *Financial status and budget: Financial reports are reviewed. Line items are grouped based on last months requests. The budget revision will be brought forward in coming months. Overall, financials are positive. OCC pays \$8.75, Oswego pays \$8.75. Le Moyne\$8.75, Utica College pays \$8.75, SANY pays \$9/hour for college student alumni,*
2. *Intervention and Data Center: Mr. Duz has been working on intervention plan for every child with a data and action plan. The school reviewed every school building and deans. According to this comprehensive internal review, the school identified that data source, collection and data usage is different from school to school. The school would like to streamline this system so that each school has same data source, collection, and intervention plan for each student. This will allow setting up goals for each student and school. This will allow the school goal setting at student level and learning outcome level. The progress of the students should be able to monitor on a weekly/biweekly schedule. These will be focused only math and English at the moment. The school will use Aleks products at the high school level.*
3. *Buildings-Issues and Future: State provided approval for having a high school site for Utica School. School looked for several options in Utica as school building, they have the following*

issues: Asbestos, business building which needs extensive renovations, lack of green area and/or gym. The school district did not have any school available for rent or for sale. Therefore the school looked for options outside of Utica district. The school may build a soccer field and make the gym bigger in the near future.

4. *SUNY ESF College credits and SUNY ESF K-7 STEM program: College credits will be offered at Utica, \$75 for free reduced students, \$200 for regular students. The school is working on whether the school pay for half of the cost for those who passes with A/A- grade. Also, ESF proposed a program for our SAS K-7 grades as an after school program. The details of the program will be provided in future meetings. Judge Rasheed provided information about SUNY Polytech Institute and their programs for schools.*

VI. Superintendent's Report

- Met with State Senators John DeFrancisco and David Valesky
- Had a working lunch with President of Crouse Hospitals to set up programs for our students.
- Met with President of SUNY ESF to collaborate on outreach activities, research programs, and more college offerings.
- Have been working on streamlining data generation and the use of data for intervention and student success.

UASCS Director's Report

- 1- We have 237 students as of January 10th, 2015. There are 318 scholars in the waiting list.
- 2- On Thursday, December 11th, The UASCS 10th grade English Class and The ESL Class took a field trip to see The Hunger Games: Mockingjay.
- 3- On Thursday, December 11th, the 6th grade scholars traveled to the beautiful Stanley Theater for a live performance of "Scrooge".
- 4- On Thursday, December 11th and Friday, December 12th, 2014 our computer science teacher Mr. Oz hosted Hour of Code in celebration of Computer Science Education Week where our scholars can nurture problem-solving skills, logic, and creativity.
- 5- On Saturday, December 13th, 2014 the Utica Academy of Science Athletics team competed against 7 other teams in their division at Rome Free Academy.
- 6- On Monday, December 15th, 2014 Bosnian Language class went on a field trip to local Bosnian grocery store.
- 7- On Tuesday, December 16th, 2014 the 6th graders traveled around the corner to the Munson Williams Proctor Institute to see the Yuletide Festival.
- 8- On Friday, December 19th, 2014 the cafeteria was transformed into an international classroom! The 6th grade scholars had been working hard on their Holidays Around the World projects, for three weeks, and were very proud to showcase their research.
- 9- On Friday, December 19th, 2014, UAS Atoms Staff got together for holiday lunch before leaving for holiday break.

- 10-** On Tuesday, January 6th, 2015, Career Development class went to Walmart as a field trip.
11- On Monday, January 5th, 2015, UAS Helping Hands kicked off our annual food drive.

VII. Executive Session

Motion by **Muris Hadzic**, seconded by **Jawwaad Rasheed** to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Adopted unanimously

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VIII. Reconvene Public Session

Motion by **Rev. Sherman Dunmore**, seconded by **Jawwaad Rasheed**, to exit the executive session.

Roll Call: Adopted unanimously

Public Session was reconvened at 7.25 pm

IX. Public Comment on Any Topic

Board President or designee opens the public comment session on any topic.

Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session on any topic.

- X. Motion by **Dr. Ahmet Ay**, seconded by **Rev. Sherman Dunmore**, to adjourn the meeting at 8.56pm.

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 2/10/2015
Place : SASCs High School

- I. The regular meeting was called to order at 7.11 pm. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Dr. Ahmet Ay	Board Secretary	Yes	Present
Dr. Ednita Wright	Treasurer	Yes	Present
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Present
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting: Parents Mr Hughes, Mrs Muok, and Mr. Duz

II. Approval of Meeting Minutes

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 1/13/2015

Motion by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**

Roll Call: Adopted unanimously

III. **Agenda**

1. *Approval of new hires*
2. *Approval of budget updates*
3. *Approval of Title 1 Title 2 budgets*

Discussion

1. *Financial status and budget*
2. *Utica new building*
3. *Superintendent's report*
4. *Director's report (UTICA)*
- 5.

Motion by **Dr. Ahmet Ay**, seconded by **Dr. Yildiray Yildirim**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. **► Motion # 150210.1**

RESOLVED, that updates on 2014-2015 fiscal year budget within new software are hereby approved.

Moved by **Dr. Yildiray Yildirim**, seconded by **Muris Hadzic**.

Resolution # **150210.1** was **adopted unanimously**

► Motion #150210.2

RESOLVED, that attached new hire list is hereby approved.

Moved by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay**.

Resolution # **150210.2** was **adopted unanimously**

► Motion #150210.3

RESOLVED, that Title 1 and Title 2 budgets are hereby approved.

Moved by **Muris Hadzic**, seconded by **Dr. Yildiray Yildirim**.

Resolution # **150210.3** was **adopted unanimously**

V. **Discussion Items**

1. *Financial status and budget: New budget has been discussed in detail. Several line items were questioned. Instead of comparing to the budget with former budget which is prepared in different software, this budget was looked as it is and approved as discussed.*
2. *Utica Building in Frankford: an update provided on the status, agriculture education and funding, greenhouse. Several staff will be hired for the new location. The new location will serve as high school building as SASCS.*

VI. Superintendent's Report

- We are also looking for a communication officer.
- Based on the benchmark results in Utica we are dividing the classrooms into two and giving more attention to the students in Math to increase the learning.
- As a stem focused school we would like to bring Lego to all of our students and use their curriculum as well. It will help our students in many aspects like developing their motor skills using engineering and technology team work creativity and at the end students have to explain what they did to the class which we are calling storytelling. There are a couple more opinions that we are discussing for the next year that we would like to implement into our curriculum. We are searching for grants to support these initiatives for next year.
- As a school we are working (4th Saturday) with the hundred Black men and our students are also participating on Saturdays Academy. Since SAS opened its doors to the whole city, this makes our school be a part of and work with the Syracuse community. There were 35 students and lunch is provided.

UASCS Director's Report

- We have 237 students as of February 7th, 2015. There are 345 scholars in the waiting list.
- Our scholars collected 1255 non-perishable food items for Utica Food Bank throughout January.
- We had 5 Saturday schools since the last board meeting.
- On Tuesday, January 6th, Career Development class took a field trip to the Wal-Mart.
- On Saturday, January 10th, ELL scholars went to MVCC to watch the Karen New Year.
- On Tuesday, January 13th, Dr. Richard Beal from SUNY ESF visited Utica Academy of Science.
- On Thursday, January 15th, Mark Wolber, director of the Utica Food Bank, visited Utica Academy of Science.
- On Saturday, January 17th, ELL scholars went to The Midtown Utica Community Center to practice and prepare for Regents exams.
- On Saturday, January 17th, ELL scholars went to Utica Public Library.
- On Saturday, January 17th, ELL scholars went to Munson Williams Proctor Arts Institute.
- On Wednesday, January 21st, ELL scholars went to WKTV News Station.
- On Thursday, January 22nd, Mr. Nazel talked to our 8th and 9th grade scholars.
- On Friday, January 23rd and Saturday, January 24th, MathCounts team participated in Math & Science Days in Montclair University, NJ.
- On Saturday, January 24th, U14 and U16 soccer teams started practicing.
- On Saturday, January 25th, ELL class went to New Hartford Public Library.
- On Saturday, January 25th, ELL class went to Barnes & Nobles.
- On Tuesday, January 27th, ninth graders in the Reading and Research class went to Walmart as part of their budgeting projects.
- On Wednesday, January 28th, ELL Students went to SUNY Polytechnic Institute.

- On Wednesday, January 28th, Mrs. Nazel presented the Utica Academy of Science Charter School Winter Concert.
- On Saturday, January 31st, ELL scholars went to The Rochester Museum and Science Center.
- On Tuesday, February 3rd, UAS Atoms participated in NYS Charter School Advocacy Day. There were 4 parents, 3 students, 3 staff members, and Reverend Dunmore in our team. We were able to talk to Assemblyman Brindisi.
- On Thursday, February 5th, representatives from Oneida County Health Department spoke with sixth graders.
- On Wednesday, February 4th, the Utica Comets players, Alexandre Grenier and Brendan Gaunce visited Utica Academy of Science.
- On Friday, February 6th, Utica Academy of Science celebrated Black History Month during 2nd Marking Period Award Ceremony when we recognized our scholars who have achieved tremendous feats in the second quarter. Judge Jawwadd Rasheed who is a Family Court Magistrate in Oneida County and also one of our board of trustee members joined our scholars, teachers, and parents to celebrate Black History Month. Judge Rasheed outlined what he called the "Five Steps to Making You Better Women and Men".
- On Saturday, February 7th, UAS Atoms MathCounts team participated in MathCounts competition in MVCC.
- On Saturday, February 7th, UAS Atoms Mathletics team participated in Mathletics competition in Oriskany High School.

VII. **Executive Session**

Motion by **Dr. Ahmet Ay**, seconded by **Muris Hadzic** to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Adopted unanimously

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VIII. **Reconvene Public Session**

Motion by **Dr. Yildirim Yildirim**, seconded by **Dr. Ahmet Ay**, to exit the executive session.

Roll Call: Adopted unanimously

Public Session was reconvened at 7.58.

IX. **Public Comment on Any Topic**

Board President or designee opens the public comment session on approved agenda topics.

Each person is limited to speak for a period of three (3) minutes and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session.

Mr. Hughes spoke on current and future events and planning. Peanut butter allergy and peanut butter free lunches/tables are suggested.

Invitation of parents for quarterly award ceremonies is requested by Mrs Muok.

- X. Motion by **Rev. Sherman Dunmore**, seconded by **Dr. Yildiray Yildirim**, to adjourn the meeting at 9.05 pm.

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 3/10/2015
Place : **UASCS Building**

- I. The regular meeting was called to order at 7.05. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Dr. Ahmet Ay	Board Secretary	Yes	Present
Dr. Ednita Wright	Treasurer	Yes	Absent
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting: Parents: Mrs. Muok, Mrs Thomas-Edwards, Mr. Edwards, Mrs Earle,

II. Approval of Meeting Minutes

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 2/10/2015

Motion by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**

Roll Call: Adopted unanimously

III. Agenda

1. *Approval of new hires (executive session)*
2. *Rental agreement for Utica (executive session)*
3. *Utica student case (Executive session)*

Discussion

1. *Financial status and budget*
2. *Applications and lottery*
3. *Utica building and purchases*
4. *Article from American Educator: [Click here to access.](#)*
5. *Superintendent's report*
6. *Director's report (UTICA)*

Motion by **Muris Hadzic**, seconded by **Jawwaad Rasheed**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. ► Motion #150310.1

RESOLVED, that the hiring of teachers and staff listed in the attached document is hereby approved.

Moved by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay**.

Resolution # 150310.1 was **adopted unanimously**

► Motion #150310.2

RESOLVED, that Rental Agreement for 160 School lane Frankford NY is hereby approved.

160 School Lane Frankford Lease by Terra Science and Education Summary:

\$4.85/sqf (\$20,612.50 in monthly installments) for 51,000 school building (includes network cabling + new white boards and poster boards in all classrooms) + 5 acres land. Annual increase 4% or CPI, whichever is greater and the lease term is 15 years (same as all leases)

60% reduction (in monthly installments of \$8,245) between April 1st and July 1st, 2015 as school furnishing the school.

50 cents/sqf donation (after 10.3% reduction, \$18,487.50 in monthly installments) for the 12 months after July 1st, \$25,500 back to school as it is in its first year.

All other terms are same as other leases.

Moved by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**.

Resolution # 150310.2 was **all in favor but abstained by Fehmi Damkaci**

V. Discussion Items

5. *Financial status and budget:* Financial dashboard and monthly financial statements has been reviewed with the guidance of CFO. There are no concerns regarding the financial being of the school. There is a possibility of increase for the per student aid based on Governor's budget. We should know more about it by the next month's meeting.
6. *Applications and lottery:* Utica received more applications than seats available in its entry level grade 6. There are only few not returning students. Hard mail was sent to all Utica residents regarding school, application, and lottery date.
7. *Utica building and purchases:* Building will be prepared to be ready by July 1st. All furniture purchases will be brought to BoT next month for approval. This will allow timely set up of the school before summer for orientation purposes. Grades 8-11th will be at the new location, which will be set as Utica Academy High School. School will create a college going culture and atmosphere.
8. *Article from American Educator:* [Click here to access.](#) Dr. Damkaci provided a summary of the article.
9. Dr. Damkaci provided information regarding his role at BoT of Terra Science and Education Inc. non-profit organization.

VI. Superintendent's Report

- Community Leader Visits and Talks: Le Moyne College Dept. of education visited, CEO of Crouse hospital, made a presentation at Syracuse 20/20.
- Atlas: Curriculum management system: Online tool for teacher to have upto date curriculum platform. It is integrated with NY Engage.
- Star assessment system pilot at middle school: Currently it is in use by few teachers at middle school. It will be school wide program for next year. It takes few minutes for students to be assessed and more often to follow the student's progress during the year.
- Oral Comptroller audit report of Utica school covering until August 14: No finding in the report. There were some recommendations made to improve the current procedures. We need to have a recovery plan and a disposal policy for inventory items. There should be more details in the minutes regarding purchases. We should talk to comptroller office regarding improvements made since last comptroller report.
- Speaker at Leadership Summit for Superintendents In Rochester: Superintendents from Brooklyn, manhattan and Rochester and Dr. hayali will sharing best practices. It may open possibility to collaborate on an NSF grant.

UASCS Director's Report

- We have 234 students as of March 7th, 2015. There are 425 scholars in the waiting list.
- On Saturday, February 7th, UASCS Helping Hands attended the cause "Walk a Mile in My Shoes" to raise awareness for the homeless and the hungry.
- On Monday and Tuesday, February 16 and 17, 2015, Robotics Team students had a field trip to New York City.
- Between Tuesday, February 17th and Friday, February 20th, 2015 Utica Academy organized mid-winter break study sessions when we had 60 students attended a day.

- On Friday, February 27th, 2015, Utica Academy of Science held its second annual science fair, during which more than forty scholars converted their motivations and curiosities into research reports and posters in an effort to show their achievements in science education.
- On Saturday, February 28th, 2015, Utica Academy of Science participated in regional Science Bowl Competition at SUNY Brockport.
- On Thursday, March 5th, 2015, 10th grade scholars went to New York State Museum, Albany, NY and after visiting museum we stop for a lunch at Crossgates Mall in Albany, NY.
- On Thursday, March 5th, 2015, resource scholars went to Utica Public Library.
- On Saturday, March 7th, 2015, Utica Academy hosted its second annual Showcase which 40 students and their parents attended to learn more about our school.

VII. Executive Session

Motion by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic** to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Adopted unanimously

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VIII. Reconvene Public Session

Motion by **Dr. Ahmet Ay**, seconded by **Jawwad Rasheed**, to exit the executive session.

Roll Call: Adopted unanimously

Public Session was reconvened at 7.45.

IX. Public Comment on Any Topic

Board President or designee opens the public comment session on any of the approved agenda items.

Each person is limited to speak for a period of three minutes and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session.

- X. Motion by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**, to adjourn the meeting at 9.26pm.

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 4/14/2015
Place : SASCs High School

- I. The regular meeting was called to order at 7.18 pm. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Dr. Ahmet Ay	Board Secretary	Yes	Present
Dr. Ednita Wright	Treasurer	Yes	Absent
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting: Angel Diaz, Maribel Diaz, Mrs Muok.

II. Approval of Meeting Minutes

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 3/10/2015

Motion by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**

Roll Call: Adopted unanimously

III. Agenda

1. *Approval of new hires*
2. *Approval of classroom technology purchases*
3. *Approval of Internet service purchase*
4. *Approval of furniture purchases*
5. *Approval of spring break calendar policy: there should be a week school between spring break and NYS testing week.*
6. *Approval of admission policy update: Backfilling policy: When a seat is available due to unenrollment before end of 1st quarter, it will be filled from the waiting list according to the admission policy. The seat which becomes available after 1st quarter will not be backfilled. The seat which becomes available in 11th or 12th grades will not be filled until that cohort graduates from the school.*
7. *Board membership (executive session)*

Discussion

1. *Financial status and budget*
2. *Terra Science and Education Inc. presentation*
3. *Superintendent's report*
4. *Director's report*

Motion by **Jawwaad Rasheed**, seconded by **Muris Hadzic**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. ► Motion #

RESOLVED, that the hiring of teachers and staff listed in the attached document is hereby approved.

Moved by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**.

Resolution # was Choose an item.

► Motion #

RESOLVED, that the following calendar policy is hereby approved.

There should be a week school between spring break and NYS testing week.

Moved by **Muris Hadzic**, seconded by **Jawwaad Rasheed**.

Resolution # was **adopted unanimously**

► Motion #

RESOLVED, that the purchase of following items from the highlighted vendor and quoted price is hereby approved. Questions were asked regarding other quotes or requests

provided which were in eligible.

Utica High School networking needs			
VENDOR	PURPOSE	Explanation	Total
CORE BTS	Utica High School networking needs	RFP posted, informed the vendors through Form 470 E-rate application. Vendors receive notification about the available vendors. The vendors who inquired information received the items requested via email sent by our CTO.	52,195.35

Moved by **Dr. Yildiray Yildirim**, seconded by **Jawwaad Rasheed**.

Resolution # **151404.3** was adopted unanimously

► **Motion #** 151404.4

RESOLVED, that the purchase of following items from the highlighted vendor and quoted price is hereby approved

Technology needs for Utica Academy						
PRODUCT	QUANTITY	VENDOR 1	VENDOR 2	VENDOR 3	VENDOR 4	REASON
SAMSUNG TVs 75"	11	PCMG: 24,035.00	BestBuy: 24,450.18		B&H : 25,740	lowest bid
Monitors ASUS	20	PCMG: 3,599.80	BestBuy: 3,610.40	CDWG: 3,870.20	B&H 3,572.40	lowest bid
ELMO	11	PCMG: 6,578.00	TOUCHBOARDS: 6,269.89		B&H : 5,731	lowest bid
Keyboards	50	PCMG: 462.50		CDWG: 632.50	B&H \$655	lowest bid
LaserJet M401	20	PCMG: 5,499.80	BestBuy: 5,954.2	CDWG: 5,311.80	B&H 4,799.80	lowest bid
Targus Clickers	11	PCMG: 503.25	BestBuy: 420.21	CDWG: 572.25	B&H 356.4	lowest bid
Power Strip	20	PCMG: 359.80	BestBuy: 337.38	CDWG: 398.68		lowest bid
iMac ME086LL/A	27	APPLE: 33,723.00				sole vendor
Mac Mini MGEN2LL/A	20	APPLE: 13,580.00				sole vendor
iPad Air MD788LL/B	12	APPLE: 4,404.00				sole vendor
Apple TV MD199LL/A	11	APPLE: 759.00				sole vendor
Magicard ID Machine	1	ID WHOLESALER: 2,297.00	ALPHACARD: 2,298.00			We have an open account with alphacard and we worked with them before. We would like to continue working with them

Moved by **Dr. Yildiray Yildirim**, seconded by **Muris Hadzic**.

Resolution # **151404.4** was adopted unanimously

► **Motion #** 151404.5

RESOLVED, that the purchase of attached furniture items from the highlighted vendor and stated explanations for non-lowest bid items and quoted price is hereby approved

Moved by **Muris Hadzic**, seconded by **Dr. Yildiray Yildirim**.

Resolution # **151404.5** was adopted unanimously

► **Motion #** 151404.6

RESOLVED, that the following policy is hereby approved

When a seat is available due to unenrollment before end of 1st quarter, it will be filled from the waiting list according to the admission policy. The seat which becomes available after 1st quarter will not be backfilled. The seat which becomes available in 11th and 12th grades will not be filled until that cohort graduates from the school.

Moved by **Rev. Sherman Dunmore**, seconded by **Jawwaad Rasheed**.

Resolution # **151404.6** was adopted unanimously

V. Discussion Items

1. *Financial status and budget*

2. *Terra Science and Education Inc. presentation*
- 3.

VI. Superintendent’s Report

1. Lottery results

*Applied on/before April 1st

Grade	Accepted	Waiting List	Total
6	66	20	86
7	3	53	56
8	17	25	42
9	19	30	49
10	5	18	23
11	3	5	8
Total	113	151	264

2. State test preparation: Free tutoring is provided during spring break, 30 students a day by the teacher.
3. Urban Leadership Summit: Superintendent is invited as a speaker to Nazareth College for a leadership conference.
4. District has been notified about the new location regarding transportation of the students.

UASCS Director’s Report

Total Current Enrollment	233
Female	108 (46%)
Male	125 (54%)
Demographics	
White	128 (55%)
Black or African American	38 (16%)
Black or African American, White	17 (7%)
Asian	41 (18%)
Other	9 (4%)
Total number of SWD	16
Total number of LEP	32 (13.7%)
Total Students in Waiting List	520
Total Out of School Suspensions	8 (3.4%)
Total expulsions	0

School Activities:

1. On Wednesday, March 11th, 2015, Ms. Orioli (school counselor) and Ms. Grabovica (Dean of Students) took the 10th grade Utica Academy of Science students on a field trip to Syracuse University.
2. On Thursday, March 12th, 2015, the eighth grade scholars of the Utica Academy of Science Charter School visited Hartwick College to present their Genocide Prevention and Awareness projects.
3. On Thursday, March 12th, 2015 Utica Academy of Science high school students attended the National College Fair at Onondaga Community College.

4. On Saturday, March 14th, 2015, UASCS 6th Grade Math Olympiad Team participated in Math Contest at Princeton University.
5. On, Saturday, March 21st, 2015, UAS Odyssey of the Mind team took a trip to Gloversville Middle School for the Region 21 Odyssey of the Mind Tournament.
6. On Monday, March 23rd, 2015 students in Spanish class traveled to New York City. They visited the American Museum of Natural History, 9/11 memorial (ground zero), the Battery Park where they could see the Statue of Liberty, and Times Square.
7. On Tuesday, March 24th, 2015, Utica Academy of Science held its second annual Science Fair Ceremony. Scholars are awarded in six different categories; Engineering, Life Science, Chemistry, Physics, Social Science, Environmental Science are the categories. Scholars who are in 6th grade awarded with medals for first, second and third place. First place winner got 3D puzzle. Scholars who are in 7th to 10th grade awarded with medals. First place got nook (e-reader), second place got Magic Science Experiment packet and third place got 3D puzzle.
8. On Wednesday, March 25th, 2015, the Utica Zoo's Zoomobile came to visit the 6th graders at school.
9. On Friday, March 27th, 2015, UAS Helping Hands Team members dropped 1255 food items at Thea Bowman House Food Pantry.
10. On Saturday, March 28th, 2015, 8 students, 2 teachers, and a parent went to Spain to spend 7 nights/8 days in Barcelona and Madrid through EF Tours.
11. From Monday, March 30th to Thursday, April 2nd, 2015, UAS organized spring break study sessions for students who are in grades 6-8 for 4 hours a day.
12. On Wednesday, April 8th, 2015, a professor from Utica College came to Career Development class to give presentation about resume writing.
13. On Thursday, April 9th, 2015, ELL scholars and scholars with the top-merits went to 5 Wits which is located in Syracuse, NY in Destiny Mall.
14. On Thursday, April 9th, 2015, Dr. Tom McCarthy, biology professor at Utica College, gave a presentation to the zoology classes.
15. On Saturday, April 11th, 2015, 17 students participated in Utica College Science Fair.
 - a. Emily Cajic: 2nd Place in Physical Science - Junior Level
 - b. Hayden Zielinski: 3rd Place in Physical Science - Junior Level
 - c. Natalia Torres: 3rd Place in Physical Science - Senior Level
 - d. Amra Besirevic & Selma Besirevic: 4th Place in Physical Science - Junior Level
 - e. Sean Cooney: 4th Place Math/Computer/Engineering - Junior Level

Special Awards

- a. American Meteorological Society: Ammar Arnautovic
- b. Armed Forces Communications and Electronics Association: Junior Level: Hayden Zielinski, Asalah Obaid, Suror AlAwsaj, Adem Rosic. Senior Level: Reem Nagi, Ammar Arnautovic, Lexis Mays
- c. Stockholm Junior Water Prize: Reem Nagi
- d. U.S Navy/U.S. Marine Corps: Hayden Zielinski
- e. Pratt & Whitney- HMI Metal Powders: Emily Cajic
- f. Oneida Research Services Inc.: Amra Besirevic, Selma Besirevic

VII. Executive Session

Motion by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay** to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Adopted unanimously

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VIII. Reconvene Public Session

Motion by **Rev. Sherman Dunmore**, seconded by **Muris Hadzic**, to exit the executive session.

Roll Call: Adopted unanimously

Public Session was reconvened at .

IX. Public Comment on Any Topic

Board President or designee opens the public comment session on agenda topics.

Each person is limited to speak for a period of three minutes and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session.

X. Motion by **Rev. Sherman Dunmore**, seconded by *Choose an item.*, to adjourn the meeting at .

Roll Call: *Choose an item.*

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting****Minutes**

Date : 5/12/2015
Place : **UASCS Building**

- I. The regular meeting was called to order at 8.50. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Dr. Ahmet Ay	Board Secretary	Yes	Present
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Present
Ugur Kocak	Chief Academic Officer	No	Present
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting:**II. Approval of Meeting Minutes**

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 4/14/2015

Motion by **Dr. Ahmet Ay**, seconded by **Dr. Yildiray Yildirim**

Roll Call: Adopted unanimously

III. Agenda

1. *Approval of new Treasurer of the Board*
- 2.

Discussion

1. *Financial status and budget draft for 2015-16 (executive)*
2. *Combining SASCS and UASCS boards (executive)*
3. *Organizational structure discussion for growth (executive)*
4. *New Board Members (executive)*
5. *Staff appointments for 2015-16*
6. *Superintendent's report*
7. *Director's report (UASCS)*

Motion by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

IV. ► Motion #

RESOLVED, that Muris Hadzic elected as treasurer of board to complete the term until august 2015 is hereby approved.

Moved by **Jawwaad Rasheed**, seconded by **Dr. Yildiray Yildirim**.

Resolution # was **adopted unanimously**

V. Discussion Items

1. *Financial status and budget draft for 2015-16 (executive)*
2. *Combining SASCS and UASCS boards (executive)*
3. *Organizational structure discussion for growth (executive)*
4. *Staff appointments for 2015-16 (executive)*
- 5.

UASCS Director's Report

Total Current Enrollment	232
Female	108 (46%)
Male	124 (54%)
Demographics	
White	127
Black or African American	38
Black or African American, White	17
Asian	41
Other	9
Total number of SWD	16
Total number of LEP	32
Total Students in Waiting List	541
Total Out of School Suspensions	20

School Activities:

1. 6th Grade Math Team became the National Champion in Online Math League competition.

CONGRATULATIONS...



2. On Monday, April 13th, 2015, aerospace design engineer Maxim de Jong visited with science scholars in 6th, 8th, and 10th grades to talk about his career and exploits.
3. On Friday, April 17 and Saturday April 18, 2015, six UAS 6th grade scholars, along with Mrs. Nazel and two chaperones, traveled to Westmoreland High School to participate in the Oneida County Elementary All County Music Festival.
4. On Saturday, April 25, 2015, six students from the Helping Hands Club and Ms. Orioli conducted a Spring Clean-up at two locations in Utica, NY.
5. On Wednesday, April 29, 2015, Micheal Broski, a representative from West Point, visited Utica Academy of Science Charter School to give presentation about the admission process of West Point and other programs are being offered at West Point Academy.
6. On Thursday, April 30, 2015, the 6th graders at UASCS are proud to have participated in the 2015 Canal Clean Sweep along the Erie Canal. The purpose of this field trip was to teach scholars about the importance of caring for our environment, as well as giving back to the community.
7. On Saturday, May 2, 2015, seven students form the Helping Hands Club and Ms. Orioli visited the Masonic Care Nursing home in Utica, NY. The students visited, talked, played board games, painted fingernails, and read books with the residents.

8. On Monday, May 4, 2015, some students from 6th grade went to Hoopla to have a special treat because of having good behavior and academics since the beginning of the school.
9. On Wednesday, May 6, 2015, the 6th grade scholars traveled to the MOST Museum in Syracuse.
10. On Thursday, May 7, 2015, the 7th and 9th grade scholars traveled to Wonderworks at Destiny Mall in Syracuse.

VI. Executive Session

Motion by **Jawwaad Rasheed**, seconded by **Dr. Yildiray Yildirim** to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Adopted unanimously

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VII. Reconvene Public Session

Motion by **Jawwaad Rasheed**, seconded by **Rev. Sherman Dunmore**, to exit the executive session.

Roll Call: Adopted unanimously

VIII. Public Comment on Any Topic

Board President or designee opens the public comment session approved agenda items. Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address. Board President or designee closes the public comment session.

- IX. Motion by **Dr. Ahmet Ay**, seconded by **Jawwaad Rasheed**, to adjourn the meeting at

9.35 pm.

Roll Call: Adopted unanimously

Utica Academy of Science Charter School**Board of Trustees****Regular Meeting**

Minutes

Date : 6/2/2015
Place : SASCs High School

- I. The regular meeting was called to order at 8.40 pm. The board reserves the right to act on any and all agenda items.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New York State Open Meetings Law (OML) and notification given to all appropriate parties. The notice of this meeting was posted on the school website.

Roll Call:

Name	Position	Voting	Attendance
Dr. Fehmi Damkaci	President	Yes	Present
Dr. Yildiray Yildirim	Vice President	Yes	Present
Dr. Ahmet Ay	Board Secretary	Yes	Present
Rev. Sherman Dunmore	Trustee	Yes	Present
Muris Hadzic	Trustee	Yes	Present
Jawwaad Rasheed	Trustee	Yes	Present
Dr. Tolga Hayali	Superintendent	No	Present
Nick Bilge	Chief Financial Officer	No	Present
Onur Gokce	Chief Technology Officer	No	Absent
Ugur Kocak	Chief Academic Officer	No	Absent
Galip Bak	Syracuse School Director	No	Present
Kadir Yavuz	Utica School Director	No	Present

Others present at the meeting:**II. Approval of Meeting Minutes**

Motion to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.)

Regular Board Meeting of 5/12/2015

Motion by **Muris Hadzic**, seconded by **Dr. Yildiray Yildirim**

Roll Call: Adopted unanimously

III. Agenda

1. *Approval of Athletic Pay Scale*
2. *Re-approval of TV purchases*
3. *Approval of Uniform purchase*
4. *Approval of 2015-16 budget*
5. *Approval of board member as trustee*
6. *Approval of staff renewal contracts (executive)*
7. *Approval of 14-15 budget revisions*
8. *Approval of Omni/Edgar Regulations policy*

Discussion

1. *Financial status and budget*
2. *Comptroller Office's draft Report*
3. *School Meal program under SASCS*
4. *Board self-evaluation*
5. *Evaluation of Superintendent*
6. *Advisory Board*
7. *New charter application and structure (executive)*
8. *Superintendent's report*
9. *Director's report (UASCS)*

Motion by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay**, to adopt the agenda as presented.

Roll Call: Adopted unanimously

- IV. ► **Motion #**
RESOLVED, that attached athletic program pay-scale is hereby approved.

Moved by **Jawwaad Rasheed**, seconded by **Rev. Sherman Dunmore**.

Resolution # was **adopted unanimously**

- **Motion #**
RESOLVED, that purchase of school uniforms from Just the Right Staff is hereby approved (due to lowest bid for SASCS compared to two other quotes and offering the same pricing for UASCS, and we have been working with the company and very satisfied with the service).

Moved by **Muris Hadzic**, seconded by **Dr. Yildiray Yildirim**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that 11 TV purchases from BestBuy is hereby approved. (The quotes received for a newer model due to former TV which was quoted and approved were no longer available at the lowest bidder).

	Quantity	Best Buy	PCMG	B&H
Samsung TVs	11	22,395	23,650	25,630

Moved by **Dr. Yildiray Yildirim**, seconded by **Dr. Ahmet Ay**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that 2015-16 budget is hereby approved.

Moved by **Jawwaad Rasheed**, seconded by **Dr. Ahmet Ay**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that Chanel Turnquest as trustee starting July 2015 until August 2016 is hereby approved.

Moved by **Muris Hadzic**, seconded by **Rev. Sherman Dunmore**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that contract renewals listed in the attached document (listed names for listed terms and listed salary) is hereby approved.

Moved by **Dr. Ahmet Ay**, seconded by **Jawwaad Rasheed**.

Resolution # was **adopted unanimously**

► **Motion #**

RESOLVED, that 14-15 budget revisions is hereby approved.

Moved by **Dr. Yildiray Yildirim**, seconded by **Muris Hadzic**.

Resolution # was **adopted unanimously**.

► **Motion #**

RESOLVED, that Omni/Edgar Regulations policy is hereby approved.

Moved by **Muris Hadzic**, seconded by **Dr. Ahmet Ay**.

Resolution # **150602.8** was **adopted unanimously**.

V. Discussion Items

1. *Financial status and budget*
2. *Comptroller Office's draft Report*
3. *School Meal program under SASCS*
4. *Board self-evaluation*
5. *Evaluation of Superintendent*
6. *Advisory Board*
7. *New charter application and structure (executive)*

VI. Superintendent's Report

1. *M&T Bank Grant: \$5,000 for SASCS.*
2. *Preparations for 2015-26 school year & Summer Programs*
3. *Evaluation of Deans and Directors*

UASCS Director's Report

Total Current Enrollment	231
Female	108 (46.75%)
Male	123 (53.25%)
Demographics	
White	127 (55%)
Black or African American	37 (16%)
Black or African American, White	17 (7.35%)
Asian	41 (17.75%)
Other	9 (4%)
Total number of SWD	16
Total number of LEP	32
Total Students in Waiting List	541
Total Out of School Suspensions	8

School Activities:

1. On Friday, May 8, 2015, Utica Academy of Science recognized its scholars who have achieved tremendous feats in the third quarter.
2. On Tuesday, May 12th, 2015, the 6th grade scholars from UAS traveled to Howe Cavern, NY.
3. On Wednesday, May 13th, 2015, the 6th graders went on a field trip to Union Station here in Utica.
4. On Friday, May 15th, 2015, Forty-Seven of our UASCS Atoms took a three day trip to our nation's capital, Washington D.C.

5. On Thursday, May 21st, 2015, 10th grade scholars went to SUNY Albany to learn about admission policy.
6. On Wednesday, May 27th, 2015, SAS scholars who went to Haiti during spring break came to speak with our 8th, 9th, and 10th graders about their experience in Haiti and what can be done together in the future.
7. On Wednesday, May 27th, 2015, the 9th grade scholars went to Alexander Pirnie Federal Court Building to get familiar with the court room as part of the mock trial.
8. On Thursday, May 28th, 2015, Earth Science scholars went to Pixley Falls State Park in town of Boonville.
9. On Friday, May 29th, 2015, UAS organized its second annual International Night.
10. On Friday, May 29th, 2015, the 6th grade scholars went to Rogers Environmental Center.
11. On Saturday, May 30th, 2015, the 6th grade MathCounts team went to Niagara Falls as an end of the year trip.
12. On Monday, June 1st, 2015, some of the 7th grade scholars went to Sitrin Child Care Center to read aloud at the center.
13. On Tuesday, June 2nd, 2015, the 6th grade scholars went to Utica Zoo.
14. On Tuesday, June 2nd, 2015, the 8th grade scholars went to Stanley Theater to enjoy a show.

VII. Executive Session

Motion by **Rev. Sherman Dunmore**, seconded by **Dr. Ahmet Ay** to adjourn to Executive Session in accordance with the New York State Open Meeting Law §105, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

Roll Call: Adopted unanimously

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VIII. Reconvene Public Session

Motion by **Muris Hadzic**, seconded by **Dr. Yildiray Yildirim**, to exit the executive session.

Roll Call: Adopted unanimously

IX. Public Comment on Any Topic

Board President or designee opens the public comment session approved agenda items. Each person is limited to speak for a period of one (1) minute and will be asked to give their full name, spell their last name and provide their address.

Board President or designee closes the public comment session.

- X. Motion by **Rev. Sherman Dunmore**, seconded by **Dr. Yildiray Yildirim**, to adjourn the meeting at .

Roll Call: Adopted unanimously

Appendix H: Enrollment and Retention Targets

UASCS is located in and serves in an economically disadvantaged neighborhood, which also includes a number of refugee and immigrant communities. The school distributes flyers written in the native language of several of these immigrant communities (Bosnian, Spanish, and Russian). UASCS also completes a mass mailing of an English language flyer to all families in the local area.

Number of ELL, Special Ed., Free-Reduced Lunch Students		
	2013-14	2014-15
ELL	34 (19%)	33 (13.6%)
Special Education	19 (10%)	19 (7.8%)
Free-Reduced Lunch	141 (78%)	175 (76.7%)

The number of enrolled ELL, special education, and free-reduced lunch students are provided in the above table. We aggressively advertise and recruit for applications from the refugee and immigrant communities.



Мы хотели бы пригласить вас, вашей семьи и Ваших друзей нашей ежегодной выставке.

Приходите и узнайте, какие мы все!

На выставке состоится суббота, 7 Март 2014 г. от 10:30 до 2:30.

Для 6 класса в класс 11 просьба перейти к

Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS

Потенциала успеха
одного атома в то время



**Nos gustaría invitar a usted, su familia y sus amigos
en nuestro Escaparate.
Venga y vea lo que son!**

La exposición tendrá lugar el sábado 7 de marzo de 2014 10:30 a 14:30

En el grado 6 al grado 11, por favor vaya a:

Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS

**Construyendo el éxito
un átomo en un momento**



Željeli bismo pozvati Vas, tvoja porodica, i vaše prijatelje
u našem godišnjem Showcase.
Dođite i vidjeti što smo sve o!

U Showcase će se održati u subotu 7 Mart 2014 10:30-14:30.

Za Grade 6 do 11. razreda molimo idite na -
Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS
Building Success
Jedan atom u isto vrijeme



We would like to invite you, your family, and your friends
to our annual Showcase.

Come and see what we are all about!

The showcase will take place on Saturday March 7, 2014 from 10:30am to 2:30pm.

For Grade 6 to Grade 11 please go to –

Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS
Building Success
One Atom At A Time



Appendix I: Teacher and Administrator Attrition

Created: 07/08/2015

Last updated: 08/01/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	14	8	5

2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	3	0	0

Thank you



Appendix J: Uncertified Teachers

Last updated: 07/31/2015

"thirty per centum or 5 teachers, whichever is less"

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

Note Definition of FTE:

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

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

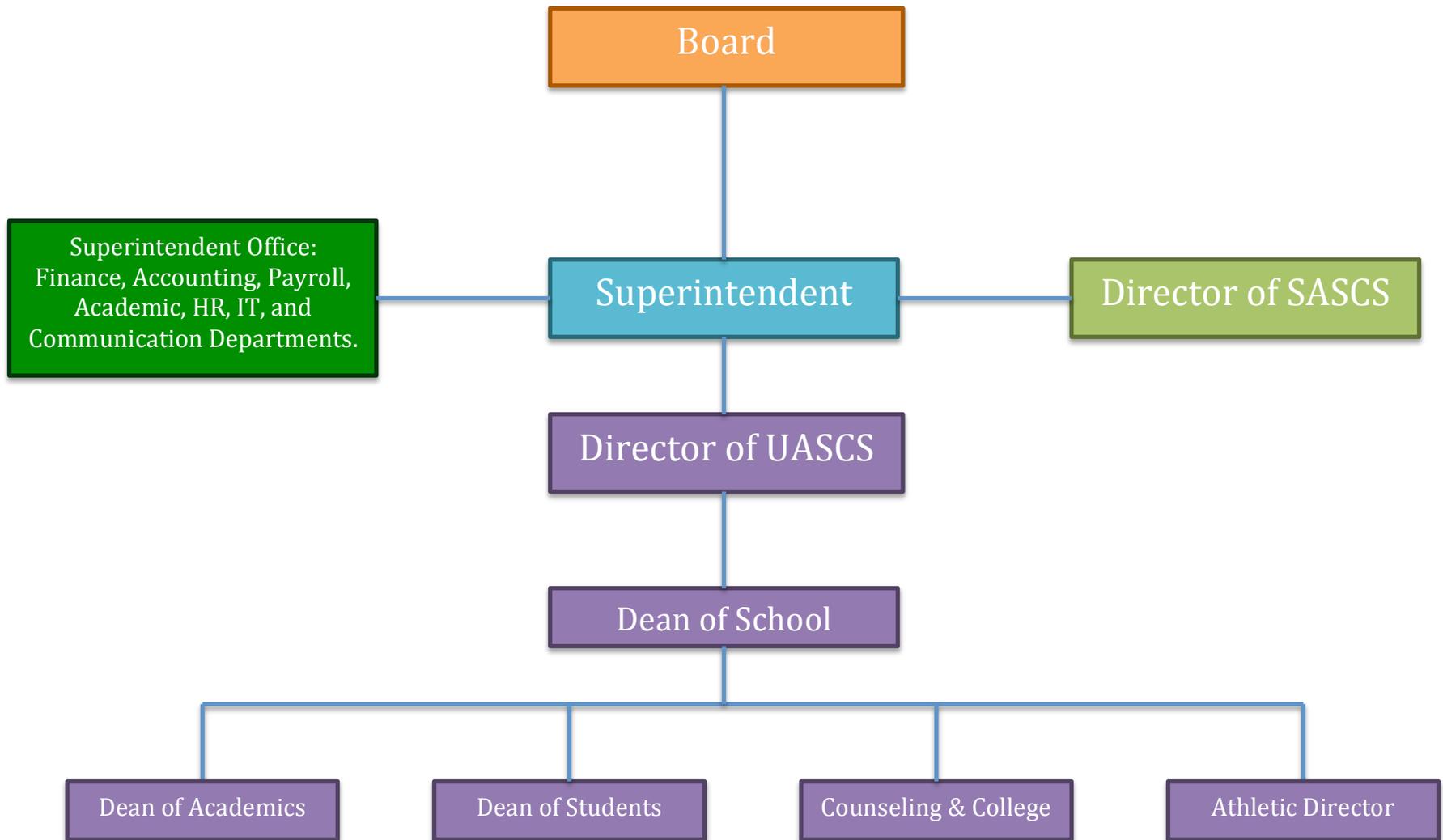
For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	3
(ii) individuals who are tenured or tenure track college faculty	
(iii) individuals with two years satisfactory experience through Teach for America	
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	
FTE count of uncertified teachers who do not fit into any of the four statutory categories	
Total	0

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

16

Thank you.



Mission Statement

Utica Academy of Science Charter School (UASCS) will provide support, challenges, and opportunities for its students, and it will instill the necessary skills and knowledge in math, science, and technology to empower students through high intellectual standards, preparing them for college, career, and citizenship. The school seeks to graduate students who can think critically and creatively, who are committed to a lifetime of learning and civic involvement, and who are conscious of local, global, and environmental issues.

Key Design Elements

College Preparatory

Aligned in every way with the school's mission to graduate college-ready and civic-minded students, the importance of college readiness is understood very well at UASCS. In addition to high quality instruction and curriculum, programs during school, after-school, during the summer have been already developed and practiced at SASCS and will be replicated at UASCS to make sure that every student has an opportunity to attend a college. The school will create a college-bound culture and will provide an extensive and targeted curriculum aimed at college preparation. These programs include (but are not limited to) School-wide College Culture Program, Monthly Advisory Program, Saturday IVY League, Saturday SAT Classes, MathCounts, Science Olympiad, SUNY Oswego Summer Science Immersion, Summer College Bridge Programs. We envision that college-prep culture will not start and end in school, but rather becomes an entire lifestyle, including aspects such as doing homework and managing one's time wisely.

Focus on STEM

The curriculum will focus on science, technology, engineering and math (STEM), which provide the necessary foundation for college entrance and careers in technical fields. STEM education is a high national priority because of a lack of skilled workers in these fields. The school will have high expectations of all students, and develop and monitor individual educational plans for them. The following activities are already implemented at SASCS and have shown to improve students' interest and increase academic background in preparation for college and/or a STEM curriculum.

Environmental Education

Environmental education is a learning process that increases people's knowledge and awareness of the environment and associated challenges; develops the necessary skills and expertise to address the challenges; and fosters attitudes, motivation, and the commitment to make informed decisions and take responsible action (UNESCO, Tbilisi Declaration). The school's environmental education will promote awareness of the environmental challenges and quality, and will include environment related programs for practicing acquired knowledge. UASCS will offer environmental chemistry courses, will touch on environment related issues in all its courses, and will make environment as one its signature items to be embedded into the curricula and school culture.

Glocal Education

The school will teach thinking globally and acting locally. The school will combine extensive local and international interactions through local, national, and international field trips, and through visits by local, national, and international leaders, and members of institutions, to improve their understanding of other cultures. The school will actively recruit a diverse student population (e.g., ELLs [English Language Learners], and those eligible for free and reduced lunch) in order to create a small-world community within the school to promote its glocal educational mission. In order to achieve high community involvement, the school will invite the community leaders to participate in education by sharing their experiences with our students.

Youth Leadership Program

The school's curriculum and instructional quality will reach beyond standard academic topics. The school will also teach universally recognized values (e.g., honesty, stewardship, kindness, generosity, courage, freedom, justice, equality, and respect), using multicolored posters, banners, and bulletin boards featuring a value or virtue of the month, lively morning public address announcements and occasional motivational events with parents. Parents will be encouraged to be part of these efforts to reinforce the values outside of the school setting. As a complementary program for character education, adventure-based education will provide engagement, challenge, and risk management in a group setting to enhance interpersonal growth, leadership abilities, self-concept, academic achievement, and personality. Students will participate in adventure education activities to build self-efficacy, resiliency and group cohesion. The school will offer extracurricular activities to help students build character and life skills. These programs will be offered on a monthly basis and last three to four hours. Students will engage in problem-solving initiatives that promote teamwork and communication. In addition, each program will provide focus-group reflections that allow for a transfer of learning between the activities and the classroom.

Tutoring and Afterschool Programs

With a foundation in high quality instruction and a college-preparatory curriculum, UASCS will bolster students' opportunities for success by having extended school hours: regular classes from 9 am to 4 pm and extra help, one-on-one tutoring, or enrichment programs until 5 pm on weekdays and between 10 am and 2 pm on Saturday. Included among the enrichment programs that occur during the school day are daily within-school-hours ELL and special education classes, with students grouped according to needs or achievement levels. ELL and special education instructors will be available for "push-in, pull-out" and after-school tutoring as well. Enrichment programs will increase the performance of low-achieving students and will prepare high-achieving students for regional, national, and international science and engineering fairs. The school will have an athletics program, Saturday school for interested students, and clubs mainly organized by students but guided by teachers. The school will include a master schedule that includes daily remedial instruction or academic enrichment for all students during the regular school day. The master schedule will also include Title 1 tutoring for core academic subjects (including push-in and pull-out attention given to students at risk) after

school, four days a week. For further tutoring and enrichment, the UASCS will offer Saturday Academy, Saturday IVY League, Saturday SAT Classes, MathCounts, Science Olympiad, and the SUNY Oswego Summer Science Immersion program.

Parental Involvement

Students' success and performance are affected not only by their teachers, but also by their parents and their environment. Therefore, parental involvement, including home visits, will constitute a significant part of our school's strategic goals. Combining both comprehensive school programs and parental involvement will motivate students and eventually result in higher student performance. The school will utilize the SASCS's database, which enables parents to be actively involved their students' education and to see the students' assignments, teacher comments, test scores, and attendance instantly. The school's teachers will perform home visits to understand the students' problems and abilities and to create a better triad of parent-student-teacher relationships. As part of this unique communication program, the SASCS educators will contact a minimum of ten school parents each week, and carry out a minimum of four home visits each academic year.

Performance-based Accountability

At UASCS, school, teacher, organizational, and financial performance will be monitored, using excellence as the standard. The school must achieve academic excellence through outstanding instructional quality and a college-preparatory curriculum to remain a viable educational alternative in the community. Accountability will be clear: just as a business must adapt itself to new technologies, by meeting new demands from its consumers, inventing new products, or discarding old products to thrive, education must also follow the business model's adaptive, inventive approach. By investigating and implementing successful educational techniques, programs, and methodologies, UASCS will be able to achieve and sustain its goal of educational excellence. Student progress and teacher effectiveness will be measured quarterly through data collected and tracked by multiple assessment instruments, including NWEA MAP Testing, Benchmark Exams utilizing ExamView Software, and full-length practice tests for state assessments such as the Regents exams. Student performance will be documented and reviewed by teachers and the Academic Dean. From these performance results, teachers will create action plans to improve individual student achievement.

I. SCHOOL INFORMATION AND COVER PAGE

Created Thursday, July 31, 2014

Updated Friday, August 01, 2014

Page 1

1. SCHOOL NAME

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

412300861058 UTICA ACADEMY OF SCIENCE CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Utica

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
1214 Lincoln Avenue Utica, NY 13502	315-266-1072	315-266-1073	info@uascs.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Kadir Yavuz
Title	Director
Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

www.uascs.org

6. DATE OF INITIAL CHARTER

2012-11-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2013-09-01 00:00:00

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

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

 6

 7

 8

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	1214 Lincoln Avenue Utica, NY 13502	315-266-1072	UTICA CITY SD	6-9	Yes	Rent/Lease

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Kadir Yavuz	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Nick Bilge	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Tolga Hayali	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Tolga Hayali	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

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

No

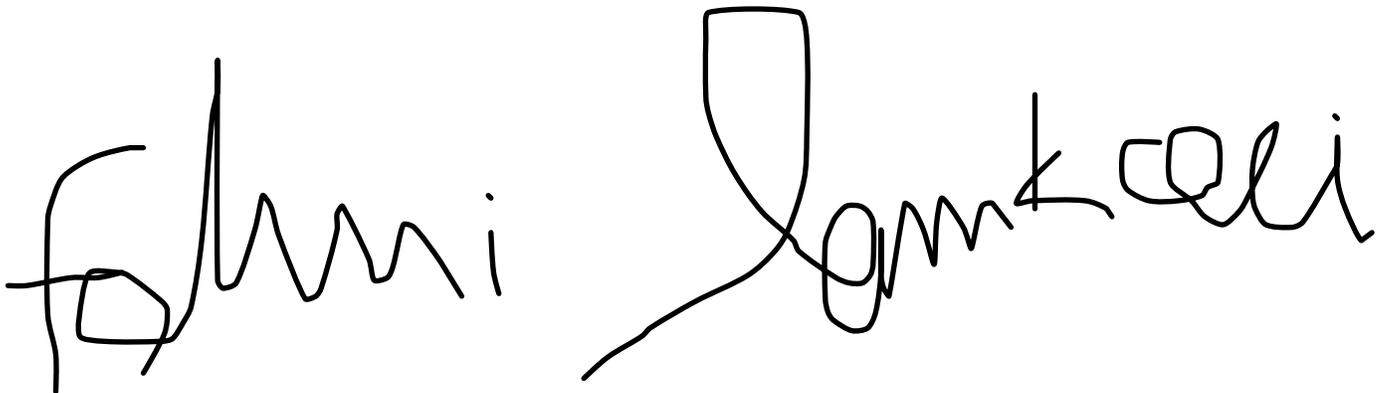
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read "Hayashi". The signature is fluid and cursive, with a large initial 'H' and a long, sweeping tail.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to read "John Jankowski". The signature is cursive and somewhat stylized, with a large 'J' and 'W'.

Thank you.

Appendix A: Progress Toward Goals

Created Thursday, July 31, 2014

Updated Monday, October 06, 2014

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/reportcard.php?year=2013&instid=800000075839>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1 Yearly Progress on 8th Grade Math and ELA	New York State Intermediate Assessments	Meet or exceed Utica District L2+L3+L4 in all 8th grade Math and ELA	Met
Academic Goal 2 STUDENT ATTRITION Maintain high attendance rate	Attendance rate	The attendance rate Was consistently high in 2013-14: 93.3%	Met
Academic Goal 3 Increase student performance through data analysis	Benchmark and Full Length Exam Analysis	To improve student preparation for New York State assessments and teacher analysis of student readiness, UASCS continued Benchmark testing for all students in grades 6-9 in 2013-2014. Each core class instructor (for all ELA courses, math for grades 6-8, Algebra, Biology, and Chemistry) developed benchmark tests prepared with ExamView	Met

Software, which are given at the end of the first three quarters to students in grade 6-9. The benchmark tests assess units taught during the quarter, and the ExamView generated questions indicate which SED standard is being assessed for each question. In addition, full length practice exams are given and analyzed to ascertain each students' readiness and progress toward success on the SED exams.

Curriculum coordinators provided reports to teachers and met with them to develop action plans and then check for alignment between action plans and lesson plans. Based on the data obtained from these assessments, UASCS began "from the ground up" method of improving performance by several measures, such as assisting grade 6-8 identified at risk students through push-in, pull-out and after school tutoring. The analysis of the full-length practice exams provides information about student progress within a year as well as their possible success at SED and Regents Exams.

Academic Goal 4	Increase parent involvement and awareness of academic progress	Progress report cards and database	<p>UASCS continued the frequency of its student academic progress reporting in 2013-2014. instead of the traditional five-week progress reports (two reports per quarter), UASCS sends, a progress report on the first Friday of every month, plus end-of-quarter progress reports (typically resulting in 4 reports home per quarter), which provides more frequent information to parents; particularly those who do not have Internet access, or are uncomfortable with accessing the database for information.</p>	Met
			<p>Curriculum coordinators also regularly check for type and timeliness of data entry (grades) in database so that information reported to parents is current and accurate.</p>	

Academic Goal 5	Expose students to collegiate opportunities to motivate better academic performance	College visits	In 2013-2014, UASCS offered grade-level and small group college visits; coaches and teachers escorted students to college visits as well. In 2013-2014, UASCS personnel took students to the following colleges for study sessions, fairs, tours, and/or interviews: SUNY Oswego, Utica College, SUNY IT, Harvard University, MIT, Princeton University, Mohawk Valley Community College, and the NACAC National College Fair 2014 (200 colleges).	Met
Academic Goal 6	Expose students to motivational speakers to encourage better academic performance	Number of speakers Field trips	<p>In 2013-2014 UASCS hosted a number of community, academic and business leaders to speak to students and encourage them to graduate from college and pursue excellence. Specifically, the speaking engagements have been people from backgrounds similar to those of the students' upbringing. Most speakers included personal stories of meager beginnings but not shying away from responsibility and leadership roles. They have encouraged students to do likewise. Speakers have included: City of Utica Mayor, Robert Palmieri; Holocaust Survivor Helen Sperling; Associate Lawyer, Emina Poricanin; Director of Utica Food Bank, Mark Wolber; Police Officer, Maynard Anken; Assistant Professor of Mathematics at Utica College, Ralph Craig; OHSWA School Recycling Coordinator, Jamie Tuttle; Hannaford Store Managers Sam Glasbergen and Mike Park; Empower FCU Financial Educator Cheryl Welles; Representative from Utica Refugee Center Shana Pughe; former chief investigator, James Helmer; among many others.</p> <p>Field Trips: An important part of the program is a conscientious effort to integrate ELL students into the school and local communities so that the students expand their sphere of influence.</p>	Met
Academic Goal 7	Provide real world experiences for students to	This integration is promoted through field trips geared toward	Met	Met

increase their cultural understanding

introducing aspects of American culture and events that students in this demographic may not be exposed to otherwise. In these and many other activities, ELL students are grouped with their American peers to foster more intimate interactions and opportunities as well as to form connections with a wide variety of students.

In 2013-14, the ELL and IEP students visited: City Hall, Fire Department, Police Department, M&T Bank, Utica Memorial Auditorium, Utica College, Faxton St. Luke's Healthcare, Munson Williams Proctor Art Museum, Utica Public Library, New Hartford Public Library, Barnes and Nobles, Utica Zoo, Sangertown Square Shopping Mall, Utica Children's Museum, Farmer's Museum, Baseball Hall of Fame, Stanley Theater, Boehler Center at Union Station, Seward House, Harriet Tubman House, Howe Caverns, Iroquois Museum, and Delta Lake Park with the resource students where they learned about community based literacy and develop life skills. They learned an important part of the program is a conscientious effort to integrate ELL students into the school community and locale so that the students make connections outside of their cultural

boundaries. This integration is promoted through field trips that are geared at introducing aspects of American culture and functions to which they may not normally be. In these and many other activities, ELL students are grouped with American students for more intimate interactions and opportunities to bond with a wider range of students.

Many of the juniors from the ELL and IEP programs also attended college tours field trips. ELL and IEP students at both the high school and elementary levels participated in the science fair.

All ELL and IEP sixth grade

students participated in field trips. All ELL and IEP elementary students worked on, and presented at, the International Night in the spring. Athletic team participation and success boosts the school community. UASCS school participated in U12 and U14 soccer teams and competed with local teams in indoor soccer tournaments.

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Increase administrative awareness of student engagement during instructional time.	Unannounced 20-minute classroom observations	Two curriculum coordinators, in addition to the director and academic dean, observed teachers each week. With four observers, it ensures that lessons align with the state standards, and classroom management is conducted in such a way that learning was a primary function of each class. Following each observation, the observer met with the teacher and provided feedback and suggestions to improve instruction. Observation and feedback results are regularly reported to the school director. These half-period observations are unannounced and are intended to keep the administration informed of teacher and student performance, and to provide information through which decisions regarding what kind, how much and for whom additional training, mentoring or professional development is needed. Each teacher was observed between 4 and 14 times, with new staff members receiving more observations than veteran staff.	Met
Org Goal 2	Professional Development	Attendance and training	<p>The following staff members participated in staff development, paid for by UASCS: Rachel Rice, Autism Workshop; and Chris Johnson, Control Uncontrollable Students Behavior Management.</p> <p>The staff is encouraged to complete college credits and are reimbursed up to \$1800 annually. The following staff members received reimbursement during 2013-14: Victoria Alexander, Rosa Viggiano, and Ersin Konkur. The total amount paid for this benefit in 2013-14 was \$6,635.00.</p> <p>To ensure that instructional quality is at the forefront of each staff member's mind, UASCS administration created a summer teacher program that focuses on instruction. Since 2013, UASCS staff has participated in a summer professional development training program called Summer Institute, which lasts two weeks in August. In preparation for the 2013 meeting, all teachers are reading Teach</p>	Met

Like a Champion by Doug Lemov as part of staff-wide alignment with Common Core standards and expectations.

Org Goal 3	Provide data analysis to drive instruction	Analysis	Two curriculum coordinators continue to schedule and coordinate school-wide testing; gather, compile and analyze student performance data; organize and disseminate information regarding upcoming formative and summative assessments; and identify, track services given and progress of at-risk students.	Met
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2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Maintain a 5% account reserve	End of year account balance	Achieved 15% reserve	

Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Thursday, July 31, 2014

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

B. Financial Information

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

1. Total Expenditures Per Child

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

1. Total Expenditures Per Child Line 1: Total Expenditures	1957053
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	179
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	10933

2. Administrative Expenditures per Child

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

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

Please note the following:

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

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

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

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

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	302667
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	89175
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	391842
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	179
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	2189

Thank you.



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

Utica Academy of Science Charter School

July 30, 2014

Nick Bilge



Utica

SED

1

Private

Grades 6 -10

6-12

235

240

2014

315-4288997

Heveron & Company

Jeanne Beutner

jbeutner@heveroncpa.com

[\(585\) 232-2956 Ext 211](tel:(585)232-2956)

2014

Utica Academy of Science Charter School2014

FILL IN GRAY CELLS

Utica Academy of Science Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2014</u>	<u>2013</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$250,069	\$39,551
Grants and contracts receivable	132,768	-
Accounts receivables	(1,261)	-
Inventory	-	-
Prepaid Expenses	19,192	33,264
Contributions and other receivables	-	-
Other	-	-
TOTAL CURRENT ASSETS	\$400,768	\$72,815
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	77,212	-
Restricted Cash	-	-
OTHER ASSETS	\$77,212	\$-
TOTAL ASSETS	\$477,980	\$72,815
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$28,758	\$1,116
Accrued payroll and benefits	122,025	77,699
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
TOTAL CURRENT LIABILITIES	\$150,783	\$78,815
LONG-TERM DEBT, net current maturities	\$-	\$-
TOTAL LIABILITIES	\$150,783	\$78,815
NET ASSETS		
Unrestricted	\$(6,000)	\$-
Temporarily restricted	333,197	-
TOTAL NET ASSETS	\$327,197	\$-
TOTAL LIABILITIES AND NET ASSETS	\$144,783	\$78,815

Check

333,197

(6,000)

FILL IN GRAY CELLS

Utica Academy of Science Charter School

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2014

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$1,742,168	\$-	\$1,742,168	\$-
Federal - Title and IDEA	62,234	-	62,234	-
Federal - Other	472,362	-	472,362	48,500
State and City Grants	1,882	-	1,882	-
Contributions and private grants	5,000	-	5,000	-
After school revenue	-	-	-	-
Other	3,991	-	3,991	-
Food Service/Child Nutrition Program	2,446	-	2,446	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$2,290,083	\$-	\$2,290,083	\$48,500
EXPENSES				
Program Services				
Regular Education	\$1,462,517	\$-	\$1,462,517	\$-
Special Education	97,317	-	97,317	-
Other Programs	94,552	-	94,552	54,500
Total Program Services	\$1,654,386	\$-	\$1,654,386	\$54,500
Supporting Services				
Management and general	\$302,667	\$-	\$302,667	\$-
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$1,957,053	\$-	\$1,957,053	\$54,500
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$333,030	\$-	\$333,030	\$(6,000)
Contributions				
Foundations		\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	167	-	167	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$167	\$-	\$167	\$-
CHANGE IN NET ASSETS	\$333,197	\$-	\$333,197	\$(6,000)
NET ASSETS BEGINNING OF YEAR	\$(6,000)	\$-	\$(6,000)	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$327,197	\$-	\$327,197	\$(6,000)

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL

FINANCIAL STATEMENTS

June 30, 2014



Heveron & Company

Certified Public Accountants



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Rochester, New York 14608-2239
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Utica Academy of Science Charter School
Rochester, New York

We have audited the accompanying financial statements of Utica Academy of Science Charter School (a nonprofit organization), which comprise the balance sheet as of June 30, 2014 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinion

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 14, 2014 on our consideration of Utica Academy of Science Charter School's internal control over financial reporting, and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Utica Academy of Science Charter School's internal control over financial reporting and compliance.

Heveron & Company

Heveron & Company CPAs

Rochester, New York

October 14, 2014

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
BALANCE SHEET
June 30, 2014

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 434,658
Accounts Receivable	14,776
Grants Receivable	124,277
Prepaid Expenses	<u>20,172</u>
 Total Current Assets	 <u>593,883</u>

Property and Equipment

Leasehold Improvements	18,290
Equipment	8,744
Computer Software and Hardware	41,821
Vehicle	27,312
Less: Accumulated Depreciation	<u>(11,949)</u>
 Net Property and Equipment	 <u>84,218</u>

Other Assets

Security Deposits	<u>6,000</u>
-------------------	--------------

TOTAL ASSETS \$ 684,101

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts Payable	\$ 34,340
Accrued Payroll and Benefits	150,384
Due to Related Parties	<u>187,862</u>
 Total Current Liabilities	 <u>372,586</u>

Net Assets

Unrestricted	<u>311,515</u>
 Total Net Assets	 <u>311,515</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 684,101</u>

See Independent Auditors' Report and Notes to Financial Statements.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2014

Revenues and Other Support:

Public School District:

Revenue - Resident Student Enrollment	\$ 1,659,598
Revenue - Students with Disabilities	82,570
Federal Grants	478,406
Food Service	66,208
Other Income	17,770
Contributions	<u>5,000</u>
Total Revenues and Other Support	<u>2,309,552</u>

Expenses:

Program Services:

Regular Education	1,284,912
Special Education	118,438
Other Programs	<u>110,188</u>
Total Program Services Expense	1,513,538

Supporting Services:

Management and General	<u>484,499</u>
Total Expenses	<u>1,998,037</u>

Excess of Revenues and Other

Support Over Expenses 311,515

Net Assets - Beginning of Year -

Net Assets - End of Year \$ 311,515

See Independent Auditors' Report and Notes to Financial Statements.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2014

	No. of Positions	Program Services			Management and General	Total
		Regular Education	Special Education	Other Programs		
Total Salaries and Wages	24	\$ 473,223	\$ 34,477	\$ 42,360	\$ 358,088	\$ 908,148
Payroll Taxes		34,106	2,485	3,053	25,808	65,452
Employee Benefits		<u>171,129</u>	<u>10,404</u>	<u>5,900</u>	<u>49,875</u>	<u>237,308</u>
Total Personnel Services		678,458	47,366	51,313	433,771	1,210,908
Curriculum and Classroom Expense		183,455	21,495	-	-	204,950
Supplies and Materials		148,034	17,416	-	8,708	174,158
Occupancy		95,170	11,197	-	5,598	111,965
Professional Fees - Other		51,794	5,904	-	1,343	59,041
Food		-	-	50,552	-	50,552
Repairs and Maintenance		28,079	3,303	-	1,652	33,034
Travel		17,530	2,062	-	1,031	20,623
Insurance		16,103	1,895	-	947	18,945
Other Expenses		12,691	1,493	-	3,669	17,853
Professional Development		12,686	1,493	-	746	14,925
Telephone and Internet		12,152	1,430	-	715	14,297
Accounting and Auditing Fees		-	-	-	12,500	12,500
Equipment Rental and Lease		10,421	1,226	-	613	12,260
Depreciation		10,157	1,195	-	597	11,949

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
For The Year Ended June 30, 2014
(Continued)

	<u>Program Services</u>			<u>Management and General</u>	<u>Total</u>
	<u>Regular Education</u>	<u>Special Education</u>	<u>Other Programs</u>		
Marketing	-	-	-	10,487	10,487
Printing and Postage	8,182	963	-	482	9,627
Extra Curricular Activities	-	-	8,323	-	8,323
Legal	-	-	-	1,640	1,640
Total Expenses	<u>\$ 1,284,912</u>	<u>\$ 118,438</u>	<u>\$ 110,188</u>	<u>\$ 484,499</u>	<u>\$ 1,998,037</u>

See Independent Auditors' Report and Notes to Financial Statements.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENT OF CASH FLOWS
For The Year Ended June 30, 2014

<u>Cash Flow From Operating Activities</u>	
Revenue from School Districts	\$ 1,743,429
Grant Revenues	330,020
Food Service Fees	53,572
Contributions	5,000
Other Sources	17,770
Payments to Vendors for Goods and Services Rendered	(589,553)
Payments to Charter School Personnel for Services Rendered	<u>(1,064,964)</u>
Net Cash Flow Provided By Operating Activities	<u>495,274</u>
 <u>Cash Flow From Investing Activities</u>	
Purchase of Property and Equipment	<u>(96,167)</u>
Cash Flow Used By Investing Activities	<u>(96,167)</u>
 <u>Cash Flow From Financing Activities</u>	
Payments on Line of Credit	(59,070)
Proceeds from Line of Credit	<u>55,070</u>
Cash Flow Used By Investing Activities	<u>(4,000)</u>
Net Increase in Cash and Cash Equivalents	395,107
Cash and Cash Equivalents - Beginning of Year	<u>39,551</u>
Cash and Cash Equivalents - End of Year	<u>\$ 434,658</u>

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
STATEMENT OF CASH FLOWS
For The Year Ended June 30, 2014
(Continued)

Reconciliation of Change in Net Assets to Net Cash

Provided by Operating Activities

Excess of Support and Revenue Over Expenses	\$ 311,515
Adjustments to Reconcile Excess of Support and Revenue	
Over Expenses to Net Cash Provided by Operating Activities:	
Depreciation	11,949
Decrease/(Increase) In:	
Accounts Receivable	(14,776)
Grants Receivable	(124,277)
Prepaid Expenses	13,092
Increase/(Decrease) In:	
Accounts Payable	33,224
Accrued Payroll and Benefits	145,944
Due to Related Party	142,712
Deferred Revenue	<u>(24,109)</u>
Net Cash Flow Provided By Operating Activities	<u>\$ 495,274</u>

See Independent Auditors' Report and Notes to Financial Statements.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2014

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Utica Academy of Science Charter School (the School) is a not-for-profit education corporation that operates a public charter school with special emphasis on math, science and technology in Utica, New York. The School seeks to empower students through high intellectual standards, preparing them for college, career, and citizenship. Currently, the School serves students in 6th through 9th grade. They plan to add a grade each year until they reach 12th grade.

The main programs of the School are as follows:

REGULAR EDUCATION: The School's curriculum is focused on mathematics, science, and technology. The School seeks to graduate students who can think critically and creatively, who are committed to a lifetime of learning and civic involvement, and who are conscious of local, global, and environmental issues. All courses align with the New York State Learning Standards.

SPECIAL EDUCATION: The School is open to all children and does not discriminate on the basis of ethnicity, national origin, gender, disability, or any other grounds that would be unlawful or deny the civil rights of any individual. In accordance with the Individuals with Disabilities Education Act, the Rehabilitation Act, Section 504, and the Americans with Disabilities Act, the School provides a free and appropriate education, in the least restrictive environment to students with disabilities. The primary service delivery for students with special needs is inclusion. Services for students requiring supplemental services are provided by the Utica City School District.

OTHER PROGRAMS: Other programs include food services and extra-curricular activities.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Basis of Presentation

In accordance with accounting principles generally accepted in the United States of America, the School reports information regarding its financial position and activities according to the existence and nature of donor restrictions in three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. There were no temporarily or permanently restricted net assets at June 30, 2014.

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2014
(Continued)**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

Basis of Presentation (Continued)

The School also records contributions received as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and nature of any donor restrictions.

Accounting principles generally accepted in the United States of America allow the School to treat as unrestricted, any restricted revenue where the restrictions are met in the same year. The School has elected to follow that reporting method. As a result, all activities in which restrictions are met are recorded in the Unrestricted Net Asset class.

The following are descriptions of the School's net asset classifications:

Unrestricted: Unrestricted net assets include undesignated resources that are available for the general support of the School's operations.

Revenue Recognition

A portion of the School's revenue is derived from grants. Amounts received but not yet earned are reported as deferred revenue.

Funding sources may, at their discretion, amend the grant and contract amounts. In addition, reimbursement for expenses or return of funds, or both, may be requested as a result of noncompliance by the School with the terms of the grants and contracts. The School records such amendments, reimbursements, and returns of funds as an adjustment to revenue in the year of the amendment.

Contributions

Contributions are recorded at the time of receipt or when evidence of a non-conditional promise to give has been received. Promises subject to conditions are not recorded as income until those conditions have been met. Contributions that are expected to be received in future years are recorded at their present value. Contributions are recorded as unrestricted, unless they are subject to donor restrictions, or are required to be used or expected to be received in future years.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2014
(Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Accounts and Grants Receivable

Receivables are stated at the amount management expects to collect. Amounts that management believes to be uncollectible after collection efforts have been completed, are written off. In addition, management evaluates the need for, and if appropriate, provides an allowance to reduce receivables to amounts management expects will be collected. Management determined that no allowances were necessary at June 30, 2014.

Property and Equipment

Property and equipment are stated at cost. The School capitalizes property and equipment with a cost of over \$2,000 and an estimated life of 3 years or more. Depreciation is computed using the straight-line method based on the estimated useful lives of the assets, as follows:

	<u>Years</u>
Leasehold Improvements	5-10
Equipment	7
Computer Software and Hardware	5
Vehicle	5

Depreciation expense amounted to \$11,949 for the year ended June 30, 2014.

Income Taxes

The Internal Revenue Service has determined that the School is qualified as a charity exempt under Section 501(c)(3) of the Internal Revenue Code, and has also determined that the School is publicly supported. As a result, no provision for federal or state income taxes has been made.

Accounting standards require entities to disclose in their financial statements the nature of any uncertain tax positions. Tax years including the year ended June 30, 2013 and later are subject to examination by tax authorities. Areas that IRS and state tax authorities consider when examining tax returns of a charity include, but may not be limited to, tax-exempt status and the existence and amount of unrelated business income. The School does not believe that it has any uncertain tax positions with respect to these or other matters, and has not recorded any unrecognized tax benefits or liability for penalties or interest.

The School is not aware of any circumstances or events that make it reasonably possible that tax benefits may increase or decrease within 12 months of the date of these financial statements.

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

June 30, 2014

(Continued)

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

Cash and Cash Equivalents

Cash and cash equivalents include all cash on hand and in banks, which, at times, may exceed federally insured limits. The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Certain of these accounts are not federally insured. The School has not experienced any losses in these accounts and does not believe it is exposed to any significant credit risk with respect to cash and cash equivalents. Cash and cash equivalents consisted of a checking account at June 30, 2014.

Use of Estimates in the Preparation of Financial Statements

Accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the amounts of assets and liabilities, revenues and expenses, and the disclosure of contingent assets and liabilities. Actual results could vary from those estimates.

Functional Expenses

The costs of providing the various program services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the program services, and management and general categories. An immaterial amount of fundraising costs for the years ended June 30, 2014 are included in management and general expenses.

Advertising

Advertising costs are expensed as incurred.

NOTE 2 - PENSION EXPENSE

The School participates in the New York State Teachers' Retirement System (System), a cost-sharing, multiple-employer, defined benefit pension plan administered by the New York State Teachers' Retirement Board. The System provides retirement, disability, withdrawal and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2014
(Continued)

NOTE 2 - PENSION EXPENSE (Continued)

Plan members who joined the System before July 27, 1976 are not required to make contributions. Those joining after that date and before January 1, 2010, who have less than ten years of service or membership are required to contribute 3% of their annual salary. Those joining on or after January 1, 2010 and before April 1, 2012, are required to contribute 3.5% of their annual salary for their entire working career. Those joining on or after April 1, 2012 are required to contribute between 3% and 6%, dependent upon their salary for their entire working career.

Employers are required to contribute at an actuarially determined rate, currently 16.25% of the annual covered payroll for the fiscal year ended June 30, 2014. Contributions for the year ended June 30, 2014, will be paid in the year ended June 30, 2015. The total retirement contribution expense, employer-only portion, was \$110,821 for the year ended June 30, 2014.

NOTE 3 - COMMITMENTS

The School is obligated under non-cancelable operating leases for a building through April 30, 2015. Rent is payable in monthly installments of \$6,000. Total rental expense for June 30, 2014 totaled \$72,000.

Future minimum lease payment commitments are as follows:

<u>Year</u>	<u>Amount</u>
2015	\$ 60,000

NOTE 4 - SPECIAL EDUCATION AND OTHER SUPPORT

Special education services required by students of the School are provided by the Utica City School District. The Utica City School District also provided transportation and nursing services. The School was unable to determine a value for these services, thus, these financial statements do not reflect revenue or expenses associated with those services.

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

June 30, 2014

(Continued)

NOTE 5 - RELATED PARTY TRANSACTIONS

The School shares common board members with the Syracuse Academy of Science Charter School's ("Syracuse") Board of Trustees. During the year ended June 30, 2014, the School received services from Syracuse for business office operations, HR services, IT consultation, and academic and curriculum related matters. Total expenses billed to Utica for the year ended June 30, 2014 was \$22,043. Additionally, Syracuse paid expenses on Utica's behalf to assist with Utica's operational costs. Amounts due to Syracuse amounted to \$187,862 at June 30, 2014, and are expected to be repaid currently.

NOTE 6 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 14, 2014, which is the date the statements were available for issuance.

UTICA ACADEMY OF SCIENCE CHARTER SCHOOL

SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2014

Since 1972

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Rochester, New York 14608-2239
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www.heveroncpa.com

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

Independent Auditors' Report

To the Board of Trustees
Utica Academy of Science Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Utica Academy of Science Charter School as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Utica Academy of Science Charter School's basic financial statements, and have issued our report thereon dated October 14, 2014.

Internal Control Over Financial Reporting

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

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

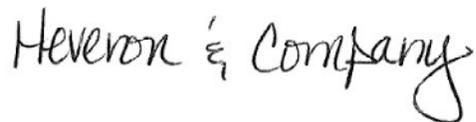
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Compliance and Other Matters

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

Purpose of this Report

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

A handwritten signature in cursive script that reads "Heveron & Company".

Heveron & Company CPAs

Rochester, New York
October 14, 2014

Since 1972

260 Plymouth Ave. South
Rochester, New York 14608-2239
(585) 232-2956 Fax: (585) 423-0599
www.heveroncpa.com

Auditors' Communications

October 9, 2014

To The Board of Trustees
Utica Academy of Science Charter School
1001 Park Avenue
Syracuse, New York 13204

Dear Board Members:

This letter is intended only for the board and those responsible for management and governance. Although we did review some of your internal controls, we did not perform an examination of them that would allow us to give an opinion on the adequacy of your controls.

Those charged with management and governance are responsible for:

- safeguarding your assets,
- ensuring that your resources are used as directed by funders, donors, and as required by charities laws and your own articles of incorporation,
- assuring that you are complying with laws, regulations, contracts and grants associated with your funding,
- properly recording and reporting results of operations and account balances, and
- proper business practices, operating procedures, documentation and controls.

Our audit was designed to help you with those responsibilities, and is also designed and intended to help you to benchmark your administrative operations to best practices.

Our Responsibilities to You

As part of our audit we are required to inform you of significant deficiencies and material weaknesses in your controls that we become aware of.

Controls are procedures, policies, and responsibilities that you put in place to make sure that appropriate transactions take place and are reported properly on your financial statements. Examples of controls are timely billing for services you perform, ensuring proper payments are received and recorded, and measures to prevent overpayment of payroll or vendors.

Control deficiencies result when proper procedures are not in place to assure that appropriate transactions are carried out, recorded and reported properly.

Significant deficiencies are control deficiencies or combinations of control deficiencies that are less severe than material weaknesses, yet important enough to merit attention by those charged with governance.

Material weaknesses are significant deficiencies or combinations of significant deficiencies, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

The Role of Internal Controls

Internal controls include ethics and standards set by management, analysis of risks to achieving your objectives, approvals, authorizations, verifications and reconciliations, effective communications, and monitoring/assessing your performance over time. They help in several ways, including:

- They may protect the organization and its employees from false accusations and investigations.
- They are an effective method of catching unintentional errors.
- They are required by many funding sources.
- Systems with strong internal controls can produce more reliable data.
- Good internal controls make accounting systems more efficient.
- Good internal controls help assure that assets are used according to your mission.

General Observations

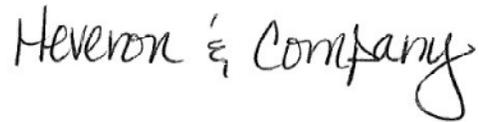
Our general observations are that:

- Your record-keeping system is appropriate for your financial recording and reporting needs, including allocation of revenue and expense to various programs.
- Record-keeping appears to be done in a timely, complete and conscientious manner.
- Internal controls are good.
- The attitude of management regarding the importance of proper systems and controls seems appropriate.
- We did not have disagreements with management in connection with our audits or difficulties in performing the audits, and, to our knowledge, management did not consult with other CPAs about audit issues.
- We did not become aware of fraud or illegal acts, and there were no significant financial statement adjustments or unusual transactions.
- No material accounting adjustments were left unrecorded.
- There were no major changes in accounting policies and procedures, or in estimating for things such as the useful lives of equipment items, bad debts or functional allocations.

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

This communication is intended solely for the information and use of management, the Board of Trustees, others within the organization, and the New York State Department of Education and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in cursive script that reads "Heveron & Company". The signature is written in black ink and is positioned below the word "Sincerely,".

Heveron & Company CPAs

**UTICA ACADEMY OF SCIENCE
CHARTER SCHOOL**

**AGREED UPON PROCEDURES REPORT
FOR CSP FUNDING**



Heveron & Company

Certified Public Accountants





INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON PROCEDURES

To The Board of Trustees
Utica Academy of Science Charter School

We have performed the procedures identified below, which were agreed to by the management of Utica Academy of Science Charter School and the New York State Education Department solely to assist the specified parties in evaluating the School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant.

This agreed upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure #1: We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

Result: We found that the CSP grant revenue did equal the grant expenditures.

Procedure #2: We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Result: We found that CSP revenue and expenditures seemed reasonable for the period tested.

Procedure #3: We will select a sample of expenditures from the detail obtained in Procedure #1.

a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.

b. Other expenses – We will select 10 items or 10% of the total number of other items charged to the grant, whichever is less.

c. Using the above selected items, we will:

i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.

ii. Determine if the expenditure falls into an approved budget category.

iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result: There were 13 payroll expenditures for the CSP funding and we tested 4 expenditures. There were 44 other expense type expenditures and we tested 12. The samples chosen exceeded the suggested sample totals due to using the same samples for other testwork. All expenditures tested seemed to be within the purpose of the grant, in the appropriate approved budget category, and charged to the appropriate fiscal period.

Procedure #4: We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following.

a. Trace expenditures selected in Procedure #3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.

b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request.

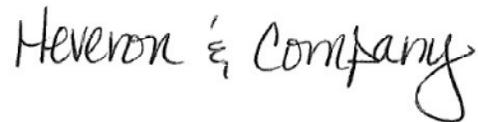
Result: We traced the expenditures tested in Procedure #3 to the FS-25 forms. The School only used the FS-25 forms for the grant period ended August 31, 2013. They did not prepare them for the grant period ended August 31, 2014. For 2014, they prepared a final report to request full reimbursement of all expenditures which was beyond the scope of this agreement.

All expenditures tested that were included on Line 3 (Project Cash Expenditures to Date) on the FS-25 forms for the August 31, 2013 grant were expended previously or were paid for within one month of the FS-25 form request date.

We also reviewed the amounts included on Line 4 (Cash Expenditures Anticipated During Next Month) on the respective FS-25 forms. We did note that there were 6 expenditures for which the checks were written after 30 days from the filing date of one of the reimbursement requests. The request was dated August 9, 2014 and 3 checks were dated September 16, 2013, 1 check was dated September 20, 2013, and 2 checks were dated October 1, 2013. Per inquiry with the School, this was due to timing issues with the vendors resulting in a time lag between ordering the items, receiving the items and then receiving the invoice. All items were ordered within the time period of the grant and had approved purchase orders documenting this, however, there were delays on the side of the vendors as far as receiving the items ordered. The School anticipated these expenditures since the items were ordered, and thus included them on Line 4, however the timing delays affected the actual cash expenditure for these six items.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on Utica Academy of Science Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Utica Academy of Science Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

A handwritten signature in cursive script that reads "Heveron & Company". The signature is written in black ink and is positioned above the typed name of the firm.

Heveron & Company CPAs

Rochester, New York
October 10, 2014

New York State Education Department

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

2014-15 Budget & Cash Flow Template

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

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

Utica Academy of Science Charter School

PROJECTED BUDGET FOR 2014-2015

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	2,222,485	246,972	160,000	-	-	2,629,457	
Total Expenses	1,860,248	89,146	-	-	716,450	2,653,844	
Net Income	362,237	157,826	160,000	-	(716,450)	(24,387)	
Actual Student Enrollment	220	15				-	
Total Paid Student Enrollment	220	15				235	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$9,280.00	2,041,600	\$139,200	-	-	2,180,800	
School District 2 (Enter Name)		-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		2,041,600	139,200	-	-	2,180,800	
Special Education Revenue		-	79,140	-	-	79,140	
Grants		-	-	-	-	-	
Stimulus		-	-	-	-	-	
Other		-	-	-	-	-	
Other State Revenue		-	-	-	-	-	
TOTAL REVENUE FROM STATE SOURCES		2,041,600	218,340	-	-	2,259,940	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	15,000	-	-	15,000	
Title I		80,000	5,000	-	-	85,000	
Title Funding - Other		10,000	2,000	-	-	12,000	
School Food Service (Free Lunch)		65,000	5,000	-	-	70,000	
Grants		-	-	-	-	-	
Charter School Program (CSP) Planning & Implementation		-	-	155,000	-	155,000	
Other		-	-	5,000	-	5,000	
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		155,000	27,000	160,000	-	342,000	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		-	-	-	-	-	
Interest Income, Earnings on Investments,		-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		10,000	-	-	-	10,000	
Text Book		8,885	1,000	-	-	9,885	
Other Local Revenue		7,000	632	-	-	7,632	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		25,885	1,632	-	-	27,517	
TOTAL REVENUE		2,222,485	246,972	160,000	-	2,629,457	
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions						
Executive Management	1.30	-	-	-	108,433	108,433	
Instructional Management	-	-	-	-	-	-	
Deans, Directors & Coordinators	1.00	-	-	-	51,500	51,500	
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	1.00	-	-	-	51,500	51,500	
Administrative Staff	1.00	-	-	-	30,462	30,462	
TOTAL ADMINISTRATIVE STAFF	4	-	-	-	241,895	241,895	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	15.00	689,000	-	-	-	689,000	
Teachers - SPED	-	-	37,000	-	-	37,000	
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	-	-	-	-	-	-	

List exact titles and staff FTE's (Full time equivalent)

Utica Academy of Science Charter School

PROJECTED BUDGET FOR 2014-2015

Utica Academy of Science Charter School PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	2,222,485	246,972	160,000	-	-	2,629,457	
Total Expenses	1,860,248	89,146	-	-	716,450	2,653,844	
Net Income	362,237	157,826	160,000	-	(716,450)	(24,387)	
Actual Student Enrollment	220	15				-	
Total Paid Student Enrollment	220	15				235	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Specialty Teachers	4.00	152,500	-	-	-	152,500	
Aides	-	-	-	-	-	-	
Therapists & Counselors	1.00	35,000	-	-	-	35,000	
Other	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	20	876,500	37,000	-	-	913,500	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	2.00	-	-	-	46,546	46,546	
Security	-	-	-	-	-	-	
Other	1.50	-	-	-	45,155	45,155	
TOTAL NON-INSTRUCTIONAL	4	-	-	-	91,701	91,701	
SUBTOTAL PERSONNEL SERVICE COSTS	28	876,500	37,000	-	333,596	1,247,096	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	-	67,052	2,831	-	25,520	95,403	
Fringe / Employee Benefits	-	174,800	8,500	-	54,700	238,000	
Retirement / Pension	-	153,563	6,482	-	28,500	188,545	
TOTAL PAYROLL TAXES AND BENEFITS	-	395,415	17,813	-	108,720	521,948	
TOTAL PERSONNEL SERVICE COSTS	-	1,271,915	54,813	-	442,316	1,769,044	
CONTRACTED SERVICES							
Accounting / Audit	-	-	-	-	15,000	15,000	
Legal	-	-	-	-	10,000	10,000	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	
Payroll Services	-	-	-	-	12,000	12,000	
Special Ed Services	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	-	-	-	-	68,000	68,000	
TOTAL CONTRACTED SERVICES	-	-	-	-	105,000	105,000	
SCHOOL OPERATIONS							
Board Expenses	-	-	-	-	7,500	7,500	
Classroom / Teaching Supplies & Materials	189,000	-	-	-	-	189,000	
Special Ed Supplies & Materials	-	16,000	-	-	-	16,000	
Textbooks / Workbooks	9,500	500	-	-	-	10,000	
Supplies & Materials other	-	-	-	-	26,000	26,000	
Equipment / Furniture	-	-	-	-	-	-	
Telephone	-	-	-	-	12,000	12,000	
Technology	10,000	-	-	-	12,800	22,800	
Student Testing & Assessment	17,000	1,000	-	-	-	18,000	
Field Trips	9,500	500	-	-	-	10,000	
Transportation (student)	-	-	-	-	-	-	
Student Services - other	-	-	-	-	-	-	
Office Expense	13,000	1,000	-	-	5,500	19,500	
Staff Development	7,000	1,000	-	-	4,000	12,000	
Staff Recruitment	-	-	-	-	-	-	
Student Recruitment / Marketing	-	-	-	-	15,000	15,000	
School Meals / Lunch	75,000	5,000	-	-	-	80,000	
Travel (Staff)	10,000	-	-	-	10,000	20,000	
Fundraising	-	-	-	-	-	-	

Utica Academy of Science Charter School

PROJECTED BUDGET FOR 2014-2015

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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Actual Student Enrollment	220	15				-	
Total Paid Student Enrollment	220	15				235	
PROGRAM SERVICES				SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	24,500	-	-	-	-	12,500	
TOTAL SCHOOL OPERATIONS	364,500	25,000	-	-	92,800	470,300	
FACILITY OPERATION & MAINTENANCE							
Insurance	-	-	-	-	25,000	25,000	
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	84,333	3,833	-	-	3,834	92,000	
Repairs & Maintenance	-	-	-	-	45,000	45,000	
Equipment / Furniture	25,000	-	-	-	-	25,000	
Security	17,000	3,000	-	-	-	20,000	
Utilities	40,000	2,500	-	-	2,500	45,000	
TOTAL FACILITY OPERATION & MAINTENANCE	166,333	9,333	-	-	76,334	252,000	
DEPRECIATION & AMORTIZATION	20,000	-	-	-	-	20,000	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	37,500	-	-	-	-	37,500	
TOTAL EXPENSES	1,860,248	89,146	-	-	716,450	2,653,844	
NET INCOME	362,237	157,826	160,000	-	(716,450)	(24,387)	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	220	15	235				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	220	15	235				
REVENUE PER PUPIL	10,102	16,465	681				
EXPENSES PER PUPIL	8,456	5,943	-				

Audited Financial Statement Checklist

Created Tuesday, October 28, 2014

Page 1

Charter School Name:

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

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Yes
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Not Applicable

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

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.

Appendix E: Disclosure of Financial Interest Form

Created Friday, August 01, 2014

Page 1

412300861058 UTICA ACADEMY OF SCIENCE CS

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

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

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

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

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

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Thursday, July 31, 2014

Page 1

412300861058 UTICA ACADEMY OF SCIENCE 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	Dr. Fehmi Damkaci	Chair/President	Yes	Education & Community Outreach	July 2011 - August 2014	
2	Dr. Yildiray Yildirim	Vice Chair/Vice President	Yes	Treasurer	July 2012-July 2015	
3	Dr. Ahmet Ay	Secretary	Yes	Education & Community Outreach	June 2012 - July 201	
4	Muris Hadzic	Member	Yes	Finance	February 2013 - July 2016	
5	Mrs. Patricia Coban	Member	Yes	Education	July 2011 - August 2014	
6	Rev. Sherman Dunmore	Member	Yes	Community Outreach	August 2010 - July 2013	
7	Dr. Ednita Wright	Member	Yes	Education & Community Outreach	February 2013 - July 2016	

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

2

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

0

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

9

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

12

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

Thank you.

Utica Academy of Science Charter School Board of Trustees

July 9, 2013

The meeting was called to order at 7.05 PM at Utica School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Patricia Coban, Ednita Wright, Excused: Muris Hadzic, Yildiray Yildirim, Reverand Dunmore. Quorum: 4/7. In addition, the Superintendent was present.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Approval of Staff hirings*
4. *Approval of technology purchases*
5. *Approval of the extension of Rev. Dunmore's term*
6. *Approval of the 2013-2014 budget*
7. *Next trustee meeting: September 10, 2013*

Discussion

1. *Financial Status*
2. *Student Enrollment*
3. *School Site Inspection*
4. *Equipment/Technology/Furniture Purchases*
5. *Staff Issues and Summer school*
6. *Pre-opening plan updates: meals, bussing, new website*

Motion #130709.1

RESOLVED, that the minutes of the June, 2013 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ednita Wright and seconded by Ahmet Ay

Resolution #130709.1 was adopted unanimously

Motion #130709.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ednita Wright and seconded by Ahmet Ay

Resolution #130709.2 was adopted unanimously

Motion #130709.3

RESOLVED, that that the following purchases are hereby approved.

21 SONY Projectors from B&H Photo (\$16,136.82)

21 HP LaserJet Printers from PC Mall ((4,389)

Network systems and computers from Total Solutions (\$83,320)

Telephone system from Northland Communications (\$15,876) or from All-Mode communications if the quote is cheaper than \$15,876.

Moved by Ahmet Ay seconded by Ednita Wright

Resolution #130709.3 was adopted unanimously

Motion #130709.4

RESOLVED, that the school budget for 2013-14 is hereby approved, with suggested changes.

Moved by Ahmet Ay and seconded by Ednita Wright

Resolution #130709.4 was adopted unanimously

Motion #130709.5

RESOLVED, that the staff survey is hereby approved, with suggested changes. It will be run in the early spring of 2014.

Moved by Ahmet Ay and seconded by Ednita Wright

Resolution #130709.5 was adopted unanimously

Motion #130709.6

RESOLVED, that the three year term of Reverend Dunmore until August 2016 is hereby approved.

Moved by Ahmet Ay and seconded by Ednita Wright

Resolution #130709.6 was adopted unanimously

Discussion Items:

School's 2013-14 budget has been discussed in the light of purchasing needs as well as additional staff needs.

Mr Hayali informed that we should receive first tuition payment from the district in August so we can pay the teachers in September. The school already provided the list of enrolled students to the district for tuition payment. By the end of June school has more than 180 completed applications.

Board members walked through the building and classrooms. Some of the classroom furniture and books are arrived and getting assembled. Music, art, and gym equipment and supplies needs to be purchased within weeks. SAS athletic director, and new art and music teachers preparing the list to be purchased by Mr Hayali. Each should cost less than \$5000 therefore, approval is not needed.

Mr Hayali will have a meeting with the district to discuss transportation, food, and nurse issues. We need to submit food provider to the state by the end of July.

Building issues has been resolved mostly. Building has CEO and the state is scheduled to visit in August 15th.

Mr Hayali talked about possible free college course offerings by Mohawk Valley starting 11th graders. He would like to set up robotics program with SUNY IT. Utica teachers will have the summer teacher institute with SAS teachers. Teachers will spend one day at Adirondacks as part of their professional development. Board members are invited to get to know the teachers

Regular Meeting was adjourned at 7:45 PM.

Utica Academy of Science Charter School Board of Trustees

August 12, 2013

The meeting was called to order at 7.05 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Patricia Coban, Ednita Wright, Muris Hadzic, rev. Dunmore. Excused: Yildiray Yildirim. Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, Operations Manager, and HR director were present.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Hiring Approvals*
4. *Inventory Policy Approval*
5. *UAS Operation Manager as Title -1 coordinator*
6. *Next trustee meeting: September 10, 2013*

Discussion

1. *Financial Status*
2. *Student Enrollment*
3. *School Site Inspection*
4. *Equipment/Technology/Furniture Purchases*
5. *Staff Issues and Summer school*
6. *Pre-opening plan updates: meals, bussing, new website*

Motion #130812.1

RESOLVED, that the minutes of the July 2013 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ednita Wright and seconded by Ahmet Ay

Resolution #130812.1 was adopted unanimously

Motion #130812.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ednita Wright and seconded by Rev. Dunmore

Resolution #130812.2 was adopted unanimously

Motion #130812.3

RESOLVED, that the hiring of teachers and staff listed in the attached document is hereby approved.

Moved by Ahmet Ay seconded by Ednita Wright

Resolution #130812.3 was adopted unanimously

Motion #130812.4

RESOLVED, that the attached inventory policy is hereby approved.

Moved by Ahmet Ay and seconded by Rev. Dunmore

Resolution #130812.4 was adopted unanimously

Motion #130812.5

RESOLVED, that the UAS operation manager as Title 1 coordinator for \$3,013 is hereby approved.

Moved by Muris Hadzic and seconded by Ednita Wright

Resolution #130812.5 was adopted unanimously

Discussion Items:

The school has received its first payment from the school district. Financially we are in good shape. We have submitted revisions for the start-up grant.

School has 185 registered students at the moment. Some of them are from out of Utica school district. This number can be reduced to our actual enrollment number within couple weeks of school start day.

State will have site visit for the approval of the building on Thursday. Several changes have been made to comply with the new state rules in regard of building compliance.

The district will provide the bussing and nurse, and decided not to provide food. Therefore, we need to hire a cook and part-time helper to preparer the food. Superintendent is looking for hiring a cook by the school's opening date.

School has received almost all its furniture, equipment, and books. Their assembly is almost complete and will be ready by the September.

Utica will have its summer institute with SAS teachers. Teachers should work collaboratively and should know that both Utica and Syracuse schools are the same school working for the same mission.

Regular Meeting was adjourned at 7:55 PM.

Utica Academy of Science Charter School Board of Trustees

September 10, 2013

The meeting was called to order at 7.15 PM at Utica School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Patricia Coban, Ednita Wright, Muris Hadzic, Rev. Dunmore, Yildiray Yildirim. Quorum: 7/7. In addition, the Superintendent, Utica School Director, Syracuse School Director and Operations Manager were present.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Approval of 12 Passenger Van*
4. *Approval of Educational service agreement*
5. *Approval of personal handbook updates*
6. *Approval of SAS services*
7. *Next trustee meeting: October 8, 2013*

Discussion

1. *Financial Status*
2. *Student Enrollment*
3. *Equipment/Technology/Furniture*
4. *Staff Issues and Summer school*
5. *First week of school issues and school climate*

Motion #130910.1

RESOLVED, that the minutes of the August 2013 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Yildiray Yildirim and seconded by Ahmet Ay

Resolution #130910.1 was adopted unanimously

Motion #130910.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ednita Wright and seconded by Ahmet Ay

Resolution #130910.2 was adopted unanimously

Motion #130910.3

RESOLVED, that the purchase of 12 passenger van from a state contractor is hereby approved.

Moved by Ahmet Ay seconded by Muris Hadzic

Resolution #130910.3 was adopted unanimously

Motion #130910.4

RESOLVED, that the purchase of educational services from Apple Services with the same rate given to SAS based on RFP according to attached proposal is hereby approved.

Moved by Ednita Wright and seconded by Rev. Dunmore

Resolution #130910.4 was adopted unanimously

Motion #130910.5

RESOLVED, that purchase of HR, accounting, payroll, etc. services from Syracuse Academy of Science Charter School starting September 1st 2013 with \$110 per student payment is hereby approved.

Moved by Muris Hadzic and seconded by Ednita Wright

Resolution #130910.5 was adopted unanimously

Motion #130910.6

RESOLVED, that the following update into the personal handbook under “work days and work weeks” section is hereby approved: All employees are required each week to work from 8:00 a.m. to 5:00 p.m. Monday through Friday, and a minimum total of 40 working hours each week.

Moved by Muris Hadzic and seconded by Ahmet Ay

Resolution #130910.6 was adopted unanimously

Discussion Items:

The school has not received its second payment for the month of September. Board discussed possible action plan in regard to respond to district’s slow management of the funds.

School has 177 registered students at the moment. Some of them are from out of Utica school district. The school has issues in regard to transportation; district is giving hard time to parents and the students who are eligible for transportation, which has been acting as deterrent for the parents. School has been informing parents regarding their rights and updating transportation office with any enrollment updates. School director has been working diligently with both parents and district to resolve the issues.

Rev. Dunmore was attended the first day of school and visited school couple more times in its first week. The experienced teachers told that school has a positive culture compared to their former schools.

Superintendent provided information about 15 day summer institute took place in August. BoT president also attended for two days of the program. Several teachers provided very positive feedback regarding overall program.

Regular Meeting was adjourned at 8:05 PM.

Utica Academy of Science Charter School Board of Trustees

October 8th, 2013

The meeting was called to order at 7.10 PM at Utica School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Patricia Coban, Muris Hadzic, Rev. Dunmore, and Yildiray Yildirim. Absent with excuse: Ednita Wright, Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director and Operations Manager were present.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Approval of Passenger Van*
4. *Approval of Grant Incentive Policy*
5. *Approval of Lunch Policy Revision*
6. *Approval of Purchase Agreement with SASCS*
7. *Approval of HR software*
8. *Next trustee meeting: November 12th, 2013*

Discussion

1. *Financial Status*
2. *Student Enrollment*
3. *Equipment/Technology/Furniture*
4. *Staff Issues and Summer school*
5. *First week of school issues and school climate*

Motion #131008.1

RESOLVED, that the minutes of the September 2013 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Yildiray Yildirim and seconded by Ahmet Ay

Resolution #131008.1 was adopted unanimously

Motion #131008.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Muris Hadzic and seconded by Ahmet Ay

Resolution #131008.2 was adopted unanimously

Motion #131008.3

RESOLVED, that the purchase of passenger van for \$27,311.5 excluding DMV fees from Summit Ford is hereby approved.

Moved by Rev. Dunmore and seconded by Yildiray Yildirim

Resolution #131008.3 was adopted unanimously

Motion #131008.4

RESOLVED, that that the grant incentive policy: 10% of a grant obtained by a staff, teacher, or a community member will be paid as administrative stipend to manage the grant and to write the

final report (the payment will be made after the submission of the final report) is hereby approved.

Moved by Muris Hadzic and seconded by Rev. Dunmore
Resolution #131008.4 was adopted unanimously

Motion #131008.5

RESOLVED, that the lunch policy revisions regarding payment method: accepting only cash, certified check, or money orders and regarding full pay amount revision are hereby approved.

Moved by Yildiray Yildirim and seconded by Muris Hadzic
Resolution #131008.5 was adopted unanimously

Motion #131008.6

RESOLVED, that the attached purchase agreement between Utica academy and Syracuse Academy is hereby approved, to be applicable retroactively

Moved by Yildiray Yildirim and seconded by Muris Hadzic
Resolution #131008.6 was adopted unanimously

Motion #131008.7

RESOLVED, that the purchase of reporting timesheets through ADP paycheck system, utilizing fingerprints, or other individual means is hereby approved.

Moved by Rev. Dunmore and seconded by Ahmet Ay
Resolution #131008.7 was adopted unanimously

Discussion Items:

The school is working on the second CSP grant budget. Currently, the school is financially viable. Receiving the non-profit status paperwork from IRS has been taking longer than usual, which puts the school purchases in jeopardy.

The audit work is continuing and will be presented in the next meeting.

The gym floor has been resurfaced and polished. All security cameras which were approved before are operational at the school.

Board members visited a possible future school site before the meeting. Features of the building have been discussed.

The school received a \$5,000 grant for the purchase of the music equipment. The school also purchased Chrome books to be used by the students in classroom teaching.

School has 179 registered students at the moment: 33 ELL, 18.3% and 17 special ed, 9.4%. In the case of ELL population the school has passed the goal. In the case of special ed. Student population, school still needs to do better in terms reaching out those students and their parents. Those parents might be more skeptical about the charter school, since UAS is the first charter in the district.

Transportation issue for students who live within 1.5 mile has been discussed. In addition, transportation need for the field trips has been discussed.

School director gave the following information regarding school culture and academics:

- 86 students and their parents showed up for the back to school night
- ELL students are provided 600 minutes of extra English instructions during afterschool hours and weekend, which double the time compared to typical school.
- Due to the large ELL population at the school, more professional development about ELL instruction should be planned.
- 18 field trips have been made during the first five weeks.
- School is planning several environmental and community events as part of it mission

Regular Meeting was adjourned at 8:00 PM.

Utica Academy of Science Charter School Board of Trustees

November 12th, 2013

The meeting was called to order at 7.05 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Patricia Coban, Muris Hadzic, Ednita Wright, and Yildiray Yildirim. Absent with excuse: Rev. Dunmore, Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director and Operations Manager, and Mrs. Frost were present.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Approval of Media Relations Policy*
4. *Approval of New Year's Gift*
5. *Approval of Revisions on Title I and II budget*
6. *Approval of Academic Service Agreement with SASCS*
7. *Approval of New Hires and Promotions*
8. *Next trustee meeting: December 10th, 2014*

Discussion

1. *Financial status, budget, and audit*
2. *Building improvements/elementary construction*
3. *Student Enrollment*
4. *Announcements*

Motion #131112.1

RESOLVED, that the minutes of the October 2013 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Muris Hadzic and seconded by Ahmet Ay
Resolution #131112.1 was adopted unanimously

Motion #131112.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Yildiray Yildirim and seconded by Ahmed Ay
Resolution #131112.2 was adopted unanimously

Motion #131112.3

RESOLVED, that the Media Relations Policy is hereby approved

Moved by Ahmet Ay and seconded by Ednita Wright
Resolution #131112.3 was adopted unanimously

Motion #131112.4

RESOLVED, that the sweatshirts with school logo as the new year's gift to all staff and board members to promote school spirit and marketing is hereby approved.

Moved by Ahmet Ay and seconded by Ednita Wright

Resolution #131112.4 was adopted unanimously

Motion #131112.5

RESOLVED, that the revisions on Title I and Title II budgets are hereby approved.

Moved by Ednita Wright and seconded by Ahmet Ay

Resolution #131112.5 was adopted unanimously

Motion #131112.6

RESOLVED, that the academic service agreement (\$40 per student) with SASCS which includes, but not limited to, teacher training, observation, and support, and STEM project development etc. is hereby approved.

Moved by Ednita Wright and seconded by Muris Hadzic

Resolution #131112.6 was adopted unanimously

Motion #131112.7

RESOLVED, that the attached list of hirings is hereby approved.

Moved by Muriz Hadzic and seconded by Yildiray Yildirim

Resolution #131112.7 was adopted unanimously

Discussion Items:

Mark Hettler the independent auditor provided documents and information regarding official Audit report. Financial statements have been discussed. There are small issues stemming up from being too small in terms of operations.

Details of Title I and II budget revisions has been discussed before the approval. In addition, academic agreement with SASCS and its impact on budget as well academics has been discussed.

Media relations policy has been discussed in the light of recent reporter issues. All board members and staff should let any reporter to contact with the PR staff before providing any interview or statement. All reporters must have an approval from the PR office before having an access to any staff, student, or board member for interview or photo session.

Administrators will receive a professional development regarding common core and rigor with SASCS school administrators.

School holds up its enrollment numbers around 180, which is a good sign. Several applications have been received for next year's enrollment. School already has good reputation among the Utica families.

Following announcement were made by the UAS Director:

- 1- Saturday School is at week 7th. 65 people attend including scholars and teacher.
- 2- MathCounts and Robotics team went to AMF Bowling Alley for team building purposes on Columbus Day.
- 3- Managers from Hannaford Store visited 6th
- 4- Math Professor Ralph Craig from Utica College visited MathCounts team as a guest speaker.
- 5- Bosnian Language Class scholars took a trip to Bosnian Store to practice hands-on language.

- 6- UAS had its first Anti-Bullying assembly.
- 7- 10 scholars went to College Fair at SAS.
- 8- UAS hosted second competition of Mathletics. Around 150 scholars from Oneida County participated in the competition.
- 9- Scholars participated in Fall Clean-up which is organized by Oneida County Youth Bureau.
- 10- Police Officer visited our scholars to talk about safety and security during Safety Month of October.
- 11- UAS hosted a meeting for the parents of MathCounts team members.
- 12- UAS hosted a meeting for the parents of Robotics team members.
- 13- Eleven members of the UASCS Outdoor Adventure Club climbed Black Bear Mountain in the southern section of the Adirondack Park.
- 14- Theresa Duffy who was a member of Adventures in Missions' The World Race in 2011-2012 visited 9th grade scholars.
- 15- UAS Atoms U12 Soccer Team won its first game by 6-1.
- 16- Twenty scholars from MathCounts and Robotics teams visited Syracuse University on Veterans' Day.
- 17- UAS launched its first food drive. Goal is to reach 1000 goods and donate to Utica Food Bank.

Regular meeting was adjourned at 8:00 PM.

Utica Academy of Science Charter School Board of Trustees

December 10th, 2013

The meeting was called to order at 7.15 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Muris Hadzic, Ednita Wright, Rev. Dunmore, and Yildiray Yildirim. Absent with excuse: Patricia Coban, Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director and Operations Manager, and Mrs. Frost were present.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Approval of Organizational Structure Change*
4. *Next trustee meeting: January 14, 2014*

Discussion

1. *Financial status, budget, and audit*
 2. *Building-Equipment Issues*
 3. *Student Enrollment*
 4. *Academic update – Interim tests*
 5. *Announcements*
-

Motion #131210.1

RESOLVED, that the minutes of the November 2013 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ednita Wright and seconded by Ahmet Ay

Resolution #131210.1 was adopted unanimously

Motion #131210.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ednita Wright and seconded by Rev. Dunmore

Resolution #131210.2 was adopted unanimously

Motion #131210.3

RESOLVED, that the organizational structure change to create a central office to serve better all schools in an efficient manner is hereby approved.

Moved by Ednita Wright and seconded by Rev. Dunmore

Resolution #131210.3 was adopted unanimously

Discussion Items:

Operation Manager presented current financials of the school. Board looked at the monthly financials, their comparisons to last year, and annual budget as of now. He also presented budget items comparison to total budget. He answered questions from BoT member regarding different budget items. School has been receiving its tuition money on time from Utica District. Utica's CPS grant money helped tremendously in its finance. School will also add another \$125,000 due to surpassing the ELL target for its first year.

Changes requested for SAS has been discussed for UAS as well. After a discussion, it has been decided that the school might not be ready for extending school year by adding 15 days. However, the idea will be revisited again within a year if the budget and school atmosphere is ready for such a change.

Organizational structure change has been discussed and approved since it will bring the expertise of SAS to Utica under this change. Cost of the central office and staff will be shared among the schools based on their student populations.

School director mentioned couple issues regarding the current school building, such as uneven heating within the building and leaking problems. Some of these issues are already addressed but it is advised to move into a newly renovated building or a newer site within a year or two. The school will paint the gym over the break.

School director notified and thanked for the school van which is finally purchased for the Utica school. It should have a positive impact on field trips and extra-curricular trips on weekends.

School holds up its enrollment numbers around 180, which is a good sign. School will start for a recruitment efforts in January and next lottery cycle. The school expects a higher number of applications in its second year.

Teachers visited 50% of the parents in their homes and they would like to visit all of the parents by the end of the year.

Following announcements were made by the UAS Director to update all BoT members about the school activities:

- 1- Mr. Mark Wolber, director of the Utica Food Bank, was invited to speak with the school about the value of giving back to our local community.
- 2- Scholars who are taking Bosnian language class went on a culinary and cultural field trip to practice their language skills.
- 3- UAS Atoms U12 Soccer Team won its games:
 - a. 10-4 against StJ Saints
 - b. 10-2 against Central Valley
 - c. 10-5 against Poland
- 4- Utica Academy of Science VEX robotics scholars went to SUNY Oswego to see competitions about VEX Robotics.
- 5- Ralph R. Craig, M.S., Assistant Professor of Mathematics in Utica College visited our MathCounts team again.
- 6- Eighth grade scholars went to MVCC to show college students how to prevent future genocides.
- 7- Teachers and staff had our first thanksgiving dinner on Monday, November 25th.
- 8- UASCS is proud to announce that our first food drive was a success! UASCS was able to come together to help us not only reach our goal of 1,000 items, but to exceed it! After three weeks of donations, UASCS was able to collect over 1,300 items!

- 9-** Sixth grade scholars had a field trip to Children's Museum of Utica.
- 10-** UASCS had its first award ceremony on November 26th to celebrate our scholars' success during 1st MP with our teachers and parents. Best Academic, Best Citizenship, and Most Improved scholars were awarded.
- 11-** VEX Robotics and Chemistry scholars went to SAS High School to practice during Thanksgiving Recess.
- 12-** All of scholars were given a presentation about finances by Empower Credit Union.
- 13-** Utica Academy of Science VEX robotics scholars went to SUNYIT to visit engineering department.
- 14-** We visited 94 scholars' parents at their house by today's meeting. We still have 87 scholars' parents to visit until the end of the school year.

Regular meeting was adjourned at 8:05 PM.

Utica Academy of Science Charter School Board of Trustees

January 14th, 2014

The meeting was called to order at 8.15 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Muris Hadzic, Ednita Wright, Rev. Dunmore, and Patricia Coban. Absent with excuse: Yildiray Yildirim, Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director and Operations Manager, College Counselor, and Mrs. Frost were present.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Next trustee meeting: February 11, 2014*

Discussion

1. *Financial status, budget, and audit*
 2. *Building-Equipment Issues*
 3. *Student Enrollment*
 4. *Academic update – Interim tests*
 5. *Announcements*
-

Motion #140114.1

RESOLVED, that the minutes of the December 2013 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ednita Wright and seconded by Ahmet Ay
Resolution #140114.1 was adopted unanimously

Motion #140114.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ednita Wright and seconded by Rev. Dunmore
Resolution #140114.2 was adopted unanimously

Discussion Items:

Operation Manager presented current financials of the school. Board looked at the monthly financials, their comparisons to last year, and annual budget as of now. He also presented budget items comparison to total budget. He answered questions from BoT member regarding different budget items.

The bulbs were changed with energy efficient ones and the gym is painted over the break. The new grant received because of extra ELL students can be used for purchasing more chromebooks. There is only one set and teachers frequently using it. A second set might help.

The school received 207 new student applications for 2014 without any advertisement or efforts. The school will hold open house every Saturday. In addition, as SAS, fliers have been sent and Utica will be included in NPR tag lines.

Board briefly discussed about having K-5 school application to complete the school from K to 12 grades as Syracuse academy. This needs a further and detail discussion and members agreed to have a strategic meeting to discuss future growth plans in May.

Following announcements were made by the UAS Director to update all BoT members about the school activities:

- 1- Sixth grade scholars went to field trip to the library to get their library cards and take out books.
- 2- Sixth grade scholars went to another field trip to the MVCC Performing Art Center to watch a performance.
- 3- We had representatives from Refuge Center to talk about refuges in Utica. Refuges in schools. Issues that they have.
- 4- Sixth grade scholars had event called "Holidays around the Globe" and presented different types of holidays to their peers, teachers, and parents.
- 5- Robotics team went to field trip to MOST museum.
- 6- We had 3 soccer games and unfortunately lost all of them ☹ Current record: 4-3. We have 2 more games, then play-offs. We'll also participate in U14 Soccer Tournament.
- 7- Helping Hands organized another event to help the community. During December, they held a donation drive to help refuges in the community. We collected
 - a. Toys: 25
 - b. Blankets: 30
 - c. Sheets: 3
 - d. School Supplies: 98
 - e. Towels: 40
 - f. Hats/Gloves: 45
 - g. Coats: 14
 - h. Clothes: 33
 - i. Shoes: 1

Regular meeting was adjourned at 9:25 PM.

Utica Academy of Science Charter School Board of Trustees

February 11th, 2014

The meeting was called to order at 8.25 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Yildiray Yildirim, Muris Hadzic, Ednita Wright, and Patricia Coban. Absent with excuse: Rev. Dunmore, Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, Operations Manager, College Counselor, and Director of Public Relations,

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Approval of Budget Revision*
4. *Approval of Form 990*
5. *Next trustee meeting: March 11, 2014*

Discussion

1. *Financial status, budget*
2. *Building-Equipment Issues*
3. *Student Enrollment*
4. *Outreach Activities*
5. *Announcements*

Motion #140211.1

RESOLVED, that the minutes of the January 2014 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Muris Hadzic and seconded by Yildiray Yildirim

Resolution #140211.1 was adopted unanimously

Motion #140211.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Yildiray Yildirim and seconded by Ednita Wright

Resolution #140211.2 was adopted unanimously

Motion #140211.3

RESOLVED, that the budget revisions and updated budget are hereby approved as presented.

Moved by Ednita Wright and seconded by Muris Hadzic

Resolution #140211.3 was adopted unanimously

Motion #140211.4

RESOLVED, that form 990 is reviewed and hereby approved as presented.

Moved by Yildiray Yildirim and seconded by Muris Hadzic

Resolution #140211.4 was adopted unanimously

Discussion Items:

Operation Manager presented current financials of the school. New budget with revisions has been discussed in the light of annual budget comparisons.

Current rental building has been discussed. It may hold the capacity for another year but school should look for a permanent home which can allow growth for possible elementary grade additions in the future. New furniture will be purchased for additional grades for next year.

Superintendent and Director provided information about outreach and community activities that they have been involved.

UAS admins also attended two days technology PD at Boston.

UAS will hold two open houses on Saturdays. The school received new 115 applications plus 207 in waiting list for this year and next year. 173 of the 180 have returned their forms to come back. So far only three of them told the school not returning, one for health issues and 2 of them told that they did not find what they expected.

UAS, as like SAS has NPR ads, billboard for a month, postcard to around 5000 families with appropriate age kids, and ads on local papers like observer dispatch.

Following announcements were made by the UAS Director to update all BoT members about the school activities:

1. We had the last U12 soccer team. U16 games have started and we played 3 games. U12 record is 5-5. Current U16 record is 1-2.
2. Science Bowl team started practicing. Competition is on Saturday, March 1st in Albany.
3. Holocaust Survivor Helen Sperling came to our school to speak with our 8th graders on Saturday, January 18th.
4. We had our first science fair on Friday, January 25th. 43 projects competed against each other. We're taking 10 scholars to participate Utica College Science Fair on Saturday, March 8th.
5. We went to AMF Bowling Alley with our ESL scholars on Saturday, January 25th.
6. We had a College Talk with our 9th grade scholars to present them how we prepare scholars for colleges. Expectations. How/When/Who?
7. Spanish class went to Hispanic Restaurant for hands on learning to practice Spanish.
8. Our MathCounts team competed in MathCounts at MVCC. The team will be traveling to Princeton University for another competition on Saturday, March 8th.
9. We had a College Talk with our 8th grade scholars to present them how we prepare scholars for colleges. Expectations. How/When/Who?
10. Around 10 scholars went to SAS to watch Boys Varsity Basketball game with our PE teacher.
11. School band started practicing.
12. Bosnian Class organized Spaghetti Night Fundraising event. We had around 200 guests. Our scholars had Karate demonstrations, Drum Playing, and Folk Dance performances.

- 13.** MathCounts team went to WonderWorks to enjoy a Saturday after their participation in MathCounts.
- 14.** Helping Hands Atoms started another donation drive for Steven-Swan's Humane Society.
- 15.** We visited some community leaders
 - a. District Attorney Scott McNamara
 - b. Oneida County Sheriff Robert Maciol
 - c. Oneida County Executive Anthony Picente
- 16.** As of today, we have 173 returning scholars out of 180. 4 of them haven't returned paperwork.
- 17.** As of today, we have 207 students on our waiting list.

Regular meeting was adjourned at 9:25 PM.

Utica Academy of Science Charter School Board of Trustees

March 11th, 2014

The meeting was called to order at 7.05 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Yildiray Yildirim, Muris Hadzic, Rev. Dunmore, and Patricia Coban. Absent with excuse: Ednita Wright Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, Operations Manager, chair of SASCS PTO and a SAS parent.

Agenda

1. *Minutes of last meeting: Review and approve*
2. *Today's meeting agenda: Review and approve*
3. *Next trustee meeting: April 8th, 2014*

Discussion

1. *Financial status, budget*
 2. *Building-Equipment Issues*
 3. *Academics*
 4. *Student Enrollment*
 5. *Staff Issues*
 6. *Announcements*
-

Motion #140311.1

RESOLVED, that the minutes of the February 2014 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ahmed Ay and seconded by Yildiray Yildirim

Resolution #140311.1 was adopted unanimously

Motion #140311.2

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ahmed Ay and seconded by Yildiray Yildirim

Resolution #140311.2 was adopted unanimously

Discussion Items:

Operation Manager presented current financials of the school. Since budget was discussed and revised recently, everything has been in order in terms of financially. Budget for 2014-15 year will be prepared as a draft to be discussed in May meeting to be approved in June meeting. Utica Schools accounting software will be renewed with the purchase made by the SASCS. This will reduce the cost significantly for Utica, since it does not have large number of students to afford the software, but sharing will make it possible.

New AC was installed in IT room to resolve the IT issues at the school.

The school had its showcase on March 8th. 40 students and their parents attended the showcase. As of today, there are 253 applications made for limited number of seats available.

School will hire 4 new staff to fill the expanding classes. The positions will be advertised soon. Small increase in teacher salaries has been discussed and the budget committee will look into possible budget configurations to make it possible.

Following announcements were made by the UAS Director to update all BoT members about the school activities:

1. The City of Utica Mayor Palmieri visited our school February 13th.
2. We had Winter Break Study sessions from Monday, February 17th to Thursday, February 20th with 60 scholars a day.
3. Science Bowl Team went to Lake House in Hermon, NY to study Science Bowl from Sunday, February 16th and Wednesday, February 19th.
4. Outdoor Adventure Club went skiing at Black River Forest on Thursday, February 27th.
5. MVCC's WISE (Women in Science and Engineering) group came to our school to celebrate Engineering Week on Thursday, February 27th.
6. ELL scholars went to Sangertown Square Mall for hands on learning on Saturday, March 1st.
7. Running club went walking to support American Heart Association on Saturday, March 1st.
8. Science Bowl participated in competition at General Electric Global Research Center in Albany on Saturday, March 1st.
9. We had our first SHOWCASE on Saturday, March 8th. We had around 40 scholars and their parents.
10. We participated in Utica College Science Fair for the first time on Saturday, March 8th. We had 8 scholars from grades 7 to 9. One of our 9 graders took 3rd place. One of 8th grade scholars was awarded with U.S. Navy/U.S. Marine Corps award. Another 8th grade scholar was awarded with Vincent J. Coyne award. 4 scholars were awarded with U.S Air Force special award.
11. We have:
 - a. 167 applications for 2014-15
 - b. 84 applications for 2013-14
 - c. Total of 251 applications
12. We had 2nd Marking Period award ceremony on Friday, February 28th.

Regular meeting was adjourned at 8:55PM.

Utica Academy of Science Charter School Board of Trustees

April 8, 2014

The meeting was called to order at 8.10 PM at Utica School site with Board Members present: Fehmi Damkaci, Ahmet Ay, Muris Hadzic, Rev. Dunmore and Patricia Coban. Absent with excuse: Ednita Wright and Yildiray Yildirim. Quorum: 5/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, Operations Manager, IT Manager, and Utica teacher were present.

Agenda

1. *Today's meeting agenda: Review and approve*
2. *Minutes of last meeting: Review and approve*
3. *Approval of VoIP phone system*
4. *Approval of MPLS fiberoptic system*
5. *Next trustee meeting: May 13, 2014 in Syracuse*

Discussion

1. *Financial status, budget*
2. *Building-Equipment Issues*
3. *Academics*
4. *Student Enrollment*
5. *Staff Issues*
6. *Announcements*

Motion #140408.1

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Muris Hadzic and seconded by Rev. Dunmore

Resolution #140408.1 was adopted unanimously

Motion #140408.2

RESOLVED, that the minutes of the March 2014 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ahmed Ay and seconded by Muris Hadzic

Resolution #140408.2 was adopted unanimously

Motion #140408.3

RESOLVED, that the purchase of MPLS fiber optic system service (increases overall internet capacity per school upto 200 Mb and provides central control and management of the internet connection and firewall etc.) from Northland communications, a state contractor for \$1,533.15 per month is hereby approved. (TimeWarner does not provide MPLS service and its 100 Mb per school building is \$8100 per month. Verizon did not provide a quote over 4 week)

Moved by Muris Hadzic and seconded by Ahmet Ay

Resolution #140408.3 was adopted unanimously

Motion #140408.4

RESOLVED, that the purchase of VoIP phone system for the middle and elementary schools and

updates for high school from Northland Communications for \$3,542 is hereby approved
Northland Communications (state contractor): \$3,542 (Also network provider)
Tricom Systems: \$3,542
Avaya direct: \$3,542

Moved by Ahmet Ay and seconded by Muris Hadzic
Resolution #140408.4 was adopted unanimously

Discussion Items:

Operation Manager presented current financials of the school. He provided an overview of the financial dashboard. Budget committee will meet and will propose a budget in the next meeting.

Over the summer several renovations are planned; teacher's lounge and extra classrooms and furniture for new grades.

With the new IT and network structure, schools networks administration and phone system will be managed centrally at SAS. It will provide faster internet service as well as better management and protection for the school.

The school had 227 applicants for 77 seats. The lottery was uneventful and all selected were notified and were given a deadline to submit their paperwork. The applications are continuing to come. For its second year, it is a great success for the school's recruitment efforts. School showed extra effort among the refugee population to get their students application before the deadline.

School will have its own summer institute, but several joint programs with SAS staff will be planned. Staff survey will be administered in the month of April and its results can be discussed in the coming months. Staff is given notice for letting know the administration about their intention to come back in the fall so their contracts can be renewed.

The school will be in need of a new location for the following year and superintendent will be in charge for finding either additional school site or new site which can hold all grades. Currently, there are no other school buildings which are big enough on sale or for lease.

Following announcements were made by the UAS Director to update all BoT members about the school activities:

ANNOUNCEMENTS FOR APRIL 2014 BOARD MEETING

1. MathCounts team participated in math competition in Princeton University.
2. Saturday School scholars participated in St. Patrick's Day Parade in downtown.
3. Scholars who are taking Career Development class went to OCC for College Fair.
4. Scholars who are taking Bosnian Language class went to Hoopla.
5. 9th grade scholars went to MVCC for Nano-Tech 2014 Days.
6. MathCounts scholars went to MVCC for Nano-Tech 2014 Days.
7. UAS participated in Odyssey of the Mind competition.
8. ESL scholars went to Munson Williams Art Museum and Utica Public Library.
9. UAS hold the lottery for 2014-15 school years.

Regular meeting was adjourned at 9:05PM.

Utica Academy of Science Charter School Board of Trustees

May 13, 2014

The meeting was called to order at 8.00 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Yildiray Yildirim, Ednita Wright, Ahmet Ay, Muris Hadzic, and Patricia Coban. Absent with excuse: Rev. Dunmore and. Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, Operations Manager, SAS PTO chair and one SAS parent were present.

Agenda

1. *Today's meeting agenda: Review and approve*
2. *Minutes of last meeting: Review and approve*
3. *Approval of Fleet Management Policy,*
4. *Approval of RFP for Audit services,*
5. *Approval of Payscale Revision*
6. *Approval of Purchases,*
7. *Approval of Contract (executive session),*
8. *Next trustee meeting: June 10, 2014 in Syracuse*

Discussion

1. *Financial status and budget,*
2. *Technology*
3. *Student Enrollment/Lottery/Applications*
4. *Assessment/Academics*
5. *Parent and Staff Survey results*
6. *Announcement*

Motion #140513.1

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Ahmet and seconded by Muris Hadzic

Resolution #140513.1 was adopted unanimously

Motion #140513.2

RESOLVED, that the minutes of the April 2014 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ahmed Ay and seconded by Yildiray Yildirim

Resolution #140513.2 was adopted unanimously

Motion #140513.3

RESOLVED, that the fleet management policy is hereby approved

Moved by Ednita Wright and seconded by Muris Hadzic

Resolution #140513.3 was adopted unanimously

Motion #140513.4

RESOLVED, that the RFP ad for audit services is hereby approved.

Moved by Yildiray Yildirim and seconded by Ahmet Ay
Resolution #140513.4 was adopted unanimously

Motion #140513.5

RESOLVED, that the payscale is hereby approved.

All teachers should be placed on proper step in the pay scale. New teachers will be hired on step and may be placed on step commensurate with their prior teaching experience. Credit may be given up to five years for job related experience as mutually agreed upon. The step shall not change after signing the contract. If a teacher receives a Master's degree after signing the contract, it will not be effective until the following school year. Any teacher employed to fill a position of a teacher on leave where said leave is expected to exceed ninety consecutive teaching days shall be placed on the proper step of the salary schedule. A teacher must teach at least ninety school days in order to receive credit for UASCS experience.

Starting salary for teacher with a Bachelor's degree shall be \$35,000.

Starting salary for a teacher with Master's degree shall be \$36,000

For each year of experience at UASCS, teacher shall receive additional \$1,000

For each year of prior experience in teaching as a lead teacher outside of UASCS, up to 5 years, \$500/year shall be added to the starting salary. Any prior teaching experience more than five years shall not be credited.

Moved by Yildiray Yildirim and seconded by Muris Hadzic
Resolution #140513.5 was adopted unanimously

Motion #140513.6

RESOLVED, that the following purchases from underlined vendors are hereby approved.

Item, #	School Specialty	J. T. Right Stuff	ProAcademy
Teacher Desk: 5	\$ 2,054.65	\$ 1,080.75	<u>\$ 1,895</u>
Teacher Chair: 5	\$ 646.40	<u>\$ 610</u>	\$ 645.00
Lockers: 31	\$ 6,615.71	N/A	<u>\$ 6,540.69</u>
Bookshelf: 4	\$ 778.08	N/A	<u>\$ 759.96</u>
Lab Station: 2	\$ 2,253.90	N/A	<u>\$ 2,248.00</u>
Lab Tables: 5	<u>\$ 1,536.60</u>	N/A	<u>\$ 1,520.00</u>
Lab Chairs: 44	\$ 3,416.60	\$ 4,576.00	<u>\$ 2,850.76</u>
Art Table: 6	<u>\$ 3,691.80</u>	\$ 1,199.94	\$ 4,083.54
Art Chair: 25	\$ 1,072.75	\$ 903.25	<u>\$ 1,062.50</u>
Cabinets: 2	\$ 1,550.68	N/A	<u>\$ 1,319.98</u>

Moved by Muris Hadzic and seconded by Ednita Wright
Resolution #140513.6 was adopted unanimously

Motion #140513.7

RESOLVED, that the attached list of contracts with shown details are hereby approved.

Moved by Ednita Wright and seconded by Muris Hadzic
Resolution #140513.7 was adopted unanimously

Discussion Items:

Operation Manager presented current financials of the school. He provided an overview of the financial dashboard. 2014-2015 budget was proposed at executive session.

The need for a bigger and a newer building has been discussed briefly. Science Academy of New York (SANY) has been introduced as a branding name for both Syracuse, Utica, and future schools. SANY and/or SANY Schools will be used when referred to both schools and central office, Superintendent and Chief Offices. A new website will be developed for better outreach.

A presentation by the IT manager was made on technology infrastructure and the current needs at all schools. The internet capacity and wireless connection sites must be increased in order to serve better for classroom technology, which has been on rise. Also connecting all schools via VoIP phone system will save by making internal phone calls between all buildings, including Utica site. All the need has been discussed in detail after the questions by the board members.

Number of returning students and new registrations has been discussed. In addition, few students were opted out of state testing. A written consent was received to document their voluntary opting out from testing.

Staff survey results were briefly discussed. Details of the survey will be discussed in detail in future meetings.

Parent survey results have been shared with the members. Some of the comment has been read. Overall parent satisfaction for the school is very high even though this is its first year of operation.

Following announcements were made by the UAS Director to update all BoT members about the school activities since last meeting:

Nine 9th grade scholars went to New York City to see Body World Pulse and Broadway Musical "Once" on April 9th.

Ninth graders visited Munson Williams Proctor Art Gallery on April 10th.

We had Spring Break school between April 14th and 17th.

4 scholars, director, dean of students, ESL teacher, and some family members went abroad to Turkey & Bosnia during spring break. We were able to take a picture with 61st Speaker of the House, John Boehner. UAS Parents and Scholars visit Congressman Richard Hanna on April 23rd.

Career Development class went to Hoopla. The class has been researching and learning about Entrepreneurs the last few weeks on April 28th.

We held the 3rd marking period award ceremony on May 2nd.

UAS scholars participated in Spring Clean Up activity which is organized by Oneida County Youth Bureau on May 3rd and 4th. Our scholars cleaned up the yards of same houses that they cleaned during fall.

6th graders participated in the 2014 Erie Canal Clean Sweep on May 5th.

Teachers and scholars organized Pancake Breakfast fundraising event to raise fund for a field trip on May 11th.

6th graders visited Utica Zoo on May 12th.

Regular meeting was adjourned at 9.25 pm. Executive session was started at 8.10 and was adjourned at 8.15 pm.

Utica Academy of Science Charter School Board of Trustees

June 10, 2014

The meeting was called to order at 8.00 PM at Syracuse School site with Board Members present: Fehmi Damkaci, Yildiray Yildirim, Ahmet Ay, Rev. Dunmore, Muris Hadzic, and Patricia Coban. Absent with excuse: Ednita Wright. Quorum: 6/7. In addition, the Superintendent, Utica School Director, Syracuse School Director, and Operations Manager were present.

Agenda

1. *Today's meeting agenda: Review and approve*
2. *Minutes of last meeting: Review and approve*
3. *Approval of Budget*
4. *Approval of 2013-14 Budget Revision,*
5. *Approval of RFP results for Audit services,*
6. *Approval of procurement policy revision,*
7. *Approval of 12 month employee contracts,*
8. *Approval of furniture purchases,*

Discussion

1. *Financial status and budget,*
2. *BoT and Director evaluations*
3. *Assessment/Academics: summer programs*
4. *Announcement*

Motion #140610.1

RESOLVED, that the agenda of today's meeting is hereby approved.

Moved by Yildiray Yildirim and seconded by Ahmet Ay

Resolution #140610.1 was adopted unanimously

Motion #140610.2

RESOLVED, that the minutes of the May 2014 meeting are hereby approved and a copy shall be inserted in the minute book.

Moved by Ahmed Ay and seconded by Rev. Dunmore

Resolution #140610.2 was adopted unanimously

Motion #140610.3

RESOLVED, that the 2014-15 budget is hereby approved as presented.

Moved by Muris Hadzic and seconded by Yildiray Yildirim

Resolution #140610.3 was adopted unanimously

Motion #140610.4

RESOLVED, that the 2013-2014 revised budget is hereby approved as presented.

Moved by Yildiray Yildirim and seconded by Ahmet Ay

Resolution #140610.4 was adopted unanimously

Motion #140610.5

RESOLVED, that the contract for audit services from Heveron is hereby approved based on RFP results:

Heveron: \$9,725 (this company gave overall better price when totaled with SAS audit services. It will be more efficient to work with the same company for both schools)

Freed Maxick: \$9,100

Testone, Marshall & Discenza: \$13,500

D'Arcangelo&Co: \$15,675

Moved by Rev. Dunmore and seconded by Yildiray Yildirim

Resolution #140610.5 was adopted unanimously

Motion #140610.6

RESOLVED, that the revised procurement policy is hereby approved.

Purchasing approval thresholds	Authorized to approve purchases
Up to \$500	Deans
From \$500 up to \$3,000	Director/Officer
From \$3,000 up to \$10,000	CFO
From \$10,000 up to \$20,000	Superintendent with three quotes
Anything over \$20,000	Board with three quotes

Moved by Yildiray Yildirim and seconded by Ahmet Ay

Resolution #140610.6 was adopted unanimously

Motion #140610.7

RESOLVED, that the 12 month employee contracts with new hires and promotions are hereby approved.

Moved by Ahmet Ay and seconded by Patricia Coban

Resolution #140610.7 was adopted unanimously

Motion #140513.8

RESOLVED, that the 80 student chair-desk purchases from Just the Right Stuff is hereby approved.

Proacademy: \$12,399.20

School Specialty: \$11,885.60

Just the Right Stuff: \$10,792

Moved by Yildiray Yildirim and seconded by Rev. Dunmore

Resolution #140610.8 was adopted unanimously

Discussion Items:

Operation Manager presented current financials of the school. He provided an overview of the financial dashboard. 2013-14 budget has been revised at the end of the year based on actual budget. 2014-15 budget has been approved after discussion. Procurement policy is revised since the school has grown substantially since its opening and there has been structural change. All these factors were discussed in shaping the new policy.

The school calendar has been prepared and shared with faculty and staff.

BoT self-evaluations will be performed by each board member. Chair discussed the evaluations of Director and superintendents according to the guidelines during executive session.

12-month employee contracts were discussed during executive session.

Following announcements were made by the UAS Director to update all BoT members about the school activities since last meeting:

- UAS celebrated its first International Night on May 15th.
- 6th grade ELL scholars went to Utica Fire Department on May 16th.
- The ninth grade scholars had a guest speaker by the name of James Helmer. He is the former Chief Investigator who came in to discuss specific cases that he has been on on May 19th.
- Utica Academy of Science Charter School Helping Hands hosted a donation drive to help support the Stevens-Swan Humane Society in Utica, NY.
- 6th grade ELL scholars went to Utica Public Library on May 19th.
- 6th grade ELL scholars went to Barnes & Nobles on May 21st.
- 6th grade ELL scholars went to New Hartford Public Library on May 23rd.
- MathCounts Team went to Washington D.C. on May 25th & 26th.
- 6th grade scholars traveled to Cooperstown, NY to visit the Farmer's Museum and the Baseball Hall of Fame on May 27th.
- 6th grade ELL scholars went to Stanley Theater on May 28th.
- 6th grade ELL scholars went to Munson Williams Proctor Arts Museum on May 30th.
- Science Fair winners went to WonderWorks in Destiny Mall on May 31st.
- 8th grade Spanish classes had the opportunity to go to "La Cocina" Mexican restaurant in Chittenango, NY on June 3rd.
- 6th grade ELL scholars visited City of Utica Mayor in his office on June 6th.
- 6th grade ELL scholars went to Utica Memorial Auditorium on June 6th.
- 6th grade ELL scholars went to The Boehlert Center at Union Station on June 6th.
- Scholars who scored either 3 or 4 or improved 25% on both ELA and Math State Exams went to WonderWorks as an incentive on June 6th.
- Members of Robotics and Science Bowl teams went to Boston on June 6th to 8th.
- 9th grade scholars performed a Mock Trial in US Federal Court on June 9th.
- 6th grade ELL scholars went to Faxton Hospital on June 9th.
- 7th grade scholars went to Utica Brewers baseball game.

Regular meeting was adjourned at 9.10 pm. Executive session was started at 7.45 and was adjourned at 8.15 pm.

Appendix H: Enrollment and Retention Targets

UASCS is located in and serves in an economically disadvantaged neighborhood, which also includes a number of refugee and immigrant communities. The school distributes flyers written in the native language of several of these immigrant communities (Bosnian, Spanish, and Russian). UASCS also completes a mass mailing of an English language flyer to all families in the local area.

Number of ELL, Special Ed., Free-Reduced Lunch Students	
	2013–14
ELL	34 (19%)
Special Education	19 (10%)
Free-Reduced Lunch	141 (78%)

The number of enrolled ELL, special education, and free-reduced lunch students are provided in the above table. We aggressively advertise and recruit for applications from the refugee and immigrant communities.



Мы хотели бы пригласить вас, вашей семьи и Ваших друзей нашей ежегодной выставке.
Приходите и узнайте, какие мы все!

На выставке состоится суббота, 8 Март 2014 г. от 10:30 до 2:30.

Для 6 класса в класс 10 просьба перейти к

Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS

Потенциала успеха
одного атома в то время



**Nos gustaría invitar a usted, su familia y sus amigos
en nuestro Escaparate.
Venga y vea lo que son!**

La exposición tendrá lugar el sábado 8 de marzo de 2014 10:30 a 14:30

En el grado 6 al grado 10, por favor vaya a:

Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS

**Construyendo el éxito
un átomo en un momento**



Željeli bismo pozvati Vas, tvoja porodica, i vaše prijatelje
u našem godišnjem Showcase.
Dođite i vidjeti što smo sve o!

U Showcase će se održati u subotu 8 Mart 2014 10:30-14:30.

Za Grade 6 do 12. razreda molimo idite na -
Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS
Building Success
Jedan atom u isto vrijeme



We would like to invite you, your family, and your friends
to our annual Showcase.

Come and see what we are all about!

The showcase will take place on Saturday March 8, 2014 from 10:30am to 2:30pm.

For Grade 6 to Grade 10 please go to –

Utica Academy of Science Charter School MS/HS
1214 Lincoln Ave.
Utica, New York 13502
315-266-1072

UASCS
Building Success
One Atom At A Time

Appendix I: Teacher and Administrator Attrition

Created Thursday, July 31, 2014

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

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

2013-14 Teacher Attrition Table

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

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
1.33	1.25	0

Thank you

Appendix J: Uncertified Teachers

Created Thursday, July 31, 2014

Page 1

Charter School Name: 412300861058 UTICA ACADEMY OF SCIENCE CS

Note Definition of FTE:

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

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

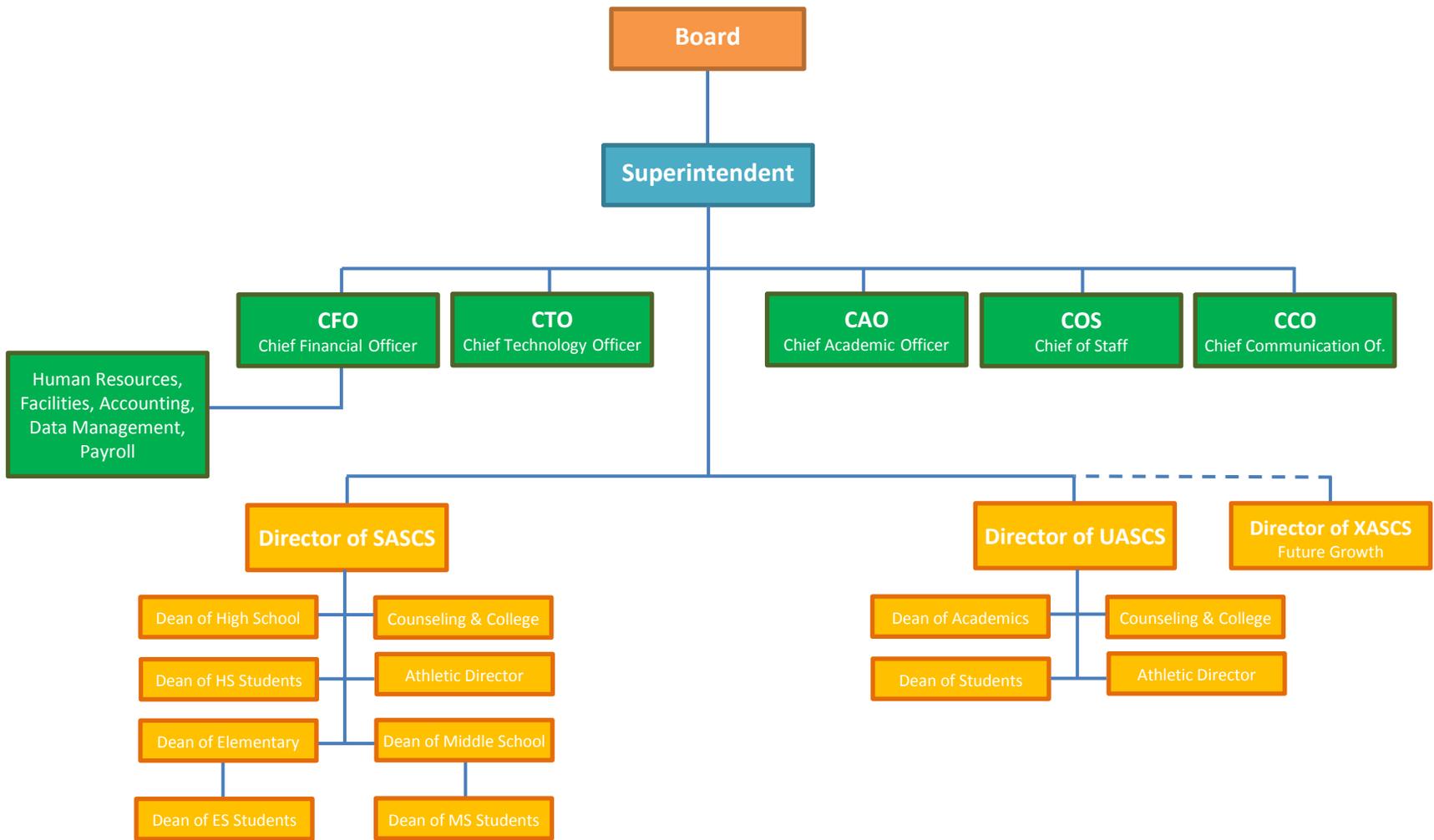
For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	2
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	2

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

11

Thank you.



Chief staff will not act as another layer of power above school Directors, but will act as consultants and support staff for all school Directors.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, November 03, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/def3e9059294abba7f>

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

	First Name	Last Name
Trustee Name	fehmi	damkaci

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

8. Select all positions you have held on the 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?

No

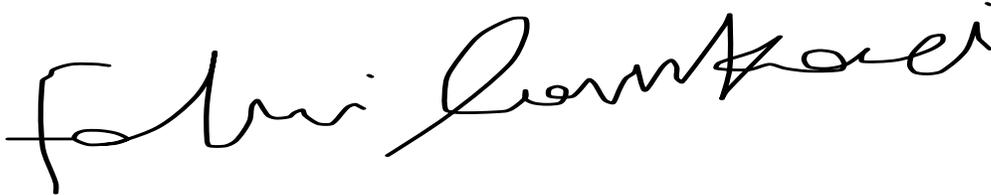
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Fabrizio Lombrardi". The signature is written in a cursive style with a large initial "F".

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/44186dc1168e08058>

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

	First Name	Last Name
Trustee Name	Yildiray	Yildirim

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

8. Select all positions you have held on the 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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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 several stylized, connected loops and a final vertical stroke with a small hook at the end.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/351271028a2942791>

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

	First Name	Last Name
Trustee Name	Chanel Turnquest	

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

8. Select all positions you have held on the Board:

(check all that apply)

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

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

No

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

No

11. 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

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Chad M. Torgerson". The signature is written in a cursive, slightly slanted style.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/7c526ecd34b8dfcc4f>

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

	First Name	Last Name
Trustee Name	Ahmet	Ay

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

8. Select all positions you have held on the Board:

(check all that apply)

- Vice Chair/Vice President

- 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

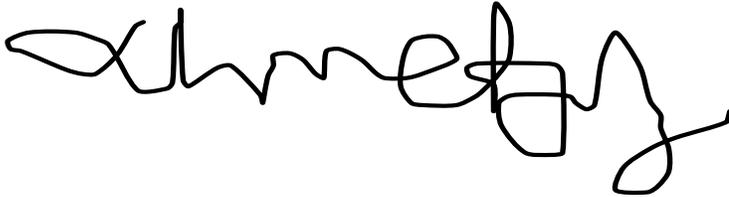
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Schmidt", written in a cursive style.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, November 16, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/59048dcc845c2d173>

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

	First Name	Last Name
Trustee Name	Muris	Hadzic

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED] 5

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

8. Select all positions you have held on the 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

11. 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

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be a stylized name, possibly "L. H. ...". The signature is written in a cursive style with a large initial letter and a long horizontal stroke.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, November 17, 2015

Updated Thursday, November 19, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/973928cc5e36f3a756>

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

	First Name	Last Name
Trustee Name	Sherman	Dunmore

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

8. Select all positions you have held on the Board:

(check all that apply)

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

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

No

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

No

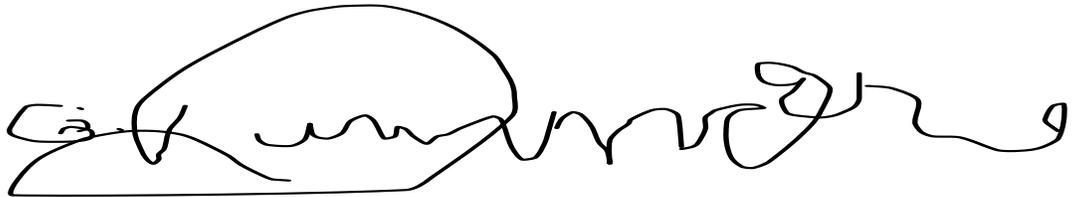
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

REV. S. 

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, November 24, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/983f54ca98ce86cdf1>

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

	First Name	Last Name
Trustee Name	Jawwaad	Rasheed

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

UTICA ACADEMY OF SCIENCE CS (REGENTS) 412300861058

8. Select all positions you have held on the Board:

(check all that apply)

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

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

No

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

No

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

Thank you.