

# 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<br>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

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 7

---

 8

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 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<br>Utica, NY 13502 | 315-266-1072 | UTICA<br>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

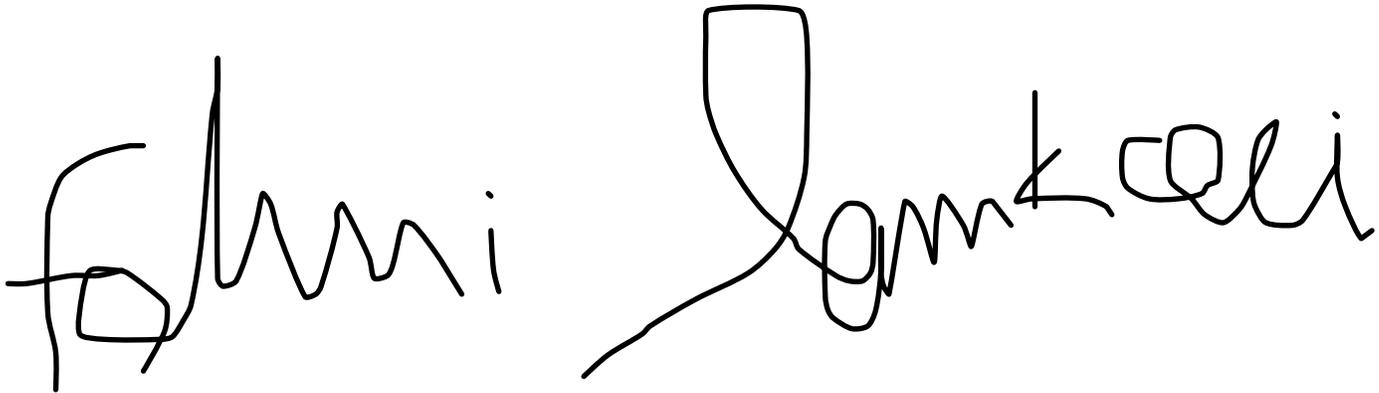
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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<br>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<br>STUDENT ATTRITION<br>Maintain high attendance rate | Attendance rate                         | The attendance rate Was consistently high in 2013-14: 93.3%   | Met                                      |
| Academic Goal 3<br>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> <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> | Met |
|-----------------|--|------------------------------------|--|-----|

|                 |   |  |   |     |
|-----------------|---|--|---|-----|
| 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<br>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 |
|------------|--|----------|--|-----|

### 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](mailto: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>     |
|---|------------------|-----------------|
| <b>ASSETS</b>                                 |                  |                 |
| <b>CURRENT ASSETS</b>                         |                  |                 |
| 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   | -                | -               |
| <b>TOTAL CURRENT ASSETS</b>                   | <b>\$400,768</b> | <b>\$72,815</b> |
| <b>OTHER ASSETS</b>                           |                  |                 |
| Investments                                   | \$-              | \$-             |
| Property, Plant and Equipment, Net            | 77,212           | -               |
| Restricted Cash                               | -                | -               |
| <b>OTHER ASSETS</b>                           | <b>\$77,212</b>  | <b>\$-</b>      |
| <b>TOTAL ASSETS</b>                           | <b>\$477,980</b> | <b>\$72,815</b> |
| <b>LIABILITIES AND NET ASSETS</b>             |                  |                 |
| <b>CURRENT LIABILITIES</b>                    |                  |                 |
| 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   | -                | -               |
| <b>TOTAL CURRENT LIABILITIES</b>              | <b>\$150,783</b> | <b>\$78,815</b> |
| <b>LONG-TERM DEBT, net current maturities</b> | <b>\$-</b>       | <b>\$-</b>      |
| <b>TOTAL LIABILITIES</b>                      | <b>\$150,783</b> | <b>\$78,815</b> |
| <b>NET ASSETS</b>                             |                  |                 |
| Unrestricted                                  | \$(6,000)        | \$-             |
| Temporarily restricted                        | 333,197          | -               |
| <b>TOTAL NET ASSETS</b>                       | <b>\$327,197</b> | <b>\$-</b>      |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>       | <b>\$144,783</b> | <b>\$78,815</b> |

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            |
| <b>REVENUE, GAINS AND OTHER SUPPORT</b>           |                  |                        |                  |                  |
| 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              | <u>2,446</u>     | <u>-</u>               | <u>2,446</u>     | <u>-</u>         |
| <b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>     | \$2,290,083      | \$-                    | \$2,290,083      | \$48,500         |
| <b>EXPENSES</b>                                   |                  |                        |                  |                  |
| Program Services                                  |                  |                        |                  |                  |
| Regular Education                                 | \$1,462,517      | \$-                    | \$1,462,517      | \$-              |
| Special Education                                 | 97,317           | -                      | 97,317           | -                |
| Other Programs                                    | <u>94,552</u>    | <u>-</u>               | <u>94,552</u>    | <u>54,500</u>    |
| Total Program Services                            | \$1,654,386      | \$-                    | \$1,654,386      | \$54,500         |
| Supporting Services                               |                  |                        |                  |                  |
| Management and general                            | \$302,667        | \$-                    | \$302,667        | \$-              |
| Fundraising                                       | <u>-</u>         | <u>-</u>               | <u>-</u>         | <u>-</u>         |
| <b>TOTAL OPERATING EXPENSES</b>                   | \$1,957,053      | \$-                    | \$1,957,053      | \$54,500         |
| <b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b> | \$333,030        | \$-                    | \$333,030        | \$(6,000)        |
| Contributions                                     |                  |                        |                  |                  |
| Foundations                                       |                  | \$-                    | \$-              | \$-              |
| Individuals                                       | -                | -                      | -                | -                |
| Corporations                                      | -                | -                      | -                | -                |
| Fundraising                                       | -                | -                      | -                | -                |
| Interest income                                   | 167              | -                      | 167              | -                |
| Miscellaneous income                              | -                | -                      | -                | -                |
| Net assets released from restriction              | <u>-</u>         | <u>-</u>               | <u>-</u>         | <u>-</u>         |
| <b>TOTAL SUPPORT AND OTHER REVENUE</b>            | \$167            | \$-                    | \$167            | \$-              |
| <b>CHANGE IN NET ASSETS</b>                       | \$333,197        | \$-                    | \$333,197        | \$(6,000)        |
| NET ASSETS BEGINNING OF YEAR                      | \$(6,000)        | \$-                    | \$(6,000)        | \$-              |
| PRIOR YEAR/PERIOD ADJUSTMENTS                     | <u>-</u>         | <u>-</u>               | <u>-</u>         | <u>-</u>         |
| <b>NET ASSETS - END OF YEAR</b>                   | <u>\$327,197</u> | <u>\$-</u>             | <u>\$327,197</u> | <u>\$(6,000)</u> |

**UTICA ACADEMY OF SCIENCE CHARTER SCHOOL**

**FINANCIAL STATEMENTS**

**June 30, 2014**



**Heveron & Company**

Certified Public Accountants



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Since 1972

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

## 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.

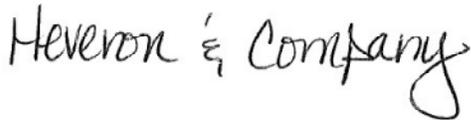
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **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.

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

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>      |
| <br>Total Current Assets  | <br><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>   |
| <br>Net Property and Equipment | <br><u>84,218</u> |

Other Assets

|                   |                       |
|-------------------|-----------------------|
| Security Deposits | <u>6,000</u>          |
| <br>TOTAL ASSETS  | <br><u>\$ 684,101</u> |

## LIABILITIES AND NET ASSETS

### Current Liabilities

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

### Net Assets

|                                      |                       |
|--------------------------------------|-----------------------|
| Unrestricted                         | <u>311,515</u>        |
| <br>Total Net Assets                 | <br><u>311,515</u>    |
| <br>TOTAL LIABILITIES AND NET ASSETS | <br><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 | <u>-</u> |
|--------------------------------|----------|

|                          |                   |
|--------------------------|-------------------|
| Net Assets - End of Year | <u>\$ 311,515</u> |
|--------------------------|-------------------|

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<br>Positions | Program Services     |                      |                   | Management<br>and General | Total          |
|----------------------------------|---------------------|----------------------|----------------------|-------------------|---------------------------|----------------|
|                                  |                     | Regular<br>Education | Special<br>Education | Other<br>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<br/>and General</u> | <u>Total</u>        |
|-----------------------------|------------------------------|------------------------------|---------------------------|-----------------------------------|---------------------|
|                             | <u>Regular<br/>Education</u> | <u>Special<br/>Education</u> | <u>Other<br/>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>     |
| <br><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>    |
| <br><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

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

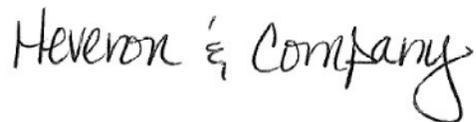
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not 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](http://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**

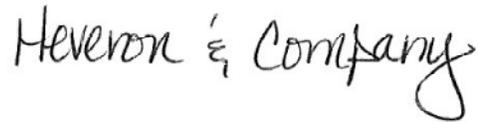
Our general observations are that:

- 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.

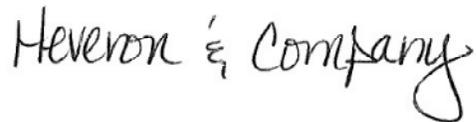
**Result:** We traced the expenditures tested in Procedure #3 to the FS-25 forms. The School only used the FS-25 forms for the grant period ended August 31, 2013. They did not prepare them for the grant period ended August 31, 2014. For 2014, they prepared a final report to request full reimbursement 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

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

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|          |  |
|----------|--|
| <b>1</b> | Complete ALL SIX columns in <b>BLUE</b>  |
| <b>2</b> | Enter information into the <b>GRAY</b> cells   |
| <b>3</b> | Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item  |
| <b>4</b> | Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.           |
| <b>5</b> | 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     |  |
| <b>REVENUE</b>   |                   |                   |           |                  |                      |           |  |
| <b>REVENUES FROM STATE SOURCES</b>   |                   |                   |           |                  |                      |           |  |
| 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  |                   | -                 | -         | -                | -                    | -         |  |
| <b>TOTAL REVENUE FROM STATE SOURCES</b>  |                   | 2,041,600         | 218,340   | -                | -                    | 2,259,940 |  |
| <b>REVENUE FROM FEDERAL FUNDING</b>  |                   |                   |           |                  |                      |           |  |
| 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  |                   | -                 | -         | -                | -                    | -         |  |
| <b>TOTAL REVENUE FROM FEDERAL SOURCES</b>  |                   | 155,000           | 27,000    | 160,000          | -                    | 342,000   |  |
| <b>LOCAL and OTHER REVENUE</b>   |                   |                   |           |                  |                      |           |  |
| 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     |  |
| <b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>  |                   | 25,885            | 1,632     | -                | -                    | 27,517    |  |
| <b>TOTAL REVENUE</b>   |                   | 2,222,485         | 246,972   | 160,000          | -                    | 2,629,457 |  |
| <b>EXPENSES</b>  |                   |                   |           |                  |                      |           |  |
| <b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>  | 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    |  |
| <b>TOTAL ADMINISTRATIVE STAFF</b>  | 4                 | -                 | -         | -                | 241,895              | 241,895   |  |
| <b>INSTRUCTIONAL PERSONNEL COSTS</b>   |                   |                   |           |                  |                      |           |  |
| 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<br>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  | -                 | -                 | -             | -                | -                    | -                |  |
| <b>TOTAL INSTRUCTIONAL</b>   | <b>20</b>         | <b>876,500</b>    | <b>37,000</b> | <b>-</b>         | <b>-</b>             | <b>913,500</b>   |  |
| <b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>   |                   |                   |               |                  |                      |                  |  |
| Nurse  | -                 | -                 | -             | -                | -                    | -                |  |
| Librarian  | -                 | -                 | -             | -                | -                    | -                |  |
| Custodian  | 2.00              | -                 | -             | -                | 46,546               | 46,546           |  |
| Security   | -                 | -                 | -             | -                | -                    | -                |  |
| Other  | 1.50              | -                 | -             | -                | 45,155               | 45,155           |  |
| <b>TOTAL NON-INSTRUCTIONAL</b>   | <b>4</b>          | <b>-</b>          | <b>-</b>      | <b>-</b>         | <b>91,701</b>        | <b>91,701</b>    |  |
| <b>SUBTOTAL PERSONNEL SERVICE COSTS</b>  | <b>28</b>         | <b>876,500</b>    | <b>37,000</b> | <b>-</b>         | <b>333,596</b>       | <b>1,247,096</b> |  |
| <b>PAYROLL TAXES AND BENEFITS</b>  |                   |                   |               |                  |                      |                  |  |
| 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          |  |
| <b>TOTAL PAYROLL TAXES AND BENEFITS</b>  |                   | <b>395,415</b>    | <b>17,813</b> | <b>-</b>         | <b>108,720</b>       | <b>521,948</b>   |  |
| <b>TOTAL PERSONNEL SERVICE COSTS</b>   |                   | <b>1,271,915</b>  | <b>54,813</b> | <b>-</b>         | <b>442,316</b>       | <b>1,769,044</b> |  |
| <b>CONTRACTED SERVICES</b>   |                   |                   |               |                  |                      |                  |  |
| 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           |  |
| <b>TOTAL CONTRACTED SERVICES</b>   |                   | <b>-</b>          | <b>-</b>      | <b>-</b>         | <b>105,000</b>       | <b>105,000</b>   |  |
| <b>SCHOOL OPERATIONS</b>   |                   |                   |               |                  |                      |                  |  |
| 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 |
| 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            |  |
| Other  | 24,500                   | -                        | -                     | -                | -                    | 12,500           |  |
| <b>TOTAL SCHOOL OPERATIONS</b>   | <b>364,500</b>           | <b>25,000</b>            | <b>-</b>              | <b>-</b>         | <b>92,800</b>        | <b>470,300</b>   |  |
| <b>FACILITY OPERATION &amp; MAINTENANCE</b>  |                          |                          |                       |                  |                      |                  |  |
| 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           |  |
| <b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>  | <b>166,333</b>           | <b>9,333</b>             | <b>-</b>              | <b>-</b>         | <b>76,334</b>        | <b>252,000</b>   |  |
| DEPRECIATION & AMORTIZATION  | 20,000                   | -                        | -                     | -                | -                    | 20,000           |  |
| DISSOLUTION ESCROW & RESERVES / CONTINGENCY  | 37,500                   | -                        | -                     | -                | -                    | 37,500           |  |
| <b>TOTAL EXPENSES</b>  | <b>1,860,248</b>         | <b>89,146</b>            | <b>-</b>              | <b>-</b>         | <b>716,450</b>       | <b>2,653,844</b> |  |
| <b>NET INCOME</b>  | <b>362,237</b>           | <b>157,826</b>           | <b>160,000</b>        | <b>-</b>         | <b>(716,450)</b>     | <b>(24,387)</b>  |  |
| <b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>   | <b>REGULAR EDUCATION</b> | <b>SPECIAL EDUCATION</b> | <b>TOTAL ENROLLED</b> |                  |                      |                  |  |
| 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)   |                          |                          | -                     |                  |                      |                  |  |
| <b>TOTAL ENROLLMENT</b>  | <b>220</b>               | <b>15</b>                | <b>235</b>            |                  |                      |                  |  |
| <b>REVENUE PER PUPIL</b>   | <b>10,102</b>            | <b>16,465</b>            | <b>681</b>            |                  |                      |                  |  |
| <b>EXPENSES PER PUPIL</b>  | <b>8,456</b>             | <b>5,943</b>             | <b>-</b>              |                  |                      |                  |  |

# Audited Financial Statement Checklist

Created Tuesday, October 28, 2014

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## 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

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Page 1

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

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

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

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

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

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

Yes

Thank you.

# Appendix F: BOT Membership Table

Created 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*

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**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

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**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

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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

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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 15<sup>th</sup>.

Mr Hayali talked about possible free college course offerings by Mohawk Valley starting 11<sup>th</sup> 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

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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

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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

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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

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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

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**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

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**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

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**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

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Motion #130910.5

RESOLVED, that purchase of HR, accounting, payroll, etc. services from Syracuse Academy of Science Charter School starting September 1<sup>st</sup> 2013 with \$110 per student payment is hereby approved.

Moved by Muris Hadzic and seconded by Ednita Wright

Resolution #130910.5 was adopted unanimously

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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

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**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

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**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

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**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

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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

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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

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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

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**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

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## 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 25<sup>th</sup>.
- 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 26<sup>th</sup> to celebrate our scholars' success during 1<sup>st</sup> 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

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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

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**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*

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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

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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

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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

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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

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**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 1<sup>st</sup> in Albany.
3. Holocaust Survivor Helen Sperling came to our school to speak with our 8<sup>th</sup> graders on Saturday, January 18<sup>th</sup>.
4. We had our first science fair on Friday, January 25<sup>th</sup>. 43 projects competed against each other. We're taking 10 scholars to participate Utica College Science Fair on Saturday, March 8<sup>th</sup>.
5. We went to AMF Bowling Alley with our ESL scholars on Saturday, January 25<sup>th</sup>.
6. We had a College Talk with our 9<sup>th</sup> 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 8<sup>th</sup>.
9. We had a College Talk with our 8<sup>th</sup> 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

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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

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**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 8<sup>th</sup>. 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 13<sup>th</sup>.
2. We had Winter Break Study sessions from Monday, February 17<sup>th</sup> to Thursday, February 20<sup>th</sup> with 60 scholars a day.
3. Science Bowl Team went to Lake House in Hermon, NY to study Science Bowl from Sunday, February 16<sup>th</sup> and Wednesday, February 19<sup>th</sup>.
4. Outdoor Adventure Club went skiing at Black River Forest on Thursday, February 27<sup>th</sup>.
5. MVCC's WISE (Women in Science and Engineering) group came to our school to celebrate Engineering Week on Thursday, February 27<sup>th</sup>.
6. ELL scholars went to Sangertown Square Mall for hands on learning on Saturday, March 1<sup>st</sup>.
7. Running club went walking to support American Heart Association on Saturday, March 1<sup>st</sup>.
8. Science Bowl participated in competition at General Electric Global Research Center in Albany on Saturday, March 1<sup>st</sup>.
9. We had our first SHOWCASE on Saturday, March 8<sup>th</sup>. We had around 40 scholars and their parents.
10. We participated in Utica College Science Fair for the first time on Saturday, March 8<sup>th</sup>. We had 8 scholars from grades 7 to 9. One of our 9 graders took 3<sup>rd</sup> place. One of 8<sup>th</sup> grade scholars was awarded with U.S. Navy/U.S. Marine Corps award. Another 8<sup>th</sup> 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 2<sup>nd</sup> Marking Period award ceremony on Friday, February 28<sup>th</sup>.

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*

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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

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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

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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

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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

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**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*

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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

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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

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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

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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*

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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

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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

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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

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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

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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

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## 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](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?

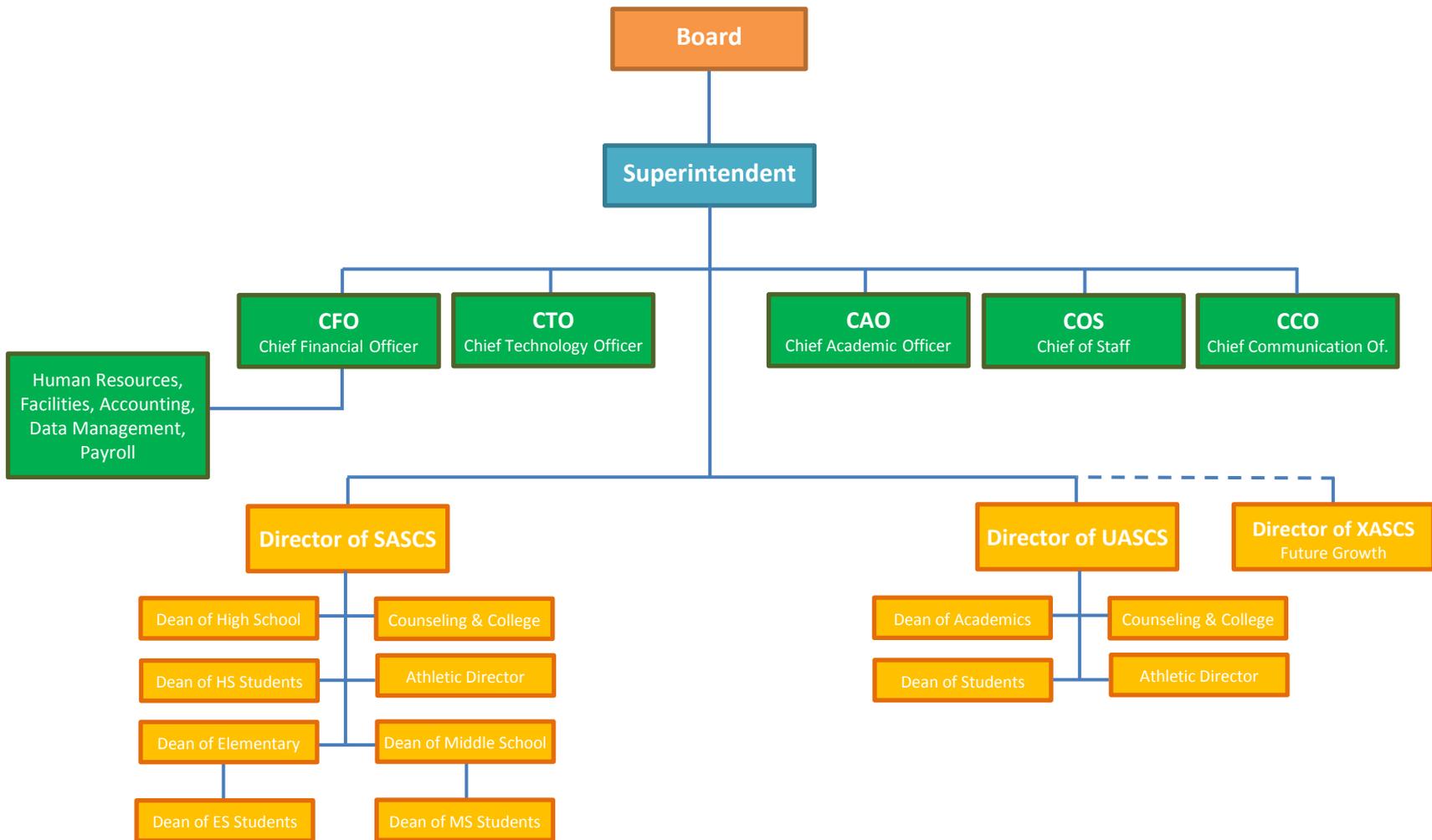
For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

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

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/9bd91>

## 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:

Ahmet Ay

### 2. Charter School Name:

UTICA ACADEMY OF SCIENCE CHAR SCHOOL

### 3. Charter Authorizer:

Board of Regents

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

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

### 8. Select all positions you held on Board:

(check all that apply)

- 
- Secretary
- 

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

*No*

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

*No*

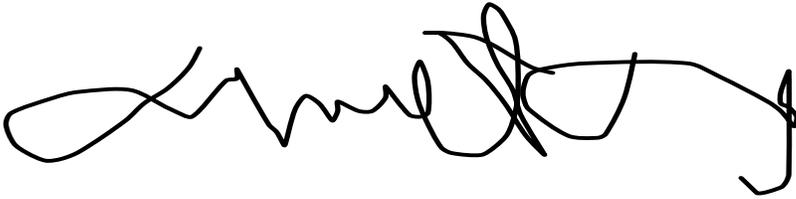
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of a series of loops and flourishes, extending horizontally across the page.

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

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/950a5>

## 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:

*Fehmi Damkaci*

2. Charter School Name:

*UTICA ACADEMY OF SCIENCE CHAR SCHOOL*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• 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*

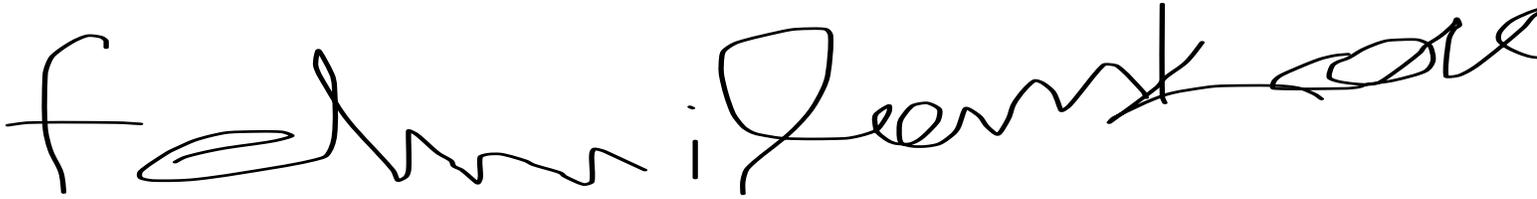
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "John J. Leonard". The signature is written in a cursive, flowing style with some loops and flourishes.

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

Created Friday, August 01, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/4b384>

## 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:

*Ednita M. WRight, Ph.D., LCSW, CASAC*

### 2. Charter School Name:

*UTICA ACADEMY OF SCIENCE CHAR SCHOOL*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

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

### 8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Trustee

---

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be the initials 'JMN' with a vertical line extending upwards from the 'N'.

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

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/68810>

## 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:

*Yildiray Yildirim*

2. Charter School Name:

*UTICA ACADEMY OF SCIENCE CHAR SCHOOL*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Treasurer
- 

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

*No*

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

*No*

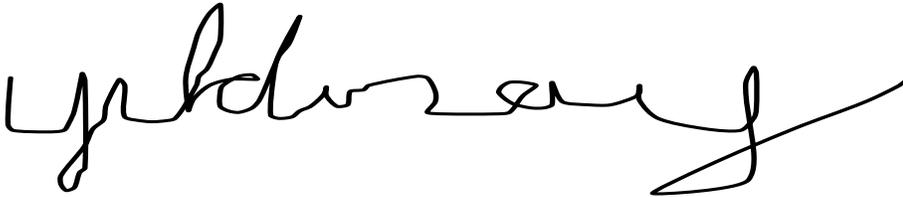
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Updora", written in a cursive style.

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

Created Friday, August 01, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/e5229>

## 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:

*Muris Hadzic*

2. Charter School Name:

*UTICA ACADEMY OF SCIENCE CHAR SCHOOL*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: 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

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be "A. Smith", written in a cursive style.