# **Application: Buffalo Academy of Science Charter School**

Joseph Polat - polat@buffsci.org 2021-2022 Annual Report

# **Summary**

**ID:** 0000000091

Status: Annual Report Submission

Labels: Board of Regents

# **Entry 1 School Info and Cover Page**

Completed Jul 31 2022

### **Instructions**

# **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

# **Entry 1 School Information and Cover Page**

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) <u>before</u> all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (as of June 30, 2022) or you may not be assigned the correct tasks.

# **BASIC INFORMATION**

# a. SCHOOL NAME (Select name from the drop down menu) BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 800000057454 al. Popular School Name BuffSci

# b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

**BOARD OF REGENTS** 

# d. DISTRICT / CSD OF LOCATION

**BUFFALO CITY SD** 

# e. DATE OF INITIAL CHARTER

1/2004

# f. DATE FIRST OPENED FOR INSTRUCTION

8/2004

### c. School Unionized

Is your charter school unionized?

No

# f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

### MISSION STATEMENT

The mission is to fulfill the high demands of Grades K 12 students, their parents, and the community as a whole: a) Provide an excellent academic experience with emphasis on STEM for students to excel in any field of study, b) Provide a rigorous, innovative, challenging, and enhanced curriculum focused on preparing students to attend the college of their choice, c) Prepare students for college from a community who are not served successfully by public education, d) Prepare students to become responsible, educated citizens who have the skills and understanding to participate and work productively in a diverse, multicultural, globally oriented environment and who are ready to carry the torch of knowledge, freedom, and prosperity that has been passed from one generation to another in this great country, and e) Create a partnership and participation environment among the student teacher parent triad to provide youth with the support necessary to reach their highest potential intellectually, socially, emotionally, and physically

# g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (<u>Briefly</u> describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1

STEM Focus: STEM (engineering design/inquiry based learning), science investigations/scientific inquiry, online platforms, state of the art teacher/student technology, a wide selection of technology electives, STEM infused academic enrichment, and after school projects, industry

	applications, science fairs, science Olympiads, coding camps, hackathons, etc.
KDE 2	Data Driven Decision Making: A range of standards aligned assessments, quarterly standards aligned assessments (benchmark assessments, i Ready) that inform Response to Intervention and regular classroom groupings and instruction, continuous improvement review of data and instructional modifications, grade level collaborative planning based on the review of assessments
KDE 3	Six Point Plan to Higher Achievement: 1) setting up a culture of excellence, 2) articulating the curriculum, 3) ensuring best practice, 4) developing common assessments to obtain data, 5) optimizing interventions, 6) maintaining focus and responding to progress monitoring data.
KDE 4	Intervention and Special Programs: a) response to intervention, b) differentiated instruction, c) individualized instruction, tutoring, d) double ELA and math classes, e) 9th period intervention program, f) after school program/Saturday school with homework help, tutoring, and academic enrichment offerings, g) summer school, h) Title I, ELL, Special Education, 504 (stand alone, integrated in regular classrooms, and coach teachers), i) sentence/question frames focused on academic language, social language, instructional language
KDE 5	Student Parent Teacher Triad Partnership: Strong and positive parent student teacher partnership/participation, communication, and interaction, 24/7 online access to student progress, homework, grades, and learning opportunities, home visits, instructional conferencing, close contact by counselor.
KDE 6	College Counseling: Strong counseling program working closely with each student to prepare for SAT/ACT tests, identify career interests and internships, meet graduation criteria, discover/apply to colleges of interest to the student

	with a career interest match, complete financial aid/scholarships applications, and ensure student acceptance in college
KDE 7	Role Modeling: 1) teacher student positive interaction and respect, consistent teaching techniques that value and honor each students' input, participation, feedback, work, positive communication skills, use of praise focused on enhancing students' academic/personal development, 2) character education incorporated in daily school routines: teachers model each character quality, and models/guides students in positive interactions with all
KDE 8	Foreign Language and Multicultural Competence: Foreign language proficiency and use, critical languages taught, diversity, multicultural themes, intercultural competence, multicultural acceptance and appreciation, sentence and question frames build English language proficiency and foreign language awareness/exposure for both MLL/ELL students and English speaking students
KDE 9	Student Exchange and International Field Trips: Multicultural competence skills in cultural and international field trips, foreign exchange/study abroad programs, summer study abroad, understanding of personal/professional role for global understanding and freedoms, research and create advocacy on global issues
KDE 10	(No response)

# Need additional space for variables

No

II. SCHOOL WEB ADDRESS (UKL)	
www.buffsci.org	
i. Total Approved Charter Enrollment for 2021-2 enrollment)	022 School Year (exclude Pre-K program
928	
j. Total Enrollment on June 30, 2022 (exclude Pr	e-K program enrollment)
915	
k. Grades Served during the 2021-2022 School	Year (exclude Pre-K program students)
Check all that apply	
Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
I1. DOES THE SCHOOL CONTRACT WITH A CHAR ORGANIZATION?	TER OR EDUCATIONAL MANAGEMENT
No	
FACILITIES INFORMATION	

# m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

Yes, 3 sites

# **BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 800000057454**

# **School Site 1 (Primary)**

# m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical	Phone Number	District/CSD	Grades to be	Receives
	Address			Served at Site	Rental
				for coming	Assistance for
				year (K-5, 6-9,	Which Grades
				etc.)	(If yes, enter
					the appropriate
					grades. If no,
					enter No).
Site 1	190 Franklin st. Buffalo, NY 14202	7168542490	Buffalo	9-12	No

# m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joseph Polat	Executive Director	716-854-2490		polat@buffsci.o rg
Operational Leader	Giray Gebes	Principal	716-854-2490		gebes@buffsci. org
Compliance Contact	Hakan Aktar	Director of Operations	716-854-2490		aktar@buffsci.o
Complaint Contact	Virgina Ragland	Liaison	716-854-2490		ginger@buffsci. org
DASA Coordinator	Brittany Collins	Social Worker	716-854-2490		collins@buffsci.
Phone Contact for After Hours Emergencies	Joseph Polat	Executive Director	716-854-2490	917-284-5388	polat@buffsci.o rg

# m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report

for school site 1 if located in private space in NYC or located outside of NYC.

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired

certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in

district space (NYC co-locations), provide a copy of a current and non-expired certificate of

occupancy, and a copy of the current annual fire inspection results, which should be dated on

or after July 1, 2021.

Fire inspection certificates must be updated annually. For the upcoming school year

2022-2023, the fire inspection certificate must be dated after July 1, 2021.

• If the fire inspection certificate is dated after the August 1, 2022 submission of the

Annual Report, please submit the new certificate with the Annual Report entries due on

November 1, 2022.

Site 1 Certificate of Occupancy (COO)

Franklin occupancy.pdf

Filename: Franklin occupancy.pdf Size: 148.2 kB

**Site 1 Fire Inspection Report** 

2-CITY FIRE INSPECTION REPORTS 2021 190Franklin.pdf

Filename: 2-CITY FIRE INSPECTION REPORTS 2021 190Franklin.pdf Size: 242.2 kB

**BuffSci** 

School Site 2

# **m2. SCHOOL SITES**

Please provide information on Site 2 for the upcoming school year.

	Physical	Phone Number	District/CSD	Grades to be	Receives
	Address			Served at Site	Rental
				for coming	Assistance for
				year (K-5, 6-9,	Which Grades
				etc.)	(If yes, enter
					the appropriate
					grades. If no,
					enter No).
Site 2	89 Clare St. Buffalo, NY 14206	716-854-2490	Buffalo	K-4	no

# m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joseph Polat		716-854-2490		
Operational Leader	Ashley Piazza	Principal	716-854-2490		piazza@buffsci. org
Compliance Contact	Hakan Aktar	Director of Operations	716-854-2490		aktar@buffsci.o
Complaint Contact	Virginia Ragland	Liaison	716-854-2490		ginger@buffsci. org
DASA Coordinator	Stephanie Stodolka	SEL Coordinator	716-854-2490		stodolka@buffc i.org
Phone Contact for After Hours Emergencies	Joseph Polat	Executive Director	716-854-2490	917-284-5388	polat@bascs.or

m2b. Is site 2 in public (co-located) space or in private space?

**Private Space** 

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report

for school site 1 if located in private space in NYC or located outside of NYC.

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired

certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in

district space (NYC co-locations), provide a copy of a current and non-expired certificate of

occupancy, and a copy of the current annual fire inspection results, which should be dated on

or after July 1, 2022.

Fire inspection certificates must be updated annually. For the upcoming school year

2022-2023, the fire inspection certificate must be dated after July 1, 2022.

• If the fire inspection certificate expires after the August 1, 2022 submission of the

Annual Report, please submit the new certificate with the Annual Report entries due on

November 1, 2022. Please note in the portal that this is the case

**Site 1 Certificate of Occupancy (COO)** 

Clare occupancy.pdf

Filename: Clare occupancy.pdf Size: 641.4 kB

**Site 2 Fire Inspection Report** 

1-CITY FIRE INSPECTION REPORTS 2021 89Clare.pdf

Filename: 1-CITY FIRE INSPECTION REPORTS 2021 89Clare.pdf Size: 238.2 kB

**BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 800000057454** 

**School Site 3** 

# m3. SCHOOL SITES

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no,
					enter No).
Site 3	100 Poplar ave. Buffalo, NY 14211	716-854-2490	Buffalo	5-8	no

# m3a. Please provide the contact information for Site 3.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joseph Polat	Executive	716-854-2490		polat@buffsci.o
Operational Leader	Kelly Wilczak	Principal	716-854-2490		wilczak@buffsc i.org
Compliance Contact	Hakan Aktar	Director of Operations	716-854-2490		aktar@buffsci.o
Complaint Contact	Virgina Ragland	Liaison	716-854-2490		ginger@buffsci. org
DASA Coordinator	Kathryn Logronio	Social Worker	716-854-2490		logronio@bascs .org
Phone Contact for After Hours Emergencies	Joseph Polat	Executive Director	716-854-2490	917-284-5388	polat@buffsci.o rg

m3b. Is site 3 in public (co-located) space or in private space?

**Private Space** 

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report

for school site 1 if located in private space in NYC or located outside of NYC.

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired

certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in

district space (NYC co-locations), provide a copy of a current and non-expired certificate of

occupancy, and a copy of the current annual fire inspection results, which should be dated on

or after July 1, 2022.

Fire inspection certificates must be updated annually. For the upcoming school year

2022-2023, the fire inspection certificate must be dated after July 1, 2022.

• If the fire inspection certificate expires after the August 1, 2022 submission of the

Annual Report, please submit the new certificate with the Annual Report entries due on

November 1, 2022. Please note in the portal that this is the case

Site 1 Certificate of Occupancy (COO)

Poplar occupancy.pdf

Filename: Poplar occupancy.pdf Size: 937.6 kB

**Site 3 Fire Inspection Report** 

3-CITY FIRE INSPECTION REPORTS 2021 100Poplar.pdf

Filename: 3-CITY FIRE INSPECTION REPORTS 2021 100Poplar.pdf Size: 239.2 kB

**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR** 

13 / 44

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

### **ATTESTATIONS**

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Joseph Polat
Position	Executive Director
Phone/Extension	716-854-2490
Email	polat@bascs.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the <a href="NYSED CSO">NYSED CSO</a>
<a href="Fingerprint Clearance Oct 2019 Memo">NYSED CSO</a>
<a href="Fingerprint Clearance Oct 2019 Memo">Fingerprint Clearance Oct 2019 Memo</a>. Click YES to agree.

# **Responses Selected:**

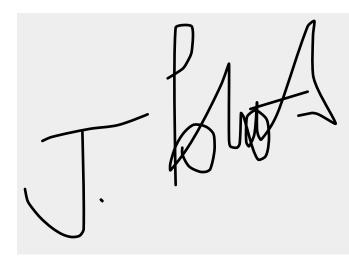
Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) 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. Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

# **Responses Selected:**

Yes

# Signature, Head of Charter School



# Signature, President of the Board of Trustees



# **Date**

Jul 30 2022



# **Entry 3 Progress Toward Goals**

Completed Nov 1 2022

# **Instructions**

# Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1**, **2022**.

# PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only. Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

# Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

### **BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 800000057454**

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

# Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022.** 

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	BASCS students will possess math, reading and writing skills at or above grade level.	Absolute: BASCS' absolute goals for student achievement beginning in 2021- 2022 are at least 75% of students who have attended the school for at least one year will score at Levels 2, 3, or 4 on the New York State ELA exam.  Growth: The Median Adjusted Growth Percentile for middle school Math and ELA will be at least 60. Comparative: The percent of BASCS students scoring level 3 and 4 in 8th grade Math and ELA state tests will be at least 5% higher than Buffalo City School District	Not Met	BASCS will try to bridge the gap the pandemic elevated through more individual and group support as well as through utilizing recent tools and technologies.

		Absolute BASCS' absolute		
		goal for student		
		achievement		
		beginning in 2014-		
		2015 is 90% of our		
		students will have		
		completed the		
		requirements of		
		the Regents		
		diploma within 4		
		years of their		
		entrance in 9th		
		grade in our		
		school. This goal		
		will be measured		
		by five required		
		New York State		
		Regents		
		examinations and		
		required number of		
		credits.		
		Growth		
		The percentage of		
		BASCS students		
		demonstrating		
		proficiency on a		
		given exam will		
	BASCS	represent a 10%		
	students will	reduction in the		
Academic Goal 2	graduate college	difference between	Met	
	ready	100% proficiency		
	ready	and the BASCS		
		previous year's		
		proficiency		
		percentage.		
		Comparative		
		BASCS		
		comparative goals		
		for student		
		achievement are		
		acmevement are		

		to outperform the Buffalo City School District with at least 5% higher achievement (5% more students scoring above 65%). These goals will be measured by the 5 required Regents examinations. Percentages will be calculated using the August, January, and June examination periods for the same reporting period.		
Academic Goal 3	BASCS's goal for college placement is 90%. This goal is measured by the number of seniors accepted by the colleges	The percentage of BASCS seniors demonstrating college career ready defined by state ( scoring Level3 or 4 in Math, and ELA) will represent a 5% reduction in the difference between 100% college ready and the BASCS previous year's college ready percentage	Met	
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				

Academic Goal 8		
Academic Goal 9		
Academic Goal 10		

# 2. Do have more academic goals to add?

No

### 4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

# 2021-2022 Progress Toward Attainment of Organization Goals

	Organizational	Measure Used to	Goal - Met, Not	If not met,
	Goal	Evaluate Progress	Met, or Unable to	describe efforts
			Assess	the school will take
				to meet goal. If
				unable to assess
				goal, type N/A for
				Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				

Org Goal 8		
Org Goal 9		
Org Goal 10		
Org Goal 11		
Org Goal 12		
Org Goal 13		
Org Goal 14		
Org Goal 15		
Org Goal 16		
Org Goal 17		
Org Goal 18		
Org Goal 19		
Org Goal 20		

# 5. Do have more organizational goals to add?

No

# 6. FINANCIAL GOALS

# **2021-2022 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	BuffSci will have conservative and realistic budget projections.	Annual financial audits	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

# 7. Do have more financial goals to add?

No
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Thank you.

# **Entry 3 Accountability Plan Progress Reports**

Incomplete Hidden from applicant

# **Instructions**

# **SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at <u>Accountability Plan Progress Report</u>. After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

# **Entry 4 - Audited Financial Statements**

**Completed** Nov 4 2022

# **Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022.** SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the <u>Annual Report Portal</u> no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

# **Buffalo Academy of Science Final RTB Final FS 2022-combined**

Filename: Buffalo Academy of Science Final R G3b4V6J.pdf Size: 772.0 kB

# **Entry 4a - Audited Financial Report Template (SUNY)**

Incomplete Hidden from applicant

# **Instructions - SUNY-Authorized Charter Schools ONLY**

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <a href="http://www.newyorkcharters.org/fiscal/">http://www.newyorkcharters.org/fiscal/</a>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

# Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Nov 4 2022

# **Instructions - Regents-Authorized Charter Schools ONLY**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the <u>2021-2022 Annual Reports</u> webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

# auditedfinancialreporttemplate-nysed (1)

Filename: auditedfinancialreporttemplate ny PNaRsTY.xlsx Size: 93.7 kB

# **Entry 4c - Additional Financial Documents**

Completed Nov 1 2022

<u>Instructions - Regents, NYCDOE and Buffalo BOE authorized schools</u> must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

- 1. Advisory and/or Management letter
- 2. Federal Single Audit
- 3. CSP Agreed-Upon Procedure Report
- 4. Evidence of Required Escrow Account for each school[1]
- 5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

11 Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

# Additional Financial Documents (BuffSci1)

Filename: Additional Financial Documents BuffSci1.pdf Size: 481.4 kB

# **Entry 4d - Financial Services Contact Information**

Completed Nov 1 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by November 1, 2022.

# Form for "Financial Services Contact Information"

# 1. School Based Fiscal Contact Information

School Based Fiscal	School Based Fiscal	School Based Fiscal
Contact Name	Contact Email	Contact Phone
Graham VanderZanden	vanderzanden@buffsci.o rg	

### 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Brian Sawma			3

# 3. If applicable, please provide contact information for the school's outsourced financial services firm.

Firm Name	Contact Person	Mailing Address	Email	Phone	Years With
Kirisits & Associates	Lisa Kirisits	1231 Delaware Avenue, Suite 6 Buffalo, NY 14209			2

# Entry 5 - Fiscal Year 2022-2023 Budget

Completed Nov 1 2022

<u>SUNY-authorized charter schools</u> should download the <u>2022-23 Budget and Quarterly Report</u> <u>Template and the 2022-23 Budget Narrative Questionnaire</u> from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022**.

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the <u>2022-2023 Budget Template</u> in the portal or from the Annual Report website. **Due November 1, 2022**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, 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.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

# 22-1101 BuffSci1 Budget for Board of Regents

Filename: 22 1101 BuffSci1 Budget for Board 677W6NQ.xlsx Size: 118.0 kB

# **Entry 6 - Board of Trustees Disclosure of Financial Interest**

# **Form**

Completed Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a <u>Trustee Disclosure of Financial Interest Form</u>. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. The education corporation is responsible for completing the form for trustees who left the board during the reporting year.

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

# Disclosure of Financial Interest b M1tMOgC

Filename: Disclosure of Financial Interest b 6Gskw8T.pdf Size: 865.9 kB

# **Entry 7 BOT Membership Table**

Completed Jul 31 2022

# **Instructions**

# Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

# **Entry 7 BOT Table**

- 1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

### **BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 800000057454**

# **Authorizer:**

Who is the authorizer of your charter school?

**Board of Regents** 

# 1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meeting s Attende d During 2021- 2022
1	Selcuk Acar		Trustee/ Member	Academ ic Commit tee Governa nce Strategi c Planning	Yes	3	01/01/2 020	01/31/2 023	5 or less
2	Mustafa Gokcek		Secretar y	Finance Commit tee	Yes	4	10/01/2 020	10/01/2 023	10
3	David Banks		Vice Chair	Academ ic Commit tee	Yes	4	11/01/2 020	11/01/2 023	10
4	Betty Jean Grant		Trustee/ Member	Governa nce Commit tee	Yes	2	02/01/2 022	02/01/2 025	9

5	Ismet Mamno on	Chair	Finance Commit tee Governa nce Commit tee	Yes	1	05/01/2 020	05/01/2 023	11
6	Karen Wallace	Trustee/ Member	Academ ic Commit tee	Yes	1	06/01/2 021	06/01/2 024	7
7	LaShun da	Trustee/ Member	Governa nce Commit tee	Yes	1	06/01/2 021	06/01/2 024	8
8	Bernard Freedm an	Trustee/ Member	Governa nce & Strategi c Planning	Yes	1	06/01/2 019	06/01/2 022	5 or less
9								

# 1a. Are there more than 9 members of the Board of Trustees?

No

### 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	8
b.Total Number of Members Added During 2021- 2022	2
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

	3.	Number	of	<b>Board</b>	meetings	held	during	2021-2022
--	----	--------	----	--------------	----------	------	--------	-----------

12

# 4. Number of Board meetings scheduled for 2022-2023

12

# **Total number of Voting Members on June 30, 2022:**

8

# Total number of Voting Members added during the 2021-2022 school year:

2

Total number of Voting Members who departed during the 2021-2022 school year:
0
Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:
8
Total number of Non-Voting Members on June 30, 2022:
0
Total number of Non-Voting Members added during the 2021-2022 school year:
0
Total number of Non-Voting Members who departed during the 2021-2022 school year:
0
Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:
0

4

Thank you.

# **Entry 8 Board Meeting Minutes**

Completed Jul 31 2022

# **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should <u>match</u> the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

# **BUFFSCI School Board Meeting Minut MK54K6y**

Filename: BUFFSCI School Board Meeting Minut lzfUxTi.pdf Size: 2.0 MB

# **Entry 9 Enrollment & Retention**

Completed Jul 31 2022

# Instructions for submitting Enrollment and Retention Efforts

# **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

# **Entry 9 Enrollment and Retention of Special Populations**

# **Recruitment/Attraction Efforts Toward Meeting Targets**

Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
We tried to keep the percentage of economically disadvantage as	

high as possible (at around 85% or above). In keeping with the mission of preparing students for college from a community who are not served successfully, BuffSci makes efforts to reach populations who are unaware of our school and the benefits we have to offer. Outreach efforts consist of visits to Economically Disadvantaged area community sites where presentations can be made to students and parents (whenever possible) of diverse socioeconomic, religious and Continue and improve cultural backgrounds. **Economically Disadvantaged** recruitment efforts and practices Throughout the school year, the in place. Outreach Coordinator goes many community centers around the city of Buffalo and outside districts. By doing this we are able to talk to many families that come from all different financial statuses, making our school attainable to anyone who wishes to attend. Most of the time moving up ceremonies, community events, and other organized social occasions are a good way of getting in contact with the parents and showing them what our school has to offer such as programs, after school help, clubs, etc. We tried to keep the percentage of ELLs as high as possible but stayed at 10% despite all efforts. The Outreach Coordinator does reach out to centers that work directly with refugee's or individuals who are working toward getting their U.S. Citizenship. Many of these Continue and improve

English Language Learners	centers include locations such as; The Belle Center, Journey's End, and Jericho Road. By utilizing Learner these facilities, we are able to drop off brochures and application information for anyone who might want to attend. Learner Our information literature contains information in three languages; Spanish, Arabic, and Bengali and our website provides the translation of the information in more than ten languages.	recruitment efforts and practices in place. Add and/or assign speakers of other languages for parent contacts and make translators available for non english speaking families.
Students with Disabilities	We tried to keep the percentage of SWD at around 20%. The Outreach Coordinator also makes visits to centers that work directly with disabled children. Centers like Cantalician Center, Explore Buffalo, Gateway Longview, and many mores are visited throughout the year in order to drop off literature that gives parents a better idea of what programs our school has to offer. Many parents come to our open houses as well, for we advertise the Open Houses extensively every year in order to show people our school environment and services available for SWD students.	Continue and improve recruitment efforts and practices in place. Improve the outreach literature with highlighted available services for SWD

# **Retention Efforts Toward Meeting Targets**

Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
BuffSci recognizes that there are differences in the way in which students learn and that	

Economically Disadvantaged	additional supports may be needed to ensure the success of all students. and increase retention. BuffSci analyzes data from many sources to determine which types of supports will best serve its students. Enrollment data, diagnostic data, and assessment data throughout the year are used to make those decisions. Supports are provided in and out of the classroom.	Continue and improve recruitment efforts and practices in place.
English Language Learners	The ELL program offers instruction based to those students identified by the NYSESLAT and the requirements of the New York State Education Department. English Language Learners are supported by full time ELL instructors. The instructors provide testing English accommodations for all grades and push in or pull out instruction as necessary. In addition, content area teachers consult with Learner the ELL teacher to individualize needs and collaborate on optimal, instructional strategies to promote general academic success. The ELL instructor incorporates core content information into the language curriculum to further assist in the overall success of the students. Students are further supported in after school sessions as needed. Grade level meetings, parent meetings, home visits, and phone calls are used to help track student progress.	BuffSci will have two major strategies to increase the retention of ELL; (1) Evaluate and improve the services provided, (2) provide ongoing professional development focused on ELL to general education teachers.
	At BuffSci, students with disabilities are offered consultant	

student need in all four major content areas: English Language Arts, Science, Math, and Social Studies. Students also receive accommodations in the classroom as outlined in their Individual Education Plans (IEPs), including but not limited to: preferential seating, shortened assignments, differentiation of curriculum, and targeted classroom assistance and prompting. Resource Room in the areas of numeracy and literacy is available to students with disabilities. Students may receive daily or alternate day services with a focus on reading and writing support, mathematics support, or a combination of the two. Resource room services are specifically tailored to remediate gaps in student understanding. Special education teachers are available full time to students with special education needs. Accommodations for these students include providing a separate, quiet location for testing needs according to students' IEPs; assisting students in achieving their IEP goals; teaching study skills and learning strategies; reinforcing new topics and skills; performing observations of students in classrooms; offering strategies to general education teachers for program modifications; and response to intervention strategies. Special Education Instructors also attend grade

teacher services based on

Students with Disabilities

BuffSci will have two major strategies to increase the retention of SWD; (1) Evaluate and improve the services provided, (2) provide ongoing professional development focused on SWD to general education teachers.

level meetings, department meetings and staff meetings.

They make home visits, attend parent meetings, call home, and keep track of student grades and progress.

# **Entry 10 - Teacher and Administrator Attrition**

Completed Jul 31 2022

# Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees[1] receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is <u>not</u> employed by the school.

[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers. See NYSED memorandum dated October 1, 2019 at <a href="http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf">http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf</a> or visit the NYSED website at: <a href="http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html">http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html</a> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

#### B. Emergency Conditional Clearances

#### **Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates <u>automatically</u> once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at NYSED CSO Employee Clearance and Fingerprint Memo 10-2019.

#### Attestation

## **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

# **Entry 11 Percent of Uncertified Teachers**

Completed Aug 1 2022

#### **Instructions**

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

# **Entry 11 Uncertified Teachers**

#### **School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

#### **CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	4.0

# CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	1
ii. Science	1
iii. Computer Science	1
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	3.0

#### **CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	2.0

#### **TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	9

### CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

#### **CATEGORY E: TOTAL FTE COUNT OF <u>CERTIFIED</u> TEACHERS**

	FTE Count
Total Category E	71

#### **CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	80



Thank you.

# **Entry 12 Organization Chart**

Completed Jul 31 2022

#### **Instructions**

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

## **OrgChart**

Filename: OrgChart.pdf Size: 789.8 kB

# **Entry 13 School Calendar**

Completed Jul 31 2022

Instructions for submitting School Calendar

#### **Required of ALL Charter Schools**

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the <u>minimum instructional requirements</u> as required of other public schools "… unless the school's charter requires more instructional time than is required under the regulations."

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

#### BuffSci Calendars - BuffSci 2022-23 Final

Filename: BuffSci Calendars BuffSci 2022 23 Final.pdf Size: 71.7 kB

# **Entry 14 Links to Critical Documents on School Website**

Completed Jul 31 2022

#### **Instructions**

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the  $\underline{link}$  from the school's website for each of the items:

- 1. Current Annual Report (i.e., 2021-2022 Annual Report);[1]
- 2. Board meeting notices, agendas and documents:
- 3. New York State School Report Card;
- 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY);

- 5. District-wide safety plan, not a building level safety plan (as per the September 2021 <u>Emergency</u> Response Plan Memo;
- 6. Authorizer-approved FOIL Policy; and
- 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

# Form for Entry 14 Links to Critical Documents on School Website

School Name: Buffalo Academy of Science Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the <u>link</u> from the school's website for each of the items:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	http://www.nysed.gov/charter-schools/buffalo- academy-science-charter-school
2. Board meeting notices, agendas and documents	https://docs.google.com/document/d/e/2PACX- 1vRgu6OXd5H5DhJ9533lVV9FaysMBMXu4INMfxP3S czQ3D59-OeZjEY48BSJzlGhTPJ9YKOphsEFsAJL/pub
3. New York State School Report Card	https://data.nysed.gov/profile.php? instid=800000057454
4. Authorizer-approved DASA Policy and NYSED- Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://gdoc.pub/doc/e/2PACX-1vTxvWkootTT0- WAuDJGx8KoZxDAzc46dWAtULqFHQPYT5Qtc16 qql sJuYy3OFmIVqH2WkTbLtoVY2O
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://docs.google.com/document/d/e/2PACX- 1vR3PjgrwOay7awwHbQQym6d2GUvySRnKOZqgY5 zGx30v0HfSRX l2ilYYg9qjRKnP0cV2eBrpQLSj-u/pub
6. Authorizer-approved FOIL Policy	https://gdoc.pub/doc/e/2PACX-1vTxvWkootTT0- WAuDJGx8KoZxDAzc46dWAtULqFHQPYT5Qtc16 qql sJuYy3OFmIVqH2WkTbLtoVY2O
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://gdoc.pub/doc/e/2PACX-1vTxvWkootTT0- WAuDJGx8KoZxDAzc46dWAtULqFHQPYT5Qtc16 qql sJuYy3OFmlVqH2WkTbLtoVY2O



Thank you.

# **Entry 15 Staff Roster**

**Completed** Aug 1 2022

**INSTRUCTIONS** 

#### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel <u>Faculty/Staff Roster Template</u> and provide the following information for **ANY** and **ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

## B1\_faculty-staff-roster-template-2022-v2

Filename: B1 faculty staff roster template 2022 v2.xlsx Size: 77.1 kB

# **Optional Additional Documents to Upload (BOR)**

Incomplete

#### REPORT TO THE TRUSTEES

November 3, 2022

The Board of Trustees
Buffalo Academy of Science Charter School

Dear Trustees:

We have audited the financial statements of Buffalo Academy of Science Charter School (the School) for the year ended June 30, 2022, and have issued our report thereon dated November 3, 2022. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2022. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### Accounting Estimates

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

For the year ended June 30, 2022, we evaluated the key factors and assumptions used by management in determining that accounting estimates were reasonable in relation to the financial statements taken as a whole.

The Board of Trustees Buffalo Academy of Science Charter School Page 2

#### Sensitive Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements is the disclosure of the contingency in note 17.

#### Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit. Management and accounting personnel were very helpful in assisting us during our audit.

#### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

#### Disagreements with Management

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

#### Management Representations

We have requested certain representations from management that are included in the management representation letter.

#### Management Consultations with Other Independent Accountants

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

The Board of Trustees Buffalo Academy of Science Charter School Page 3

#### Other Audit Findings or Issues

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

#### Recent Accounting Standards Issued

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02 - "Leases (Topic 842)." ASU 2016-02 modifies the current presentation of operating leases. Currently, operating leases are not recorded on the statements of financial position as obligations, rather there is a footnote disclosure that includes the expected future lease payments. This update will now require organizations that lease assets to recognize assets and liabilities on their statements of financial position for operating leases with lease terms of more than 12 months. Operating leases will be required to recognize a right-of-use asset and a lease liability, measured at the present value of the lease payment, recognize a single lease cost, generally allocating the lease over a straight-line basis and classify all cash payments within operating activities of cash flows. These changes will require expanded footnote disclosure to enhance the financial statement user's understanding of the amount, timing and uncertainty of cash flows arising from leases. The guidance is effective for fiscal years beginning after December 15, 2022, which is the fiscal year beginning July 1, 2023 for the School.

\* \* \* \* \*

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

Very truly yours,

EFPR Group, CPAS, PLLC

EFPR GROUP, CPAs, PLLC

Financial Statements and Supplementary Information

June 30, 2022 and 2021

(With Independent Auditors' Report Thereon)

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\* \* \* \* \*

#### **INDEPENDENT AUDITORS' REPORT**

The Board of Trustees
Buffalo Academy of Science Charter School
Buffalo, New York:

Report on the Audit of the Financial Statements

<u>Unmodified Opinion on the June 30, 2022 Statement of Financial Position and Qualified Opinion on the June 30, 2022 Statements of Activities, Functional Expenses and Cash Flows and the June 30, 2021 Financial Statements</u>

We have audited the accompanying financial statements of Buffalo Academy of Science Charter School (a nonprofit organization) (the School), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to financial statements.

In our opinion, except for the possible effects on the June 30, 2021 financial statements and the statement of activities, functional expenses and cash flows for the year ended June 30, 2022 of the matter described in the Basis for Qualified Opinion section of our report, the financial statements present fairly, in all material respects, the financial position of Buffalo Academy of Science Charter School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Unmodified Opinion on the June 30, 2022 Statement of Financial Position and Qualified Opinion on the June 30, 2022 Statements of Activities, Functional Expenses and Cash Flows and the June 30, 2021 Financial Statements

We were unable to observe the taking of physical inventory at June 30, 2021 due to turnover in personnel managing inventory records. We were unable to obtain sufficient appropriate audit evidence about inventory quantities by other auditing procedures.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unmodified audit opinion on the June 30, 2022 statement of financial position and qualified opinion on the June 30, 2021 financial statements and the statements of activities, functional expenses and cash flows for the year ended June 30, 2022.

#### Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

#### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and <u>Government Auditing Standards</u>, we:

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audits 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 School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audits.

#### **Supplemental Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying information on pages 18 and 19 is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

### Other Reporting Required by Government Auditing Standards

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated November 3, 2022 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u> in considering the School's internal control over financial reporting and compliance.

EFPR Group, CPAS, PLLC

Williamsville, New York November 3, 2022

#### Statements of Financial Position June 30, 2022 and 2021

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and equivalents: Unrestricted	\$ 2,735,799	1,357,718
Restricted - extraclassroom funds	3,436	8,924
Grants and other receivables, net	1,020,493	1,541,675
Prepaid expenses	104,574	87,399
Inventory	1 774	119,348
Due from related entity	1,774	
Total current assets	3,866,076	3,115,064
Property and equipment, at cost	19,948,475	14,410,383
Less accumulated depreciation and amortization	(3,723,559)	(2,837,522)
Net property and equipment	16,224,916	11,572,861
Other assets:		
Deposits	23,158	3,158
Debt service reserve fund	1,072,830	232,064
Escrow accounts	154,084	76,173
Total other assets	1,250,072	311,395
Total assets	\$ 21,341,064	14,999,320
<u>Liabilities and Net Assets</u> Current liabilities:		
Accounts payable	300,432	383,534
Accrued payroll and benefits	1,429,757	840,518
Line of credit	-	300,000
Extraclassroom funds	3,436	8,924
Deferred revenue	155,445	425,000
Due to related entity	500,000	-
Current installments on long-term debt	229,736	28,822
Total current liabilities	2,618,806	1,986,798
Long-term liabilities:		
Construction loan	-	4,610,270
Long-term debt, excluding current installments and net of unamortized debt issuance costs	9,753,046	1,198,397
Total long-term liabilities	9,753,046	5,808,667
Total liabilities	12,371,852	7,795,465
Net assets:		
Net assets without donor restrictions	8,893,418	7,128,061
Net assets with donor restrictions	75,794	75,794
Total net assets	8,969,212	7,203,855
Total liabilities and net assets	\$ 21,341,064	14,999,320
See accompanying notes to financial statements.		

# Statements of Activities Years ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Change in net assets without donor restrictions:		
Revenue and other support:		
Public school districts:	¢ 15 000 007	12 (02 071
Resident student enrollment	\$ 15,089,886	12,602,071
Students with disabilities Grants and contracts:	603,456	482,652
Federal grants	3,547,300	2,127,869
State and local grants	167,769	267,001
Loan forgiveness - paycheck protection program	107,705	1,250,000
Contributions	661,577	313,700
Other income	36,776	16,025
Net assets released from restrictions		2,000
Total revenue and other support	20,106,764	17,061,318
Expenses:		
Program services:		
Regular education	12,113,899	10,508,937
Special education	1,120,413	355,573
Other programs	1,261,695	441,815
Total program services	14,496,007	11,306,325
Supporting services - management and general	3,845,400	2,657,818
Total expenses	18,341,407	13,964,143
Change in net assets without donor restrictions	1,765,357	3,097,175
Change in net assets with donor restrictions:		
Contributions	-	24,500
Net assets released from restrictions		(2,000)
Change in net assets with donor restrictions		22,500
Change in net assets	1,765,357	3,119,675
Net assets at beginning of year	7,203,855	4,084,180
Net assets at end of year	\$ 8,969,212	7,203,855

See accompanying notes to financial statements.

### Statement of Functional Expenses Year ended June 30, 2022 with comparative totals for 2021

		with comparative totals for 2021				Supporting		
			Program	Services		Services		
						Management		
	No. of	Regular	Special	Other		and	Tot	
	positions	<u>education</u>	<u>education</u>	<u>programs</u>	<u>Total</u>	<u>general</u>	<u>2022</u>	<u>2021</u>
Personnel services costs:								
Instructional personnel	185	\$ 6,213,894	794,567	534,838	7,543,299	-	7,543,299	5,712,091
Non-instructional personnel	44	1,310,840	-	244,648	1,555,488	-	1,555,488	1,000,794
Administrative personnel	28					2,009,709	2,009,709	1,484,398
Total salaries and staff	257	7,524,734	794,567	779,486	9,098,787	2,009,709	11,108,496	8,197,283
Fringe benefits and payroll taxes		1,122,286	117,321	160,003	1,399,610	516,198	1,915,808	1,575,142
Retirement		456,945	42,386	67,290	566,621	210,591	777,212	580,100
Legal services		-	-	_	-	105,039	105,039	75,463
Accounting and auditing fees		-	-	_	-	180,879	180,879	12,050
Other professional services		216,257	83,248	19,411	318,916	76,347	395,263	318,845
Repairs and maintenance		294,094	14,004	-	308,098	42,013	350,111	200,476
Insurance		122,647	6,119	4,499	133,265	18,647	151,912	178,293
Utilities		292,895	13,948	-	306,843	41,841	348,684	204,357
Supplies and materials		234,379	-	-	234,379	120,634	355,013	285,759
Equipment and furnishings		96,141	-	20,265	116,406	=	116,406	128,130
Professional development		29,451	-	-	29,451	-	29,451	90,761
Marketing and recruitment		=	-	-	-	114,720	114,720	142,941
Technology		436,338	3,874	-	440,212	11,622	451,834	652,299
Student services		261,918	-	131,166	393,084	=	393,084	75,172
Office expense		35,712	-	3,625	39,337	29,525	68,862	65,635
Travel and parking		8,730	-	-	8,730	67,129	75,859	33,795
Other expenses		37,535	-	75,950	113,485	165,675	279,160	151,090
Depreciation		744,272	35,443	-	779,715	106,322	886,037	623,869
Bad debt expense		-	-	-	-	-	-	125,000
Interest		199,565	9,503		209,068	28,509	237,577	247,683
Total expenses		\$ 12,113,899	1,120,413	1,261,695	14,496,007	3,845,400	18,341,407	13,964,143

See accompanying notes to financial statements.

## Statement of Functional Expenses Year ended June 30, 2021

		i ear ende	eu Julie 30, 20	21			
			Program	Services		Supporting Services	
	No. of positions	Regular education	Special education	Other programs	<u>Total</u>	Management and <u>general</u>	<u>Total</u>
Personnel services costs:	120	Ф. 5.227.041	200 757	274 402	5.712.001		5.712.001
Instructional personnel	128	\$ 5,227,841	209,757	274,493	5,712,091	-	5,712,091
Non-instructional personnel	25	1,000,794	-	-	1,000,794	1 404 200	1,000,794
Administrative personnel	31					1,484,398	1,484,398
Total salaries and staff	184	6,228,635	209,757	274,493	6,712,885	1,484,398	8,197,283
Fringe benefits and payroll taxes		1,151,074	33,778	66,065	1,250,917	324,225	1,575,142
Retirement		440,222	14,193	19,604	474,019	106,081	580,100
Legal services		-	-	-	-	75,463	75,463
Accounting and auditing fees		-	-	-	-	12,050	12,050
Other professional services		220,509	35,764	-	256,273	62,572	318,845
Repairs and maintenance		168,400	8,019	-	176,419	24,057	200,476
Insurance		145,009	5,618	2,401	153,028	25,265	178,293
Utilities		171,660	8,175	-	179,835	24,522	204,357
Supplies and materials		185,851	-	-	185,851	99,908	285,759
Equipment and furnishings		113,074	-	15,056	128,130	-	128,130
Professional development		90,761	-	-	90,761	-	90,761
Marketing and recruitment		-	-	-	-	142,941	142,941
Technology		633,548	4,688	-	638,236	14,063	652,299
Student services		68,485	-	6,687	75,172	-	75,172
Office expense		35,879	330	3,118	39,327	26,308	65,635
Travel and parking		279	-	-	279	33,516	33,795
Other expenses		-	-	54,391	54,391	96,699	151,090
Depreciation		524,051	24,955	-	549,006	74,863	623,869
Bad debt expense		125,000	-	-	125,000	-	125,000
Interest		206,500	10,296		216,796	30,887	247,683
Total expenses		\$ 10,508,937	355,573	441,815	11,306,325	2,657,818	13,964,143

See accompanying notes to financial statements.

#### Statements of Cash Flows Years ended June 30, 2022 and 2021

	2022	<u>2021</u>
Cash flows from operating activities:	¢ 1765 257	2 110 675
Change in net assets Adjustments to reconcile change in net assets to net	\$ 1,765,357	3,119,675
cash provided by operating activities:		
Loan forgiveness - paycheck protection program	_	(1,250,000)
Depreciation	886,037	623,869
Bad debt expense	-	125,000
Amortization	37,604	5,935
Disposition of debt issuance costs	-	130,242
Loss from write-down of inventory	116,465	, <u>-</u>
Changes in:		
Grants and other receivables	521,182	(1,307,524)
Prepaid expenses	(17,175)	(87,399)
Inventory	2,883	(20,184)
Deposits	(20,000)	10,000
Accounts payable	(83,102)	237,638
Accrued payable and benefits	589,239	(247,266)
Deferred revenue	(269,555)	425,000
Net cash provided by operating activities	3,528,935	1,764,986
Cash flows from investing activities - purchases of		
property and equipment	(5,538,092)	(2,056,886)
Cash flows from financing activities:		
Proceeds from line of credit	-	300,000
Payments on line of credit	(300,000)	-
Advances from related entity	500,000	-
Advances to related entity	(1,774)	-
Payments on grid promissory demand note	-	(175,000)
Payments on interest rate swap agreements	-	(22,760)
Proceeds from construction loan	4,195,456	4,804,544
Proceeds from long-term debt	-	1,340,000
Payments on long-term debt	(72,767)	(4,290,258)
Payments of debt issuance costs	(15,000)	(312,990)
Net cash provided by financing activities	4,305,915	1,643,536
Net change in cash and equivalents	2,296,758	1,351,636
Cash and equivalents at beginning of year	1,665,955	314,319
Cash and equivalents at end of year	\$ 3,962,713	1,665,955
Supplemental disclosure of cash flow information:		
Cash paid during the year for interest	\$ 199,973	134,266
Conversion of construction loan to permanent financing	\$ 9,000,000	
Classifications of cash and equivalents:		
Unrestricted	2,735,799	1,357,718
Debt service reserve fund	1,072,830	232,064
Escrow accounts	154,084	76,173
	\$ 3,962,713	1,665,955

# Notes to Financial Statements June 30, 2022 and 2021

#### (1) Organization and Purpose

Buffalo Academy of Science Charter School (BASCS) is a not-for-profit education corporation that operates kindergarten through 12<sup>th</sup> grades and is dedicated to providing quality education to a diverse body of students in the Buffalo region of New York State. Located in the heart of Buffalo's downtown business/government sector, the School continually provides a rigorous, innovative and enhanced curriculum - highlighting science, technology, engineering and math (STEM) - in order to prepare students for successful futures in the global environment.

In 2021, BASCS opened Buffalo Academy of Science Charter School II (BASCS II) to assist with providing quality education to a diverse body of students of Greater Buffalo in Western New York. Collectively, the two schools are referred to as Buffalo Academy of Science Charter School (the School).

#### (2) Summary of Significant Accounting Policies

#### (a) Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

#### (b) Basis of Presentation

The School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Net assets without donor restrictions represents resources available for the general support of the School's activities. Net assets with donor restrictions are those whose use has been limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled by actions of the School.

#### (c) Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### (d) Cash and Equivalents

For purposes of the statements of cash flows, the School considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash and equivalents.

Notes to Financial Statements, Continued

#### (2) Summary of Significant Accounting Policies, Continued

#### (e) Concentration of Credit Risk

Financial instruments that potentially subject the School to concentration of credit risk consist principally of cash accounts in financial institutions. Although the accounts exceed the federally insured deposit amount, management does not anticipate nonperformance by the financial institution.

#### (f) Accounts and Grants Receivable

The School uses the allowance method to account for uncollectible receivables. The School maintained an allowance of \$125,000 as of June 30, 2022 and 2021.

#### (g) Capitalization and Depreciation

Property and equipment are recorded at cost or fair market value at the date of the gift in the case of donated property and equipment. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives using the straight-line method. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property and equipment, the appropriate property and equipment accounts are reduced by the related costs and accumulated depreciation. The resulting gains and losses are reflected in the statements of activities. Capitalization thresholds and estimated useful lives of property and equipment are as follows:

	<u>Cost</u>	<u>Years</u>
Land	All	N/A
Construction in progress	All	N/A
Buildings	\$5,000	40
Improvements	5,000	10 - 20
Furniture, fixtures and equipment	2,000	3 - 5
Vehicles	All	5

Furniture, fixtures and equipment purchased as a bundle greater than \$20,000 will also be capitalized and depreciated using the straight-line method over their estimated useful lives.

### (h) Public School District Revenue

The School receives per pupil aid passed through from each student's home public school district. The New York State Department of Education mandates the rate per pupil. The regular education per pupil rate from Buffalo City School District, the district from which the School receives its largest pass through of district revenue, was \$13,308 and \$13,200 for the years ended June 30, 2022 and 2021, respectively.

Notes to Financial Statements, Continued

#### (2) Summary of Significant Accounting Policies, Continued

#### (i) Revenue Recognition

Under Accounting Standards Update (ASU) No. 2014-09 (Topic 606) - Revenue from Contracts with Customers, revenue is recognized when promised goods or services are transferred to customers in an amount that reflects the consideration to which the School expects to be entitled in exchange for these goods or services. The School utilizes a five-step framework as identified in ASU No. 2014-09. The primary sources of revenue from contracts with customers for the School are as follows:

#### Tuition and Fees

Tuition and fees revenue from public school districts are recognized over the period that services are provided.

Tuition and fees are generally nonrefundable, billed monthly and payment is typically due within 30 days of invoice. Amounts billed or received in advance are deferred and recognized when earned.

Tuition and fees receivables and timing of revenue recognition are as follows:

	Accounts	Revenue
	Receivables	Recognized
2022	\$ <u>460,000</u>	15,693,342
2021	\$ <u>600,056</u>	13,084,723
2020	\$ <u>341,801</u>	10,463,042

#### **Grants and Contacts**

Grant awards accounted for as exchange transactions are recorded as revenue when expenditures have been incurred in compliance with the grant restrictions. Amounts unspent are recorded in the statements of financial position as deferred revenue.

#### (i) Promises to Give

Contributions are recognized when the donor makes an unconditional promise to give to the School. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

#### (k) Marketing and Recruitment

The School uses marketing to promote recruitment and its program activities. These costs are expensed as incurred and amounted to \$114,720 and \$142,941 for the years ended June 30, 2022 and 2021, respectively.

Notes to Financial Statements, Continued

#### (2) Summary of Significant Accounting Policies, Continued

#### (1) Income Taxes

The School is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code (the Code), therefore, no provision for income taxes is reflected in the financial statements. The School has been classified as a publicly supported organization that is not a private foundation under Section 509(a) of the Code. The School presently discloses or recognizes income tax positions based on management's estimate of whether it is reasonably possible or probable that a liability has been incurred for unrecognized income taxes. Management has concluded that the School has taken no uncertain tax positions that require adjustment in its financial statements. U.S. Forms 990 filed by the School are subject to examination by taxing authorities.

#### (m) Subsequent Events

The School has evaluated subsequent events through the date of the report which is the date the financial statements were available to be issued.

#### (n) Risks and Uncertainties

The United States is presently in the midst of a national health emergency related to the COVID-19 virus. The overall consequences on a national, regional and local level are unknown, but have the potential to result in a significant economic impact. The impact of this situation on the School and its future results and financial position is not presently determinable.

#### (3) Liquidity

The School has \$3,756,292 of financial assets available within one year of the statements of financial position date to meet cash needs for general expenditures, consisting of \$2,735,799 of cash and equivalents and \$1,020,493 of grants and other receivable. None of these financial assets are subject to donor or contractual restrictions that make them unavailable for general expenditure within one year of the 2022 statement of financial position date. As more fully described in note 6, the School has an escrow account with a balance of \$76,189 and an additional account with a balance of \$77,895 which it can utilize in the event of an unanticipated liquidity need. Additionally, as more fully described in note 12, the School has available a committed line of credit which could be drawn on to fund current operations.

Notes to Financial Statements, Continued

#### (4) Grants and Other Receivables

Grants and other receivables at June 30, 2022 and 2021 are as follows:

	<u>2022</u>	<u>2021</u>
School district tuition	\$ 460,000	600,056
U.S. Department of Education	560,493	853,501
E-rate reimbursements		88,118
	\$ 1,020,493	1,541,675

#### (5) Property and Equipment

Property and equipment at June 30, 2022 and 2021 are as follows:

	<u>2022</u>	<u>2021</u>
Land	\$ 579,518	579,518
Construction in progress	568,050	1,925,180
Building and improvements	15,530,848	9,469,870
Furniture, fixtures and equipment	3,265,318	2,431,074
Vehicles	4,741	4,741
	19,948,475	14,410,383
Less accumulated depreciation	<u>(3,723,559</u> )	<u>(2,837,522</u> )
Net property and equipment	\$ 16,224,916	11,572,861

During the year ended June 30, 2021, the School acquired an additional property and began renovating the property to be used as a second school location. For the years ended June 30, 2022 and 2021, the School spent \$4,703,847 and \$1,925,180 on the renovation of the second school location. The second school was placed into service during the year ended June 30, 2022.

#### (6) Escrow Accounts

As set forth in its charter, the School established an escrow account to be used upon school closure. The balance in the escrow account was \$76,189 and \$76,173 as of June 30, 2022 and 2021, respectively. Additionally, the School established a construction account to hold funds designated for the renovation of a second school location. The balance was \$77,895 as of June 20, 2022.

Notes to Financial Statements, Continued

#### (7) Debt Service Reserve Fund

In conjunction with the construction loan in note 9, the School established a debt service reserve fund that contains an amount equal to approximately four and one half months debt service payments. The balance in the debt service reserve fund was \$1,072,830 and \$232,064 at June 30, 2022 and 2021, respectively.

#### (8) Related Entity Receivables and Payables

The School typically loans resources between related entities for purposes of providing cash flows. These transactions are typically repaid within one year and are non-interest bearing. Amounts due (to) from related entities as of June 30, 2022 are as follows:

<u>Entity</u>	<u>Amount</u>
Rochester Academy of Science Charter School	\$ 1,774
Buffalo Rochester Academy of Science Schools	
Foundation	\$ ( <u>500,000</u> )

#### (9) Construction Loan

In January 2021, the School obtained a construction loan through Unitranche Capital Fund with maximum availability of \$9 million. The loan is to be used for the acquisition and renovation of a second school facility and to refinance existing debt. The loan matures 60 months from the closing date of the loan. The School will pay interest only for the first 12 months at an interest rate equal to the last published 5-year treasury constant maturity index plus 4.30%, and will be amortized over a 25 year period upon conversion to a term loan. As of June 30, 2022 and 2021, the School has drawn \$8,953,104 and \$4,804,844 from the balance of the loan, and paid \$209,274 and \$194,274 towards issuance costs, respectively. The loan is secured by all real property of the School. Additionally, the loan contains restrictive covenants which among other things, requires the maintenance of liquid assets, a minimum net asset requirement and a debt service ratio. At June 30, 2021, the School was in compliance with those covenants. During the year ended June 30, 2022, the construction loan was converted to permanent financing (see note 10).

Notes to Financial Statements, Continued

#### (10) Long-Term Debt

Long-term debt as of June 30, 2022 and 2021 is as follows:

	<u>2022</u>	<u>2021</u>
Mortgage payable to PNC Bank, due in monthly installments of \$51,570 including interest at 4.8%, through February 2026. The loan is secured by the related property and building.	\$ 8,953,104	-
Loan payable with Charter School Development Corporation, due in monthly installments beginning six months from the date of the loan (September 2021) of \$9,794, including interest at 6.25%, due February 2026. The loan is collateralized by certain real property and all per pupil		
funding.	1,314,129	<u>1,340,000</u>
	10,267,233	1,340,000
Less current installments	(229,736)	(28,822)
Long-term debt, excluding current installments Less unamortized debt issuance costs	s 10,037,497 (284,451)	1,311,178 (112,781)
Long-term debt, excluding current installments	s	
and unamortized debt issuance costs	\$ <u>9,753,046</u>	1,198,397
The aggregate maturities of long-term debt for the years following	g June 30, 2022	are as follows:
2023	\$ 229,736	
2024	241,565	
2025	254,010	
2026	9,541,920	
	\$ <u>10,267,231</u>	

# (11) Promissory Note - Paycheck Protection Program

On April 22, 2020, the School received a Small Business Administration (SBA) loan under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) in the amount of \$1,250,000 with a 1% interest rate. During the year ended June 30, 2021, this loan was forgiven in its entirety by the SBA. As of June 30, 2021, the School recognized \$1,250,000 towards eligible expenses and is included as loan forgiveness - paycheck protection program in the accompanying statements of activities.

Notes to Financial Statements, Continued

#### (12) Line of Credit

The School has a line of credit with a maximum authorization of \$300,000. Advances against this line bear interest at a rate of prime (4.75% at June 30, 2022). Any borrowings are secured by assets of the School. There was \$300,000 outstanding as of June 30, 2021. There was no balance outstanding as of June 30, 2022.

#### (13) Net Assets With Donor Restrictions

Net assets with donor restrictions at June 30, 2022 and 2021 are summarized as follows:

	<u>2022</u>	<u>2021</u>
STEM program	\$ 51,294	51,294
Strategic data training	<u>24,500</u>	24,500
	\$ <u>75,794</u>	<u>75,794</u>

#### (14) Pension Expense

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

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

Employers are required to contribute at an actuarially determined rate. Rates applicable to the fiscal years ended June 30, 2022 and 2021 were 9.80% and 9.53%, respectively. The total retirement contribution expense amounted to \$777,212 and \$580,100 for the years ended June 30, 2022 and 2021, respectively.

#### (15) Concentration of Credit Risk

The School receives a substantial portion of its funding from school districts where students reside. One school district comprised approximately 69% of total revenue and support for the years ended June 30, 2022 and 2021, respectively.

Notes to Financial Statements, Continued

#### (16) Commitments

The School leases various office equipment and vehicles under operating leases that expire at various dates through August 2023. Total leasing expenses amounted to \$51,391 and \$40,422 for the years ended June 30, 2022 and 2021, respectively, and is included in the accompanying statements of functional expenses. Future minimum lease payments under these arrangements are as follows:

2023	\$ 17,806
2024	2,968
	\$ <u>20,774</u>

#### (17) Contingency

The School has received grants which are subject to audit by agencies of the State and Federal government. Such audits may result in disallowances and a request for a return of funds. Based on prior experience, the School's administration believes that disallowances, if any, will be immaterial.

The School is involved in various litigation arising in the normal course of business. Management believes that any financial responsibility that may be incurred in settlement of such litigation would not be material to the School's financial position.

#### (18) Functional Expenses

The School is dedicated to providing quality education to a diverse body of students in the Buffalo region of New York State. The financial statements report certain categories of expenses that are attributed to both program and supporting functions. Therefore, allocation on a reasonable basis that is consistently applied is required. The expenses that are allocated include utilities, repairs and maintenance, insurance and depreciation. Other expenses such as salaries and wages, benefits, payroll taxes, other purchased services, student services, supplies, office expenses and other expenses, which are allocated on the basis of estimates of time and effort for each category.

#### (19) Subsequent Event

On September 29, 2022, the School transferred all mortgages, associated properties and fixtures to the Buffalo Rochester Academy of Science Schools (BRASS) Foundation, Inc.

# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Combining Schedule of Financial Position June 30, 2022

<u>Assets</u>	<u>BASCS</u>	BASCS II	Eliminations	<u>Total</u>
Current assets:				
Cash and equivalents:				
Unrestricted	\$ 2,346,484	389,315	-	2,735,799
Restricted - extraclassroom funds	3,436	-	-	3,436
Grants and other receivables	579,949	440,544	-	1,020,493
Prepaid expenses	104,574	-	-	104,574
Due from related entity	179,694		(177,920)	1,774
Total current assets	3,214,137	829,859	(177,920)	3,866,076
Property and equipment, at cost	19,484,947	463,528	-	19,948,475
Less accumulated depreciation and amortization	(3,644,286)	(79,273)	-	(3,723,559)
Net property and equipment	15,840,661	384,255	_	16,224,916
Other assets:				
Deposits	23,158	_	_	23,158
Debt service reserve fund	1,072,830	_	_	1,072,830
Escrow accounts	154,084	_	_	154,084
Total other assets	1,250,072			1,250,072
Total assets	\$ 20,304,870	1,214,114	(177,920)	21,341,064
	+ ==,==,,==	-,,	(=::,;===)	
<u>Liabilities and Net Assets</u>				
Current liabilities:	240.070	50.452		200.422
Accounts payable	240,979	59,453	-	300,432
Accrued payroll and benefits	762,716	667,041	-	1,429,757
Extraclassroom funds	3,436	20.670	-	3,436
Deferred revenue	116,766	38,679	(177,020)	155,445
Due to related entity	500,000	177,920	(177,920)	500,000
Current installments on long-term debt	229,736			229,736
Total current liabilities	1,853,633	943,093	(177,920)	2,618,806
Long-term liabilities - long-term debt, excluding				
current installments and net of unamortized	0.752.046			0.752.046
debt issuance costs	9,753,046			9,753,046
Total liabilities	11,606,679	943,093	(177,920)	12,371,852
Net assets:				
Without donor restrictions	8,622,397	271,021	-	8,893,418
With donor restrictions	75,794			75,794
Total net assets	8,698,191	271,021		8,969,212
Total liabilities and net assets	\$ 20,304,870	1,214,114	(177,920)	21,341,064

# Combining Schedule of Activities Year ended June 30, 2022

	BASCS	BASCS II	Eliminations	<u>Total</u>
Change in net assets without donor restrictions:				
Revenue and other support:				
Public school districts:				
Resident student enrollment	\$ 12,156,794	2,933,092	-	15,089,886
Students with disabilities	478,227	125,229	-	603,456
Grants and contracts:				
Federal grants	2,499,053	1,048,247	-	3,547,300
State and local grants	167,769	-	-	167,769
Contributions	661,577	_	-	661,577
Shared services	742,934	-	(742,934)	-
Other income	27,203	9,573		36,776
Total revenue and other support	16,733,557	4,116,141	(742,934)	20,106,764
Expenses:				
Program services:				
Regular education	10,165,566	2,170,473	(222,140)	12,113,899
Special education	957,106	173,100	(9,793)	1,120,413
Other programs	899,212	382,351	(19,868)	1,261,695
Total program services	12,021,884	2,725,924	(251,801)	14,496,007
Supporting services - management and general	2,996,304	1,340,229	(491,133)	3,845,400
Total expenses	15,018,188	4,066,153	(742,934)	18,341,407
Change in net assets	1,715,369	49,988	-	1,765,357
Net assets at beginning of year	6,982,822	221,033		7,203,855
Net assets at end of year	\$ 8,698,191	271,021		8,969,212

#### Schedule of Expenditures of Federal Awards Year ended June 30, 2022

	Assistance Listing	Pass-through Grantor's		Expenditures to
Federal Grantor/Pass-through Grantor Program Title	Number	<u>Number</u>	<u>Expenditures</u>	<u>Subrecipients</u>
U.S. Department of Education: Passed-through NYS Department of Education: Title I Grants to Local Educational Agencies Title I Grants to Local Educational Agencies	84.010 84.010	0021-22-4256 0021-22-5635	\$ 473,756 119,431	- -
Total Title I Grants to Local Educational Agencies			593,187	
Charter Schools Charter Schools	84.282 84.282	0089-21-1040 0089-22-1040	49,950 263,074	<u> </u>
Total Charter Schools			313,024	
English Language Acquisition State Grants	84.365	0293-22-4256	30,098	
Supporting Effective Instruction State Grants Supporting Effective Instruction State Grants Supporting Effective Instruction State Grants	84.367 84.367 84.367	0147-20-4256 0147-22-4256 0147-22-5635	9,958 64,320 16,098	- - 
Total Supporting Effective Instruction State Grants			90,376	<del>_</del>
Student Support and Academic Enrichment Program Student Support and Academic Enrichment Program	84.424 84.424	0204-22-4256 0204-22-4256	30,384 10,000	<u>-</u>
Total Student Support and Academic Enrichment Program			40,384	
COVID-19 Education Stabilization Fund: Elementary and Secondary School Emergency (ESSER) Relief Fund Elementary and Secondary School Emergency (ESSER) Relief Fund Elementary and Secondary School Emergency (ESSER) Relief Fund	84.425D 84.425D 84.425D	5891-21-4256 5890-21-5635 5891-21-5635	803,092 6,604 274,490	-
Total Elementary and Secondary School Emergency (ESSER) Relief Fund			1,084,186	
American Rescue Plan - Elementary and Secondary Emergency Relief Fund (ARP-ESSER) American Rescue Plan - Elementary and	84.425U	5880-21-4256	1,037,494	-
Secondary Emergency Relief Fund (ARP-ESSER)	84.425U	5880-21-5635	358,551	
Total American Rescue Plan - Elementary and Secondary School Emergency Relief Fund (ARP-ESSER)			1,396,045	
Total COVID-19 Education Stabilization Fund			2,480,231	<u>-</u>
Total Passed-through NYS Department of Education			3,547,300	
Total U.S. Department of Education			3,547,300	
Total Expenditures of Federal Awards			\$ 3,547,300	

See accompanying notes to schedule of expenditures of federal awards.

Notes to Schedule of Expenditures of Federal Awards
June 30, 2022

#### (1) Basis of Presentation

The accompanying schedule of expenditures of federal awards presents the activity of all federal awards programs administered by the Buffalo Academy of Science Charter School (the School). Federal awards received directly from federal agencies, as well as federal awards passed through from other government agencies, are included on the schedule of expenditures of federal awards.

#### (2) Basis of Accounting

The information is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

#### (3) Indirect Costs

The School has not elected to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

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

The Board of Trustees Buffalo Academy of Science Charter School Buffalo, New York:

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 <u>Government Auditing Standards</u> issued by the Comptroller General of the United States, the financial statements of Buffalo Academy of Science Charter School (a nonprofit organization) (the School), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to financial statements, and have issued our report thereon dated November 3, 2022.

#### Report on Internal Control Over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School'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 or significant deficiencies may exist that were not identified.

#### Report on Compliance and Other Matters

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

### Purpose of this Report

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

EFPR Group, CPAS, PLLC

Williamsville, New York November 3, 2022

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

The Board of Trustees Buffalo Academy of Science Charter School Buffalo, New York:

#### Report on Compliance for the Major Federal Program

#### Opinion on the Major Federal Program

We have audited Buffalo Academy of Science Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on the School's major federal program for the year ended June 30, 2022. The School's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2022.

#### Basis for Opinion on the Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

#### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of ·contracts or grant agreements applicable to the School's federal programs.

#### Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, <u>Government Auditing Standards</u>, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in
  order to design audit procedures that are appropriate in the circumstances and to test and report
  on internal control over compliance in accordance with the Uniform Guidance, but not for the
  purpose of expressing an opinion on the effectiveness of the School's internal control over
  compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

EFPR Group, CPAS, PLLC

Williamsville, New York November 3, 2022

#### BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL

# Schedule of Findings and Questioned Costs Year ended June 30, 2022

#### Part I. - SUMMARY OF AUDITORS' RESULTS

#### **Financial Statements:** Type of auditors' report issued on whether the financial statements audited were prepared in accordance with GAAP: Statement of Financial Position Unmodified Statements of Activities, Functional Expenses and Cash Flows Qualified Internal control over financial reporting: \_\_\_\_Yes X\_No 1. Material weakness(es) identified? 2. Significant deficiency(ies) identified? Yes X None reported 3. Noncompliance material to financial statements noted? Yes X No Federal Awards: Internal control over major programs: \_\_\_Yes \_X No 4. Material weakness(es) identified? Yes X None 5. Significant deficiency(ies) identified? reported Unmodified Type of auditors' report issued on compliance for the major program: 6. Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a) (Uniform Guidance): \_Yes <u>X</u>No 7. The School's major program audited was: **Assistance Listing** Name of Federal Program Number **COVID-19 Education Stabilization Fund:** Elementary and Secondary School Emergency Relief Fund (ESSER) 84.425D American Rescue Plan - Emergency and Secondary Emergency Relief Fund (ARP-ESSER) 84.425U 8. Dollar threshold used to distinguish between Type A and \$750,000 Type B programs. 9. Auditee qualified as low-risk auditee? Yes X No

# Part II - FINANCIAL STATEMENT FINDINGS SECTION

No reportable findings.

Part III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS SECTION No reportable findings or questioned costs.

## BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL

# Status of Prior Audit Findings Year ended June 30, 2022

There were no audit findings in the prior year financial statements (June 30, 2021).

## **Buttalo Academy of Science Charter School**

			OR 2022-202	3		
		2022 to June				
Please Note: The student enroll	ment data is entered belo	ow in the Enrollmer	nt Section beginning	- C	(2 D)	data in row 10.
		FRUCATION	EDUCATION	OTHER	FUNDRAISING	CENEDAL
	Total Revenue	15,832,594	1,250,496		-	-
	Total Expenses	13,946,112	1,130,478	3-	-	-
Antivo	Net Income al Student Enrollment	1,886,482	120,018	-	-	
	d Student Enrollment	829 829	44			
Total Lar	a Stadent Emoninent	029				
		PF	ROGRAM SERVICES		SUPPORT	SERVICES
		REGULAR	SPECIAL			MANAGEMENT
		EDUCATION	EDUCATION	OTHER	FUNDRAISING	& GENERAL
REVENUE						
REVENUES FROM STATE SOURCES						
Per Pupil Revenue	CY Per Pupil Rate					
District of Location			-1			-
BUFFALO CITY SCHOOL DISTRICT	\$13,308.00	10,785,487	567,657	-	-	- 1
CHEEKTOWAGA CENTRAL SCHOOL DISTRICT	\$11,503.00	194,221	10,222	-	-	-
LACKAWANNA SCHOOL DISTRICT	\$13,581.00	22,931	1,207	2	_	<u>.</u>
CHEEKTOWAGA SLOAN SCHOOL DISTRICT	\$12,701.00	21,445	1,129			7
CLEVELAND HILL SCHOOL DISTRICT	\$12,109.00	20,445	1,076			7
GRAND ISLAND SCHOOL DISTRICT	\$13,647.00	11,521	606			
SWEETHOME SCHOOL DISTRICT	\$13.673.00	11,543	608			*
NIAGARA FALLS SCHOOL DISTRICT	\$12,227.00	10,322	543			
WEST SENECA SCHOOL DISTRICT	\$11,372.00	9,600	505			
WEST SEINES/ASSITIONE DISTRICT	Ψ11,012.00	11,087,516	583,553	-		-
				141		*****
Special Education Revenue			666,943	2	1 <del>7</del> 2	7
Grants						
Stimulus		2,305,201	2	일	120	± "
Other		-	-	22	-	- L
Other State Revenue		-	- 1	일	-1	<u> </u>
TOTAL REVENUE FROM STATE SOURCES		13,392,717	1,250,496	4	·	¥)
REVENUE FROM FEDERAL FUNDING		<u> </u>	2007		190	
IDEA Special Needs		98,614	-	-	-	+
Title I		481,981	7	泰	-	=
Title Funding - Other		107,330	- ₹	Z.	177	7
School Food Service (Free Lunch)		(T)	7	2		-
Grants		51				
Charter School Program (CSP) Planning & Implementati	ion	-		2	-	
Other		and the second		40.	A constitution of the cons	
						- 10

TOTAL REVENUE FROM FEDERAL SOURCES		687,925	-	-	-	-
LOCAL and OTHER REVENUE						
Contributions and Donations, Fundraising		592,300	-	-	-	-
Erate Reimbursement		125,219	-	-	-	-
Interest Income, Earnings on Investments,		-	-	-	-	-
NYC-DYCD (Department of Youth and Community Development	opmt.)	-	-	-	-	-
Food Service (Income from meals)		-	-	-	-	
Text Book		-	-	-	-	
Other Local Revenue		1,034,433	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCE	S	1,751,952	-	-	-	
TOTAL REVENUE		15,832,594	1,250,496	-	-	-
EXPENSES						
ADMINISTRATIVE STAFF PERSONNEL COSTS	Positions					
Executive Management	3.00	380,564	20,030	-	-	
Instructional Management	3.00	307,364	16,177	-	-	
Deans, Directors & Coordinators	5.00	359,526	18,922		-	
CFO / Director of Finance	1.00	93,409	4,916			
Operation / Business Manager	8.00	288,682	15,194		-	
Administrative Staff	11.00	700,074	36,846			
TOTAL ADMINISTRATIVE STAFF	31	2,129,619	112,085	-	-	
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	53.00	2,582,885	-	-	-	
Teachers - SPED	11.00	-	532,414	-		
Substitute Teachers	-	-	-	-		
Teaching Assistants	15.00	423,076	22,267	-		
Specialty Teachers	16.00	786,447	41,392	-		
Aides	-	-	-	-		
Therapists & Counselors	7.00	284,946	14,997	-		
Other Instructional	-	-	-	-	-	
TOTAL INSTRUCTIONAL	102	4,077,354	611,070	-	-	
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	3.00	135,983	7,157	-	-	
Librarian	-	-	-	-	-	
Custodian	10.00	329,094	17,321	-	-	
Security	5.00	122,808	6,464	-	-	
Other Non-Instructional	3.00	164,694	8,668	-	-	
TOTAL NON-INSTRUCTIONAL	21	892,430	46,970	_	-	
SUBTOTAL PERSONNEL SERVICE COSTS	154	7,099,403	770,125	-	-	
PAYROLL TAXES AND BENEFITS						

Fringe / Employee Benefits	1,120,213	58,959	-	-	-
Retirement / Pension	767,348	40,387	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	2,472,385	130,126	-	-	-
TOTAL PERSONNEL SERVICE COSTS	9,571,788	900,251	-	-	
CONTRACTED SERVICES					
Accounting / Audit	152,000	8,000	-	-	-
Legal	19,000	1,000	-	-	-
Management Company Fee	-	-	-	-	-
Nurse Services	4,750	250	-	-	-
Food Service / School Lunch	-	-	-	-	-
Payroll Services	71,250	3,750	-	-	-
Special Ed Services	38,000	2,000	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	
Other Purchased / Professional / Consulting	308,750	16,250	-	-	-
TOTAL CONTRACTED SERVICES	593,750	31,250	-	-	-
SCHOOL OPERATIONS					
Board Expenses	-	-	_	-	_
Classroom / Teaching Supplies & Materials	132,208	6,958	_		
Special Ed Supplies & Materials	102,200	-	_		
Textbooks / Workbooks	117,800	6,200	-	_	
Supplies & Materials other	288,800	15,200	-	_	
Equipment / Furniture	619,046	32,581	-	_	
Telephone	36,100	1,900	-	_	
Technology	172,900	9,100	-	_	
Student Testing & Assessment	-	-	-	-	
Field Trips	-	-	-	-	
Transportation (student)	38,000	2,000	-	-	
Student Services - other	544,730	28,670	-	-	
Office Expense	-	-	-	-	
Staff Development	96,479	5,078	-	-	
Staff Recruitment	-	-	-	-	-
Student Recruitment / Marketing	84,550	4,450	-	-	-
School Meals / Lunch	-	-	-	-	-
Travel (Staff)	14,250	750	-	-	-
Fundraising	-	-	-	-	-
Other School Operations	127,300	6,700		-	-
TOTAL SCHOOL OPERATIONS	2,272,163	119,588	-	-	-
FACILITY OPERATION & MAINTENANCE					
Insurance	148,580	7,820		-	
Janitorial	-	- 1	-	_	
Building and Land Rent / Lease	1,061,150	55,850	-	_	
Repairs & Maintenance	104,500	5,500		-	
Equipment / Furniture2	-	- 1	-	-	_
Equipment / Furniturez	-	-	-	-	

Security2	11,400	600	-	-	
Utilities	182,780	9,620	-		
TOTAL FACILITY OPERATION & MAINTENANCE	1,508,410	79,390	-	-	
DEPRECIATION & AMORTIZATION	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	
TOTAL EXPENSES	13,946,112	1,130,478	-	-	
NET INCOME	1,886,482	120,018	-	-	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED		
District of Location			-		
BUFFALO CITY SCHOOL DISTRICT	804	42	846		
CHEEKTOWAGA CENTRAL SCHOOL DISTRICT	17	1	18		
LACKAWANNA SCHOOL DISTRICT	2	0	2		
CHEEKTOWAGA SLOAN SCHOOL DISTRICT	2	0	2		
CLEVELAND HILL SCHOOL DISTRICT	2	0	2		
GRAND ISLAND SCHOOL DISTRICT	1	0	1		
SWEETHOME SCHOOL DISTRICT	1	0	1		
NIAGARA FALLS SCHOOL DISTRICT	1	0	1		
WEST SENECA SCHOOL DISTRICT	1	0	1		
TOTAL ENROLLMENT	829	44	873		

REVENUE PER PUPIL

EXPENSES PER PUPIL

19,095

16,820

28,655

25,905

	<u>Assumptions</u>
	DEGORI TON O AGGOM TONG TOUGH RESCRIPTIONS WHICH
N.	applicable
TOTAL	
17,083,090	
15,049,144	
2,033,946	
873	
TOTAL	
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11,353,144	
204,443	
24,138	
22,574	
21,521	
12,127	
12,151	
10,866	
10,106	
11,671,069	
666,943	
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2,305,201	
~ ~	
14,643,213	
98,614	
481,981	
107,330	
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592,300	
125,219	
125,219	
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-	
1,034,433	
1,751,952	
17,083,090	
17,000,000	
	List exact titles and staff FTE"s ( Full time eqiuilivalent)
400,594	
323,541	
378,449	
98,325	
303,876	
736,920	
2,241,704	
2,241,704	
2,582,885	
532,414	
-	
481,230	
774,650	
-	
289,800	
4,660,978	
4,000,010	
138,300	
-	
508,700	
124,900	
167,500	
939,400	
7,842,083	
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615,604	

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139,167	
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651,627	
20,000	
38,000	
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573,400	
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101,557	
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2,001,101	
156,400	
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1,117,000	
110,000	
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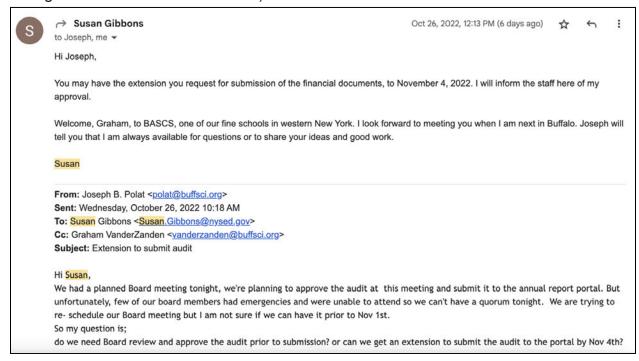
12,000	
192,400	
1,587,800	
	be placed under Cash Flow Adjustment in the renewal application.
15,049,144	
2,033,946	



#### **Buffalo Academy of Science Charter School**

Additional Financial Documents (entry 4C)

1. Advisory and/or Management letter: Our FY22 audit did not include an advisory or management letter (our FY22 audit will be uploaded on Friday, 11/4/22, as per our agreement with Susan Gibbons):



- Federal Single Audit: Our auditors completed a Federal Single Audit. This will be included in our audit submission on Friday, 11/4/22, on pages 20-28.
- 3. CSP Agreed-Upon Procedure Report: This was not required for BuffSci in FY22.
- 4. Evidence of Required Escrow Account for each school:



 Corrective Action Plan for Audit Findings and Management Letter Recommendations: Our audit does not have any findings or management letter recommendations in FY22.



# **Annual Financial Statement Audit Report**

for Board of Regents Authorized Charter Schools

School Name:	Charter School Name	
Date (Report is due Nov. 1):		
Primary District of Location (If NYC select NYC DOE):	-	
If located in NYC DOE select CSD:	e <sup>c</sup>	
School Fiscal Contact Name:	Mike Smith	
School Fiscal Contact Email:		
School Fiscal Contact Phone:		
School Audit Firm Name:	ABC Audit Firm	
AND CONTRACTOR CONTRAC	200001 (1.00 M 100 100 20 M 100 M 10	
School Audit Contact Name:	Joe Smith	
School Audit Contact Email:		
School Audit Contact Phone:		
Audit Period:	-	
Prior Year:	-:	

#### The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

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

ltem	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Form 990	
Federal Single Audit (A-133)	
Corrective Action Plan	

# Charter School Name Statement of Financial Position as of June 30

		-
CURRENT ASSETS		
Cash and cash equivalents	\$ 2,735,799	\$ 1,357,718
Grants and contracts receivable	1,020,493	1,541,675
Accounts receivables	-	-
Prepaid Expenses	104,574	87,399
Contributions and other receivables	· -	-
Other current assets	1,774	119,348
TOTAL CURRENT ASSETS	3,862,640	3,106,140
NON-CURRENT ASSETS		
Property, Building and Equipment, net	\$ 16,224,916	\$ 11,572,861
Restricted Cash	3,436	8,924
Security Deposits	23,158	3,158
Other Non-Current Assets	1,226,914	308,237
TOTAL NON-CURRENT ASSETS	17,478,424	11,893,180
TOTAL ASSETS	21,341,064	14,999,320
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 300,432	\$ 383,534
Accrued payroll, payroll taxes and benefits	1,429,757	840,518
Current Portion of Loan Payable	229,736	28,822
Due to Related Parties	500,000	-
Refundable Advances	-	425,000
Deferred Revenue	155,445	-
Other Current Liabilities	3,436	308,924
TOTAL CURRENT LIABILITIES	2,618,806	1,986,798
LONG-TERM LIABILITIES		
Loan Payable; Due in More than One Year	\$ 9,753,046	\$ 1,198,397
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities		4,610,270
TOTAL LONG-TERM LIABILITIES	9,753,046	5,808,667
TOTAL LIABILITIES	12,371,852	7,795,465
NET ASSETS		
Unrestricted	\$ 8,893,418	\$ 7,128,061
Temporarily restricted	75,794	75,794
Permanently restricted		
TOTAL NET ASSETS	8,969,212	7,203,855
TOTAL LIABILITIES AND NET ASSETS	21,341,064	14,999,320

# Charter School Name Statement of Activities as of June 30

	Unrestricted			Temporarily Restricted		Total		Total
OPERATING REVENUE								
State and Local Per Pupil Revenue - Reg. Ed State and Local Per Pupil Revenue - SPED State and Local Per Pupil Facilities Revenue	\$	15,089,886 603,456	\$	- -	\$	15,089,886 603,456	\$	12,602,071 482,652
Federal Grants		3,547,300		_		3,547,300		- 2,127,869
State and City Grants		167,769				167,769		2,127,803
Other Operating Income		107,703		_		107,705		1,250,000
Food Service/Child Nutrition Program		_		_		_		1,230,000
TOTAL OPERATING REVENUE		19,408,411		_		19,408,411		16,729,593
TOTAL OPERATING REVENUE		19,400,411		-		19,400,411		10,729,595
EXPENSES								
Program Services								
Regular Education	\$	12,113,899	\$	-	\$	12,113,899	\$	10,508,937
Special Education		1,120,413		-		1,120,413		355,573
Other Programs		1,261,695		-		1,261,695		441,815
Total Program Services		14,496,007		-		14,496,007		11,306,325
Management and general		3,845,400		-		3,845,400		2,657,818
Fundraising		-		-		-		-
TOTAL EXPENSES		18,341,407		-		18,341,407		13,964,143
SURPLUS / (DEFICIT) FROM OPERATIONS		1,067,004		-		1,067,004		2,765,450
SUPPORT AND OTHER REVENUE								
Interest and Other Income	\$	36,776	\$	-	\$	36,776	\$	16,025
Contributions and Grants		661,577		-		661,577		338,200
Fundraising Support		-		-		-		-
Investments		-		-		-		-
Donated Services		-		-		-		-
Other Support and Revenue		-		-		-		-
TOTAL SUPPORT AND OTHER REVENUE		698,353		-		698,353		354,225
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$	-	\$	-	\$	-	\$	-
CHANGE IN NET ASSETS		1,765,357		-		1,765,357		3,119,675
NET ASSETS - BEGINNING OF YEAR	\$	7,128,061	\$	75,794	\$	7,203,855	\$	4,084,180
PRIOR YEAR/PERIOD ADJUSTMENTS		-		-		<u> </u>		
NET ASSETS - END OF YEAR	\$	8,893,418	\$	75,794	\$	8,969,212	\$	7,203,855
MEI MOSEIS - END OI TEAN	<del>ب</del>	0,023,410	٧	13,134	٧	0,303,212	<u>ب</u>	7,203,033

# **Charter School Name Statement of Cash Flows**

# as of June 30

	-		-
CASH FLOWS - OPERATING ACTIVITIES			
Increase (decrease) in net assets	\$ 1,765,357	\$	3,119,675
Revenues from School Districts	-		-
Accounts Receivable	-		-
Due from School Districts	-		-
Depreciation	886,037		623,869
Grants Receivable	521,182		(1,307,524)
Due from NYS	-		-
Grant revenues	-		-
Prepaid Expenses	(17,175)		(87,399)
Accounts Payable	(83,102)		237,638
Accrued Expenses	589,239		(247,266)
Accrued Liabilities	-		-
Contributions and fund-raising activities	-		-
Miscellaneous sources	-		-
Deferred Revenue	(289,555)		435,000
Interest payments	-		-
Other	-		(1,250,000)
Other	156,952		240,993
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 3,528,935	\$	1,764,986
CASH FLOWS - INVESTING ACTIVITIES	\$	\$	
Purchase of equipment	(5,538,092)	•	(2,056,886)
Other	-		-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (5,538,092)	\$	(2,056,886)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$	
Principal payments on long-term debt	(72,767)		(4,290,258)
Other	4,378,682		5,933,794
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ 4,305,915	\$	1,643,536
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 2,296,758	\$	1,351,636
Cash at beginning of year	 1,665,955		314,319
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 3,962,713	\$	1,665,955

# Charter School Name Statement of Functional Expenses as of June 30

						-				-
			Program	Services			Supporting Services			
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total	
Personnel Services Costs		\$ \$	<b>S</b>	\$ 5	5	\$	\$ \$		\$	\$
Administrative Staff Personnel	185.00	-	-	-	-	-	2,009,709	2,009,709	2,009,709	-
Instructional Personnel	44.00	6,213,894	794,567	534,838	7,543,299	-	-	-	7,543,299	-
Non-Instructional Personnel	28.00	1,310,840	-	244,648	1,555,488	-	-	-	1,555,488	-
Total Salaries and Staff	257.00	7,524,734	794,567	779,486	9,098,787	-	2,009,709	2,009,709	11,108,496	-
Fringe Benefits & Payroll Taxes		1,122,286	117,321	160,003	1,399,610	-	516,198	516,198	1,915,808	-
Retirement		456,945	42,386	67,290	566,621	-	210,591	210,591	777,212	-
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	105,039	105,039	105,039	-
Accounting / Audit Services		-	-	-	-	-	180,879	180,879	180,879	-
Other Purchased / Professional /		216,257	83,248	19,411	318,916	-	76,347	76,347	395,263	-
Consulting Services										
Building and Land Rent / Lease		-	-	-	-	-	-	-	-	-
Repairs & Maintenance		294,094	14,004	4,499	312,597	-	42,013	42,013	354,610	-
Insurance		122,647	6,119	-	128,766	-	18,647	18,647	147,413	-
Utilities		292,895	13,948	-	306,843	-	41,841	41,841	348,684	-
Supplies / Materials		234,379	-	-	234,379	-	120,634	120,634	355,013	-
Equipment / Furnishings		96,141	-	20,265	116,406	-	-	-	116,406	-
Staff Development		29,451	-	-	29,451	-	-	-	29,451	-
Marketing / Recruitment		-	-	-	-	-	114,720	114,720	114,720	-
Technology		436,338	3,874	-	440,212	-	11,622	11,622	451,834	-
Food Service		-	-	-	-	-	-	-	-	-
Student Services		261,918	-	131,166	393,084	-	-	-	393,084	-
Office Expense		35,712	-	3,625	39,337	-	29,525	29,525	68,862	-
Depreciation		744,272	35,443	-	779,715	-	106,322	106,322	886,037	-
OTHER		208,295	9,503	75,950	293,748	-	261,313	261,313	555,061	_
Total Expenses		\$ 12,076,364	1,120,413	\$ 1,261,695	14,458,472	\$ -	\$ 3,845,400 \$	3,845,400	\$ 18,303,872	\$ -



# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM July 28, 2021

Attending Members: Dr. David Banks, Dr. Mustafa Gokcek, Ms. Ismet Mamnoon, Mrs.

LaShunda Leslie-Smith, Mrs. Betty Jean Grant and Dr. Selcuk

Acar

**Excused Members:** Mr. Bernard Freedman, Mrs. Karen Wallace

Staff Members: Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. Hakan Aktar and

Mrs. Staci A. Cameron

A quorum being present, Ms. Mamnoon called the meeting to order at 5:18 PM.

**MINUTES** from the regular meetings of the Board of Trustees for June 23, 2021 and May 19, 2021 were reviewed.

<u>M.07.28.2021.1</u> Dr. Gokcek moved, seconded by Mrs. Leslie-Smith to approve the minutes of the June 23, 2021 meeting as corrected. Motion carried unanimously.

M.07.28.2021.2 Ms. Mamnoon moved, seconded by Dr. Banks to approve the minutes of the May 19, 2021 meeting as corrected. Motion carried unanimously.

#### INTRODUCTION OF GUEST

Mrs. LaShunda Leslie-Smith of Rochester, NY has a background working with charter schools as a parent and a board member. Mrs. Smith is a prospective candidate for the RocSci BoT membership.

#### **EXECUTIVE DIRECTOR'S REPORT**

- **❖** RocSci updates:
  - > Application to SUNY has been submitted
    - If invited for follow-up interview, school Admin and BoT will be scheduled on August 26 or August 27
    - Continuing community outreach in Rochester while school awaits for SUNY reply
- **❖** Summer School updates:
  - > Summer session is in-person for all grades
  - > High participation, even among high school students

Program is running according to planning, with no major issues to report

#### **CSE Expansion Grant:**

- > Funds from NYS to schools expanding grade spans (after 10/2018)
- > \$1.25M request submitted in application
- ➤ Restrictive grant to be used for curricula development and technology expansion school-wide to include additional pay for supplemental teaching, 2 additional SpEd classrooms, expanded STEM labs and equipment, remodeling at Poplar building

### Villa Maria College Collaboration

> Partnership with the college to bridge the gap for rising seniors to attend and succeed in college

#### **❖** College Success at BuffSci

- > Part of the long-terms strategic plan of the school
- > Examine strategies to increase our alumni's success in college completion
- > Use the BCCC groups to mentor and motivate students to achieve college matriculation
- > Use teachers and other staff members as role models for students
- > Re-establish the academic committee of the BoT
- ➤ Questions to consider:
  - How can we effectively track progress of alumni students once they enter college
  - How do we strengthen the culture to create alumni who matriculate
  - How can we use alumni to share their college experiences and offer peer mentoring with current BuffSci students
- > Additional staff will need to be brought on board to create program hire counselor to work with college-bound students to guide them

# **❖** Director of SEL (Social Emotional Learning)

- > New position created to develop the program to promote positive social-emotional learning in students
- > Mrs. Stephanie Stodolka, MSW has been appointed to the position (former ES Dean of Students)
  - Will manage the social work interns working at the schools
  - Will oversee management of the restorative justice programs school-wide

#### **FACILITIES UPDATES**

#### **Buffalo**

> Facilities cost comparison shared with BoT members

- Cost comparison details BuffSci's building and renovations costs against other similar projects in the region
- Cost comparison shows BuffSci spends approximately \$38 per sq. ft. which is an modest expense in relation to other projects
- > Change Orders list provided to BoT members for review
  - Additional works ordered by the City of Buffalo inspectors to secure certifications and permits
  - Questions to consider for future projects:
    - Improve communication with architect about project prior to applying for funding to anticipate work that may be needed outside of the proposed work scope
    - Assume worst-case scenario in creating budget and scope of works
    - Anticipate the problems that may arise in projects: city codes, zoning codes, construction needs, etc.
    - Consider having a consultant on-board for day-to-day assistance in the initial stages of projects

<u>M.07.28.2021.3</u> Ms. Mamnoon moved, seconded by Mrs. Grant to approve the additional work orders as presented. Motion carried unanimously.

#### Rochester

# 545 Humboldt St. (14610)

Located near city center

On RTA bus line

Move-in ready

Easily accessible to target populations

Well-lit: on a main street

Requires \$20K non-refundable deposit

#### 200 North St. (14605)

Located in highest need neighborhood

On RTA bus line

Easily accessible to target populations

Well-lit; on a main street

In city center

<u>M.07.28.2021.3</u> Ms. Mamnoon moved, seconded by Dr. Banks to approve the deposit for the 545 Humboldt St. property as presented, contingent on Rochester Academy of Science application approval. In addition, approval is given for contract

to purchase if application is approved for school's creation. Motion carried unanimously.

# FINANCIAL UPDATES - Director of Finance Report

- ❖ **Health Insurance** presented for Board to review
  - ➤ Bids were submitted via broker (Northwest) from Univera (current provider), Blue Cross Blue Shield and Independent Health
    - Recommendation is to stay with Univera because they lowered their quote from a 9% increase to a 3% increase (\$15K savings)

<u>M.07.28.2021.4</u> Mrs. Grant moved, seconded by Dr. Banks to approve renewal contract with Universa to provide health insurance for the staff as presented. Motion carried unanimously.

- ❖ Risk Management Insurance presented for Board to review
  - > Bids were submitted via broker from Philadelphia and Great American
    - Provides coverage for buildings, disability, workers compensation, vehicles and board
  - > Recommendation to remain with Philadelphia

<u>M.07.28.2021.5</u> Ms. Mamnoon moved, seconded by Dr. Gokcek to approve renewal of contract with Philadelphia as presented. Motion carried unanimously.

- **CS Business Management** services
  - Outsource financial management pieces offer free resources monthly fee for services
  - > BoT requests other options for comparison and consideration
- Disposal of old school shirts
  - > 700 unused shirts need to dispose
  - > Shirts will be removed from inventory and donated

<u>M.07.28.2021.6</u> Ms. Mamnoon moved, seconded by Mrs. Grant to approve the disposal of shirts as presented. Motion carried unanimously.

- Purchase of New School Shirts
  - > Quotes submitted by Notable (Buffalo), Nickel (Buffalo) and Lotus (NJ)
  - > Recommendation to purchase from Notable, which presented the lowest bid

<u>M.07.28.2021.7</u> Ms. Mamnoon moved, seconded by Mrs. Leslie-Smith to approve the purchase of new school shirts from Notable as presented. Motion carried unanimously.

- ❖ Financial Reports presented for BuffSci and BuffSci II for BoT review and discussion
  - ➤ Balance Sheet Summary
  - ➤ Income Statement (Budget vs. Actual)
  - ➤ Cash Flow Statement Summary
  - ➤ Growth Fund
  - ➤ CSP Grant

<u>M.07.28.2021.8</u> Ms. Mamnoon moved, seconded by Dr. Gokcek to approve the financial report as presented. Motion carried unanimously.

# **ADJOURNMENT**

<u>M.07.28.2021.9</u> There being no further business of the Board, Ms. Mamnoon moved, seconded by Mrs. Grant, to adjourn the meeting at 7:31PM. Motion carried unanimously.

Minutes recorded by Mrs. Staci A. Cameron.

Respectfully submitted,





# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM September 15, 2021

Attending Members: Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty

Jean Grant, Mrs. LaShunda Leslie-Smith Ms. Ismet Mamnoon

and Mrs. Karen Wallace

**Excused Members:** Mr. Bernard Freedman

Staff Members: Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. Douglas Borzynski,

Mr. Hakan Aktar, Mr. Murat Kucukdugenci and Mrs. Staci

Cameron

A quorum being present, Ms. Mamnoon called the meeting to order at 5:15PM.

# PRESENTATION BY STEM COORDINATOR, Doug Borzynski

Overview of STEM program across grades 4-10 In-school and out-of-school programming offered STEM strategic Plan presented Community programs detailed

\*\*Teacher shortage, especially in STEM has posed a challenge to programming but we are searching for creative solutions for finding science/STEM teachers

#### **EXECUTIVE DIRECTOR'S REPORT**

#### Enrollment updates

- > Currently overenrolled at most HS and MS grade levels to compensate for anticipated student loss that traditionally happens at the beginning of a new school year
  - Seats are available in Kindergarten and 1<sup>st</sup> grade

# **School Opening 2021**

- > Overall attendance is good at all grade levels
- > Transportation issues: parents have been hesitant to put their children on the school bus; 50% of parents are picking up/dropping off their children on their own due to COVID concerns

- > COVID cases have occurred in every building: 3 teachers and 4 students have tested positive; 10 students have been quarantined; most teachers have been vaccinated; teaching can revert to online classes, if necessary
- ➤ Hiring is ongoing for 1 HS Science Teacher; search is particularly difficult due to shortage, particularly in science fields
- > Certificate of Occupancy received for 335 Doat, so classes can begin in the building on the first floor
- ❖ COVID PROTOCOLS REVISED to maintain complete alignment with Erie County and NYS Department of Health mandates
  - > Face masks required for all students, staff and visitors to the buildings
  - > Vaccinations encouraged for all staff, especially teachers; if not fully vaccinated daily check-ins will be required
  - ➤ Incentives for all eligible students (aged 12+) to receive vaccinations

<u>M.07.15.2021.1</u> Ms. Mamnoon moved, seconded by Mrs. Leslie-Smith, to approve the revised COVID protocols as presented. Motion carried unanimously.

- **COVID Testing Service Agreement with Grapefruit Testing, LLC** 
  - > Service provides free testing and reporting for students and staff
  - ➤ Use non-invasive rapid testing; results in 15 minutes after swabbing; can do weekly random testing
- ❖ RocSci meeting with SUNY Trustees to discuss application on September 16, 2021; BoT members can attend if they are available

#### FINANCIAL UPDATES - Finance Report by Mr. Hakan Aktar

- Proposals for financial services quotes from Kirisits, CPA (Buffalo) and CSBM (NYC)
  - > Outsourcing for financial compliance services
  - > Recommendation is to contract services with Kirisits CPA due to the lower cost quoted for services, local proximity and existing relationship with the school

<u>M.07.15.2021.2</u> Ms. Mamnoon moved, seconded by Mrs. Grant, to approve the proposal to work with Kirisits, CPA for the provision of financial compliance services and discontinue the use of services from CSBM as presented. Motion carried unanimously.

# FACILITIES UPDATES - Report by Mr. Murat Kucukdugenci

- HR Office/Payroll
  - ➤ Challenges from summer and year-end payrolls being resolved
    - Corrections need to be made to reverse insurance deductions for policies inadvertently billed to employees
  - > Department has grown from 1 FT position to 3 FT positions
- **❖** 335 Doat Street

- > Change orders increasing total cost of project close to \$3M
- ➤ Order #50: upgrade to the fire/sprinkler system necessitated installation of new water lines throughout the building renovations to first floor is complete and ready to open for staff and students; Certificate of Occupancy obtained installation of elevation is ongoing but progressing slowly

#### **❖** Poplar Avenue

- ➤ Bathroom renovations on 3<sup>rd</sup> floor are complete renovations on 2<sup>nd</sup> floor are still in progress
- > Renovation of first floor staff bathrooms may be pushed to next summer
- > Renovations to the parking lot are complete

#### ❖ 89 Clare Street

- > Ceiling tiles and lighting replacement are complete
- ➤ Boiler replacement is in progress and expected to be completed next week
- > Central Office HVAC system installation is complete

# ❖ RocSci Facility @ 545 Humboldt Street (Rochester)

- > Purchase agreement was received and sent to school lawyers for review
- ➤ Closing is set for 30 in order to extend closing deadline, additional deposit of \$10K is needed
- > Options for funding to purchase from CSGF (Charter School Growth Fund), EFF (Civic Builders) and FIF

#### ADDITIONAL BUSINESS

- ❖ Congratulations to Mr. Kucukdugenci for his promotion to Chief Operations Officer as well as his good works done over the summer
- ❖ Congratulations to the management team for their progress on the RocSci application
- ❖ Board retreat needs to be scheduled
- ❖ Follow-up with alumni to find partners for current students for college preparedness and increase the number of successful college graduations

#### ADJOURNMENT

M.07.15.2021.3 There being no further business of the Board, Ms. Mamnoon moved, seconded by Dr. Gokcek, to adjourn the meeting at 6:44 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,



# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM Aug 18, 2021

**Attending Members:** Dr. David Banks, Dr. Mustafa Gokcek, Ms. Ismet Mamnoon, Mrs. LaShunda Leslie-Smith, Mrs. Karen Wallace, Mrs. Betty Jean Grant and Dr. Selcuk Acar

**Excused Members:** Mr. Bernard Freedman,

**Staff Members:** Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. David M. McBride,

Mr. Hakan Aktar

A quorum being present, Ms. Mamnoon called the meeting to order at 5:00 PM.

MINUTES from the regular meetings of the Board of Trustees for July 2021 reviewed.

<u>M.08.18.2021.1</u> Dr. Gokcek moved, seconded by Mrs. Walace to approve the minutes of the July 2021 meeting as corrected. Motion carried unanimously.

#### **EXECUTIVE DIRECTOR'S REPORT**

#### RocSci Application:

- > Majority of this meeting was dedicated to reviewing the RocSci application and getting ready for the Board interview with SUNY Charter School Institute.
- > A summary of the application presented
- > A summary of the market analysis presented
- > Sections of the application were reviewed.

# **Director of Finance Report**

Fraudulent checks reported by the bank, all transactions reviewed and preventative actions taken. The three steps preventative action plan presented. Mr. Hakan, Director of Finance, stated that there is no money lost because of fraudulent activity so far.

#### **ADJOURNMENT**

<u>M.08.18.2021.2</u> There being no further business of the Board, Ms. Mamnoon moved, seconded by Mrs. Wallace, to adjourn the meeting at 7:31PM. Motion carried unanimously.

Respectfully submitted,





# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM October 20, 2021

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs.

LaShunda Leslie-Smith, Ms. Ismet Mamnoon and Mrs. Karen

Wallace

**Excused Members:** Mrs. Betty Jean Grant and Mr. Bernard Freedman

Staff Members: Dr. Joseph B. Polat, Ms. Ginger Ragland, Mrs. Sara Rivers, and

Mr. Murat Kucukdugenci

**Guest:** Karen Burhans

A quorum being present, Ms. Mamnoon called the meeting to order at 5:05PM.

**MINUTES** of the Regular Meeting of the Board of Trustees from September 15, 2021 was presented for review.

<u>M.10.20.2021.1</u> Ms. Mamnoon moved, seconded by Dr. Acar, to approve the minutes of the September 15<sup>th</sup> Regular Meeting of the BoT, as corrected. Motion passed unanimously.

#### PRESENTATION BY SPECIAL EDUCATION COORDINATOR, Sara Rivers

- o Overview of Special Education program across grades K-12
- o Push-in and pull-out services
- o Co-teaching models used at all grade levels
- o 89 Students enrolled in Special Education services
- o Meeting the targets of the corrective action plan 12 weeks of assessment data needed to refer students for services
- o Need for more specialized class sizes to accommodate needs of students requires material revision for the charter draft in progress to present for BoT review in November meeting

\*\*Important to maintain documentation of special education services, referrals to benefit students

#### **INTRODUCTION OF GUEST:** Karen Burhans, Kirisis CPA services

- o Business has been active for 23 years
- o Provide services to 18 charter schools in Buffalo
- o Working with school to prepare for annual audit
- o Assist with back-office support: state aid billings, grants, CFO services
- o Will provide the financial reports to the BoT in future meetings
- o Are able to join Finance Committee meetings

#### **EXECUTIVE DIRECTOR'S REPORT**

- Director evaluation and contract
  - > Documents shared with BoT members
  - > BoT members to complete and present for renewal

# COVID Testing program for school and community

- > Free testing at 100 Poplar in parking lot
- > Rapid testing for students weekly
- \* RocSci approval has been received
  - > Started advertising for school
  - > Working with the common app group to prepare for lottery
  - > Search for facility is ongoing
- T-Shirt sales not much interest from school community to sell off old shirts, so they will be donated
- ❖ Board Retreat planning for November 17, 2021, from 1pm to 7pm

#### FINANCIAL UPDATES

#### **Annual audit due 11/01/2021**

- > Document must be loaded into portal
- > Board resolution presented to grant ED authority to submit the audit reports on behalf of the Trustees, with the approval to be ratified in the November meeting of the BoT
- > School over the single audit threshold (federal expenditures exceeded \$750K) because of CSP grant and CARES Act funding
  - <u>M.10.20.2021.2</u> Ms. Mamnoon moved, seconded by Dr. Gokcek, to approve the resolution for the submission of the draft audit report, pending the approval of the audit report by the finance committee. Motion carried unanimously.
- Charter School Expansion Grant completed and ready for submission. Request for \$802K for supplies and materials, minor remodeling and staff expenses. Prior approval for submission already received.

CRSSA applications submitted last June for BuffSci and BuffSci II have been approved

#### FACILITIES UPDATES - Report by Mr. Murat Kucukdugenci

- **❖ BuffSci II Elementary** (335 Doat Street)
  - Renovations are still ongoing; completion expected by end of November or early December
  - ➤ 180 students in building for students are only using the first floor because construction is taking place on the second floor

#### ❖ BuffSci II HS

- ➤ Currently resides in HS building at 190 Franklin Street
- ➤ Will need a separate building for the upcoming year
- ➤ Recently visited 266 Genesee St (formerly Maritime CS), 63 E. Delavan St (Canisius College Health Science Center) and 101 Hertel Avenue (formerly BPS #51 Blackrock Academy)
- ➤ Viable option is 266 Genesee Street; however, asking price is overvalued Appraisal has been conducted and offer extended to owner via letter of intent at \$2.8M HVAC total replacement estimated at \$230K; renovations estimated at \$2.2M by Picone
- ➤ Financing options are FIF (Civic Builders), EFF (Equitable Facilities Fund) and CSGF (Charter School Growth Fund)
- ➤ May take 5-6 months to close (March-April 2022) which will give 3-4 months for renovations before school is set to open

BoT extends their thanks to the Admin of BuffSci for their hard work and celebrates the accomplishments of the school's expansion and approval for replication in Rochester.

#### **ADJOURNMENT**

<u>M.10.20.2021.3</u> There being no further business of the Board, Ms. Mamnoon moved, seconded by Dr. Gokcek, to adjourn the meeting at 7:00 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,

<sup>\*\*</sup> If possible, arrange a tour of the facility for BoT members as soon as possible





#### BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL

# Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM November 17, 2021

**Attending Members:** 

Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty

Iean Grant, Mrs. LaShunda Leslie-Smith, Ms. Ismet Mamnoon

and Mrs. Karen Wallace

**Excused Members:** 

Mr. Bernard Freedman

**Staff Members:** 

Dr. Joseph B. Polat, Ms. Ginger Ragland, Mrs. LaMonica Harris,

and Mr. Murat Kucukdugenci

**Guest:** 

Lisa Kirisits, Angel Beiter

A quorum being present, Ms. Mamnoon called the meeting to order at 4:25PM.

**MINUTES** of the Regular Meeting of the Board of Trustees from October 20, 2021 was presented for review.

**M.11.17.2021.1** Dr. Gokcek moved, seconded by Mrs. Leslie-Smith, to approve the minutes of the October 20<sup>th</sup> Regular Meeting of the BoT, as presented. Motion passed unanimously.

#### **EXECUTIVE DIRECTOR'S REPORT**

- BuffSci/RocSci updates
  - Original plan was to merge schools once RocSci was approved
  - > Two separate authorizers for the schools:
    - BuffSci/BuffSci II authorized by NYS Board of Regents
    - RocSci authorized by SUNY
  - > Both authorizers need to approve merger; Board of Regents not giving consent
  - > Options for moving forward without merger:
    - Establish a CMO (Charter Management Organization) and manage schools under separate 501(c)(3) numbers and separate Board of Trustees

- Needs approval from both authorizers
- Central office staff would be employed by CMO
- Run schools as separate edcorps
  - BuffSci & RocSci will operate independent of each other
  - Increased operational costs as a result, as cost-sharing will be eliminated
  - Facility purchase will be difficult
- Create a "Friends of" organization to purchase real estate for both schools and use shared services to operate and manage both schools
  - MOU between schools for shared services (insurance, etc.) and central office staff shared services agreement will be drafted between BuffSci and RocSci
  - New organization will be formed with 3 board members and unique 501(c)(3)
  - "Friends" organization will purchase real estate for both schools
  - "Friends" organization holding real estate will have liability and no approval from authorizers is needed

\*\*BoT agrees to begin the process to form a "Friends of" organization to merge BuffSci/BuffSci II and RocSci under the same umbrella. New organization will be created.

#### PRESENTATION BY BUFFSCI II HIGH SCHOOL PRINCIPAL, LaMonica Harris

- Overview of HS program which opened in September
  - ➤ 65 students enrolled currently: 50/50 ratio of female to male students
  - ➤ 11 teachers currently employed for programs, including new college guidance personnel
  - > Group of Social Work interns from local colleges working with students helping to mitigate social-emotional issues that have built up since the COVID pandemic has hit

#### PRESENTATION OF ANNUAL AUDIT (DRAFT), Lisa Kirisits & Associates

- ❖ Audit completed and filed 11/01/2021, as required by authorizer
- Overview of audit report for BoT review
  - ➤ Balance Sheet
  - > Statement of Activities
  - Statement of Functional Expenses
  - Statement of Cash Flows
  - > Notes to Financial Statements

#### FINANCIAL UPDATES

- ❖ Mac Computer Lab in HS Apple Inc., Education
  - > 24 new computers are needed to update lab
  - > Quote received by sole provider of Mac devices: \$34,944
  - > Donation of old devices may be made to another organization in need

<u>M.11.17.2021.2</u> Ms. Mamnoon moved, seconded by Mrs. Wallace, to approve the purchase of 24 iMac devices from Apple Inc. Education, as presented. Motion carried unanimously.

- ❖ Cafeteria Tables at BuffSci Elementary
  - 4 quotes received: W.B. Mason (\$23,285), Hertz (\$24,370), Technotime (\$23,140) and Eaton (\$59,267)

Purchase will be made with lowest vendor, Technotime

❖ Tax Form 990 is being prepared and will be shared in the December BoT meeting

# FACILITIES UPDATES - Report by Mr. Murat Kucukdugenci

- \* BuffSci II HS 266 Genesee Street (formerly Maritime CS)
  - > School's lawyers are drafting a purchase agreement for the property
  - > Price has been negotiated down from the original asking price
  - > Architects are making an assessment of the building; minimal renovations needed because building was already the location of a school
- ❖ RocSci 545 Humboldt Street, Rochester
  - > Agreement has been signed for RocSci to purchase
  - > FIF and Growth Fund are the available financing options for purchase
- \*\* If possible, arrange a tour of the facility for BoT members as soon as possible

#### COVID VACCINATION PROGRAM

BuffSci has an MOU with the International Institute for the school to act as an open, public site to receive vaccination

#### EVALUATION OF EXECUTIVE DIRECTOR

- ❖ Highlights of 2020-2021 academic year shared with BoT
- BuffSci ranked as #1 school in Buffalo
- CSGF grant obtained for 3 years (\$2.2M)
- Cullen Foundation grant obtained for 3 years (\$240K)
- ❖ Terra Foundation grant received to create mobile STEM lab (\$10K)
  - Usually given to teachers
  - ➤ Will be used to teach hands-on robotics and STEM to elementary students
- Opening of BuffSci II
- Charter approval for RocSci
- Full enrollment for BuffSci & BuffSci II
- Portfolio refinance
- ❖ Dr. Polat recognized as Extraordinaire by nationwide charter school forum

#### **EXXECUTIVE SESSION AND ADJOURNMENT**

<u>M.11.17.2021.3</u> Ms. Mamnoon moved, seconded by Mrs. Leslie-Smith, to close the regular meeting of the Board of Trustees and enter Executive Session at 6:02 PM. Motion carried unanimously.

\*All staff and visitor attendees of the meeting exit.

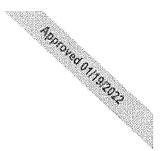
M.11.17.2021.4 By unanimous vote of BoT members, Dr. Polat will be offered a 3-year contract, the terms of which will be reviewed and discussed with the school lawyer, Mr. Andrew Freeman, and then presented to Dr. Polat. Further, consideration for salary increases and feedback on performance will be given to Dr. Polat annually. The contract will include an annual minimal raise of 3.5%, starting July 1, 2022. The BoT retains the option to increase the annual raise to reflect performance and additional responsibilities.

**M.11.17.2021.5** By unanimous vote, the BoT approved a retroactive 10%salary increase to the Executive Director for the period from July 1, 2021, and a bonus of \$10,000 for the period of July 1, 2021 to June 30, 2022, payable before the end of the 2021 calendar year.

M.11.17.2021.6 There being no further business of the Board, Ms. Mamnoon moved, seconded by Dr. Gokcek, to adjourn the meeting at 7:00 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,





#### **BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL**

Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM December 15, 2021

**Attending Members:** 

Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant,

Mrs. LaShunda Leslie-Smith, Ms. Ismet Mamnoon and Mrs.

Karen Wallace

**Excused Members:** 

Dr. Selcuk Acar and Mr. Bernard Freedman

**Staff Members:** 

Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. Hakan Aktar, Mr.

Murat Kucukdugenci and Mrs. Staci Cameron

**Guest:** 

Karen Burhans, Sabriyah Tate

A quorum being present, Ms. Mamnoon called the meeting to order at 5:00PM.

**MINUTES** of the Regular Meeting of the Board of Trustees from November 17, 2021 was presented for review.

<u>M.12.15.2021.1</u> Dr. Gokcek moved, seconded by Mrs. Leslie-Smith, to approve the minutes of the November 17<sup>th</sup> Regular Meeting of the BoT, as corrected. Motion passed unanimously.

#### **INTRODUCTION OF GUEST - Sabriyah Tate**

#### **EXECUTIVE DIRECTOR'S REPORT**

- Relay Teacher Development Program
  - > Partners with school to train individuals wishing to switch careers into teaching from nontraditional paths
- **❖** Outreach & Enrollment
  - ➤ Enrollment process for 2022 has started
  - > Over 300 applications have been received since December 1st when the application opened
    - Approximately 60 applications have been received for RocSci

#### COVID Vaccination Program - update

- > Vaccination clinic is open to students, staff and families at 100 Poplar on Saturday, December 18<sup>th</sup>
- > Clinic open to everyone eligible to receive the vaccine

### Friends Organization & Shared Services

- > SUNY and Board of Regents have approved the plan
- > Draft of shared services agreement is being drafted by school lawyers
- > Tentative name of friends organization: Buffalo-Rochester Academy of Science Schools (BRASS)

#### FINANCIAL UPDATES - Report by Karen Burnhas and Hakan Aktar

- Financial statements for July, August and September 2021 presented for BuffSci only
  - > Total assets, total liabilities and statement of activities were presented
  - Statement narrative included in report
  - > Report for BuffSci II is in progress
- ❖ ARP and ESSER II applications have been approved

#### FACILITIES UPDATES - Report by Mr. Murat Kucukdugenci

- ❖ BuffSci II HS 266 Genesee Street (formerly Maritime CS)
  - > Architect has drafted the scope of work to be posted for bids
- ❖ RocSci 545 Humboldt Street, Rochester
  - > Search for an architect for the project has begun

#### **❖** DBI Projects Company

- > Proposed as the owner's representative for acquisitions and renovations of both buildings
- ➤ Goal is to finish all projects by August 2022
- > DBI was referred by Growth Fund and FIF
- > DBI has extensive experience in representing charters
- > DBI would have no authorization over how any funds are spent
- $\triangleright$  Cost is approximately \$250K  $\Rightarrow$  included in loan finance request

<u>M.12.15.2021.2</u> Ms. Mamnoon moved, seconded by Dr. Banks, to approve the use of DBI as the representative company for acquisitions and renovations of properties for BuffSci and RocSci as presented. Motion carried unanimously.

#### **EXECUTIVE SESSION AND ADJOURNMENT**

<u>M.12.15.2021.3</u> Ms. Mamnoon moved, seconded by Dr. Banks, to close the regular meeting of the Board of Trustees and enter Executive Session at 6:23 PM. Motion carried unanimously.

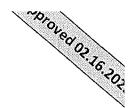
\*All staff and visitor attendees of the meeting exit.

<u>M.12.15.2021.4</u> Ms. Mamnoon moved, seconded by Mrs. Leslie-Smith to approve the 3-year employment contract for Dr. Polat as Executive Director, as presented by the school lawyers. Motion carried unanimously..

<u>M.12.15.2021.5</u> There being no further business of the Board, Ms. Mamnoon moved, seconded by Dr. Banks, to adjourn the meeting at 6:40 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,





# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM January 19, 2022

**Attending Members:** 

Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, and

Mrs. Karen Wallace

**Excused Members:** 

Dr. Selcuk Acar, Mrs. LaShunda Leslie-Smith, Ms. Ismet

Mamnoon and Mr. Bernard Freedman

**Staff Members:** 

Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. Hakan Aktar, Mr. Murat Kucukdugenci, Mr. Adam Rivers, Mr. Justin Scibetta,

Mr. Jason Sullivan and Mrs. Staci Cameron

**Guest:** 

Karen Burhans, Sabriyah Tate

A quorum being present, Dr. Banks called the meeting to order at 6:06 PM.

**MINUTES** of the Regular Meeting of the Board of Trustees from December 15, 2021 was presented for review.

M.01.19.2022.1 Dr. Gokcek moved, seconded by Dr. Banks, to approve the minutes of the December 15<sup>th</sup> Regular Meeting of the BoT, as presented. Motion passed unanimously.

# EXECUTIVE DIRECTOR'S REPORT

# PRESENTATION BY BUFFSCI SCHOOL STAFF - Teachers' Perspective

- ❖ Overview of BuffSci programs from long-time staff members
  - ➤ Jason Sullivan is currently the Guidance Counselor. He has worked at BuffSci for 16 years. This year transitioned from being a History Teacher into the Guidance Department, also with a focus on civic readiness.
  - ➤ Adam Rivers is currently HS Dean of Students. He has worked at BuffSci for 10 years. He started as the Art Teacher; he transitioned into the Dean position four years ago.
  - ➤ Justin Scibetta is currently MS Math Teacher. He has worked at BuffSci for 7 years.
  - > Sullivan, Rivers and Scibetta shared their experiences of working at BuffSci; all expressed the enjoyment of working in a close-knit community; enjoy how

much attention school puts into professional development opportunities for staff; expressed the noticeable changes in school program because of COVID ⇒school focused on ensuring students have supports they need to succeed

\*Kucukdugenci commented that having three staff members representing different areas of the school community to share their experiences shows strength of the school amidst all of the recent changes caused by the pandemic

\*Mrs. Grant asked about how COVID has manifested in the school community, how has it affected students  $\Rightarrow$  Rivers replied that the students are definitely impacted, some negatively; however, they are resilient and persistent and are working through it all  $\Rightarrow$  Scibetta agreed that students are resilient and flexible and are not always overtly expressing the impact COVID is having on them personally  $\Rightarrow$  Sullivan agreed but stated that in the HS, the impact is more nuanced, some challenging behaviors are heightened and the school is working on a project to support the socioemotional needs of the students and to give them a constructive outlet to express how COVID (or other issues) have impacted their lives

#### COVID update

- > Quarantine requirements have been lowered by the CDC to 5 days; so, individuals who test positive are out of school for less time
- > School has received take-home COVID tests and will distribute to families
- > School will implement test-to-stay program
- > School is planning for staff shortages by hiring additional support teachers and substitutes to avoid school closure due to absent teachers
- > Authorization for remote public meetings has been extended

#### NYS Assessments

- > January tests have been canceled; school will administer benchmark exams during "Regents Week"
- > Currently, no change has been made for April exams
- No information has yet been released regarding June exams

#### Internal Testing

- Benchmarks are being prepared
- Checkpoint assessments for MS students are being planned
- ❖ BoT Committees Meetings must be scheduled; dates will be looked at to find best time for members
  - ➤ Academic Committee ⇒ historical data is being compiled to be reviewed and analyzed
  - ➤ Governance Committee ⇒ meeting dates need to be set

➤ Finance Committee ⇒ already meets every month and will continue to do so

# FINANCIAL UPDATES - Report by Karen Burnhas and Hakan Aktar

- Financial statements for November 2021 presented for BuffSci only
  - > Total assets, total liabilities and statement of activities were presented
  - > Statement narrative included in report
  - > Finances look healthy; no unusual variances in budget
    - Balances improved from previous months
    - Net income is positive to budget
    - Reimbursements from CARES Act grants (ESSER II/ESSER III) are delayed
    - Pupil enrollment is favorable to budget: budgeted FTE is 874; actual FTE is 929 to date
    - Additional funds from Buffalo for Students with Disabilities (SWD) may become available at the end of the year

M.01.19.2022.2 Dr. Gokcek moved, seconded by Mrs. Wallace, to approve the financial updates, as presented. Motion passed unanimously.

#### **BUDGET PLANNING**

- In progress for 2022-2023 school year
- ❖ Proposed budgets to be presented in late April/early May
- ❖ Budgets will include staffing for college bridge position
- ❖ Budget to include new position for Director of Talent for talent recruitment
- Budget will increase salary scale to help school stay competitive and retain talent
- ❖ Governor Hochul will be announcing how charters will be funded in the future

#### FACILITIES UPDATES - Report by Mr. Murat Kucukdugenci

- DBI Projects Company
  - > Fully engaged for both Buffalo and Rochester projects
  - > DBI has been given the proposal for the scope of work on properties
- ❖ BuffSci II ES 335 Doat Street
  - $\triangleright$  Certificate of Occupancy has been received  $\Rightarrow$  2nd floor is open for use
  - > Picone Construction is wrapping up work on the building
  - ➤ Elevator installation is still in progress
- \* RocSci 545 Humboldt Street, Rochester
  - > Contract with architect is in effect
  - > Work scope is being drawn up
  - ➤ Local school wants to lease space in building; however, they want to negotiate terms and pricing
- REACH Academy is interested in leasing space on the first floor of the former Maritime building on Genesee Street (Buffalo)

- \*Gokcek: Sublet opportunities are important for the school; allows for the community to have more access to and involvement with the school
- \*Polat: Not all organizations can provide insurance, so this is an aspect we are trying to problem solve
- \*Grant: Buffalo Kwanzaa Committee would like to use BuffSci to host a night of Kwanzaa for the 2022 celebrations; will discuss dates as planning continues
- \*Wallace: Sublet opportunities may exist with local preschools; can provide natural feeder for Kindergarten student recruitment

#### **NEW BUSINESS**

- Niagara University partnership presented by Dr. Gokcek
  - ➤ Social Justice Program looking to partner to provide NU students with cooperative learning opportunities ⇒ will give NU students active field experience and will support BuffSci students' needs
  - > Can provide mentoring and/or work with BuffSci Social Work department

<u>M.01.19.2022.3</u> There being no further business of the Board, Dr. Banks moved, seconded by Mrs. Wallace, to adjourn the meeting at 7:16 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,





#### BUFFALO ACADEMY of SCIENCE CHARTER SCHOOL

Board of Trustees Regular Meeting Minutes
[190 Franklin Street Buffalo, NY 14202]
Virtual Meeting via Zoom
February 16, 2022

Attending Members: Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Mrs.

Karen Wallace, Ms. Ismet Mamnoon

Excused Members: Dr. Selcuk Acar, LaShundra Leslie-Smith, Mr. Bernard Freedman

Staff Members:

Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. Hakan Aktar

Guests:

Karen Burhans, Sabriyah Tate

#### A quorum being present, Ms. Mamnoon called meeting to order at 6:08PM

**MINUTES** of Regular Meeting of the Board of Trustees from February 16, 2022 pending Approval

#### **EXECUTIVE DIRECTOR REPORT**

- Invitation extended to seven students of both Elementary schools to hear their feedback on attending BuffSci . All of the students gave positive responses to board members' inquiries in an enthusiastic manner.
- Dr. Polat provided an update on Little Scientist UPK Program application submitted to BPS, projected to host 56 pre-k students at the Poplar building.
- COVID 19 We received the new Limited Service Laboratory certificate, and placed an order for Test to Stay at home items required [N95 face masks, test kits] from ECDOH. We are following the new guidelines regarding masks and continue to implement preventive strategies,
- Academic Committee meeting held its meeting on February 15<sup>th</sup>, summary presented by Ms. Wallace. Committee will meet quarterly to, be scheduled

#### TEACHER SHORTAGES AND POSSIBLE SOLUTIONS

• Dr. Polat introduced the Relay Program partnership, starting this summer. Have started enrolling possible candidates. This program is specifically designed for uncertified support staff to help them become certified teachers.

- Recruitment From Alumni Dr. Polat stated we are reaching out to alumni to recruit teachers and staff members
- Incentives Dr Polat and team working on incentives program to attract and to maintain existence staff retention
- International Applicants Human Resources department recruiting candidates to address teachers shortage and diversity

#### FINANCE UPDATE

• Monthly financial report presented by Karen Burnhas and Hakan Aktar,

<u>M.02.16.2022.1</u> Ms. Mamnoon moved to approve the report, 2nd by Dr. Gokcek, motion passed unanimously

- FOSS Science Curriculum Mr. Aktar presented quotes for the program. Program will be provided by Delta Education. Since Delta is a sole provider we are not required to obtain 3 quotes. Total cost of the program is \$38,486.00
- 990 presented by Mr. Aktar; reviewed and approved by BoT for submission

**M.02.16.2022.2** Dr. Gokcek moved to approve the 990, seconded by Dr. Banks. Motion carried unanimously.

• Karen Burhans from Kristis gave an update on BPS Clawback Intercept; submitted to state, however there will be a slow review by the State. We are hoping to resolve the case by the end of May.

#### **OPERATIONS-** Report by Mr. Murat Kucukdugenci

- The contract to purchase 266 Genesee facilities was terminated (BuffSci 2 high school). The owners did not allow phase 2 survey regarding the parking lot and few points within the building. The owners did not respond to the extension of the contract and it needed to be terminated.
- Mr. Kucukdugenci provided information regarding plan B for Buffsci2 high school; currently unused space at 190 Franklin will be renovated to add six classrooms to accommodate BuffSci 2 high school for 1 year. We already have previously prepared plans and will be updating them. Lenders, project managers, and our architect are informed
- Mr. Kucukdugenci presented plans for transferring the ownership of current facilities to Brass Inc (Friends Organization). This is necessary to secure funding for BuffSci 2 additional classroom projects and RocSci facility. Transfer of ownership is also recommended as part of reducing BuffSci liabilities.

#### **NEW ITEMS FOLLOWUP**

• Dr. Gokcek brought up the importance of University collaboration (BuffSci)

- Dr. Polat provided information about current affiliation and collaboration with UB as their host site for social work programs and affiliation with Buffalo State and Canisius colleges to host student teachers. BuffSci is also signing affiliation agreement of Relay graduate School of Education
- The utilization of filming proposal at 190 Franklin terminated

<u>M.02.16.2022.3</u> There being no further business of the Board, Ms. Mamnoon moved, seconded by Dr. Banks, to adjourn the meeting at 7:30 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Ginger Ragland.

Respectfully submitted,





# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM March 16 2022

Attending Members: Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Ms. Ismet

Mamnoon, and Mrs. Karen Wallace

**Excused Members:** 

Dr. Selcuk Acar, Mrs. LaShunda Leslie-Smith, and Mr. Bernard

Freedman

**Staff Members:** 

Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. Hakan Aktar, Mr. Murat Kucukdugenci, Mr. Jason Sullivan and Mrs. Staci Cameron

**Guest:** 

Karen Burhans, Sabriyah Tate

A quorum being present, Ms. Mamnoon called the meeting to order at 6:14 PM.

**MINUTES** of the Regular Meeting of the Board of Trustees from February 16, 2022 to be presented in the next meeting.

# BuffSci II (HS) UPDATE - given by Murat Kucukdugenci

- \*Pool area @190 Franklin St will be turned into classroom space to accommodate the BuffSci II students in the fall
- \*DBI Projects created a project budget of \$1.8M to renovate the space
- \*Drawings for the space conversion must be submitted the City of Buffalo for approval
- \*Construction should begin in Mary and will continue until August to be ready for the start for the new school year

#### EXECUTIVE DIRECTOR'S REPORT

- Overview of Admissions Progress
  - ➤ Lottery will take place in a couple of weeks; applications are still being accepted

- ➤ Currently, there are 700 applicants for BuffSci; 342 applicants for BuffSci II; 143 applicants for RocSci
- ➤ Applications received at all grade levels are up from last year, with the exception of 9th grade
  - Recruitment flyers have not been mailed out yet for the 9th grade

#### Staffing Plans

- > Plans are in progress to combat the effects of the teacher shortage and high turnover rate this year
- > School's base salary is low (\$39,500), as prices fro cost-of-living are rising
- > Tuition rates from NYS has not increased so increasing salaries is challenging
- > Proposing to offer a sign-on bonus of \$5K for teachers choosing to return and new teachers for the 2022-2023 school year
  - About \$500K would be needed to pay for all returning teachers
  - Funding source from the Growth Fund
- > Considering cutting the Tuition Reimbursement program and/or portions of after school programming
- > Stipulation of signing bonus will be determined by length of working at the school  $\Rightarrow$  employee must work full year of contract or be required to re-pay the bonus

#### \* Summer School

- > Funding will come from the SRP and ESSER grants to run the summer program
- > Planning for summer is in progress in all school buildings

#### **❖** Board Committees

- > Governance and Academic committees are meeting quarterly
- > Next meetings for both are in April
- > Other Board committees still need to schedule meetings

#### COVID Cases

- ➤ In general, there is a reduction in the number of cases reported among staff and students
- No new cases have been reported recently
- > NYS mask mandate has been lifted so staff and students will no longer have to wear masks

#### FINANCIAL UPDATES - Report by Karen Burnhas and Hakan Aktar

- Financial statements for January 2022 presented for BuffSci
  - > Staff and enrollment FTEs are ahead of budget
  - > Total assets, total liabilities and statement of activities were presented

- Statement narrative included in report
  - State Aid, Special Education, Federal Grants and CARES Act grants reviewed
  - Reclassifications made to budgeted salaries
  - Summer school for 2021 was over budget
  - Final draw-downs for construction projects are complete
- > Bottom line of finance is in the black; however, it is over budget
  - 19 districts have been billed  $\Rightarrow$  still waiting for some of the reimbursement funds to be sent
  - Spending is reduced since the fall months
- ❖ Financial statements for January 2022 presented for BuffSci II
  - > Staff and enrollment FTEs are somewhat unfavorable to budget
  - ightharpoonup Federal Aid  $\Rightarrow$  reimbursement has been received  $\Rightarrow$  last year of the CSP grant
  - ➤ Net income is favorable to budget ⇒ slow reimbursements from districts for per-pupil funding
    - Thorough documentation of budget will be made to explain the variance and shared expenses in the budget
    - Allocations will be streamlined for shared expenses
    - Budget combination for BuffSci and BuffSci II is in progress

<u>M.03.16.2022.1</u> Ms. Mamnoon moved, seconded by Dr. Gokcek, to approve the financial updates, as presented. Motion passed unanimously.

#### **BUDGET PLANNING**

- Cash forecast has been requested by the Charter School Growth Fund
- Creation of the forecast is in progress  $\Rightarrow$  will be a projection through June 30, 2022

**SINGLE AUDIT** is required because federal expenditures exceeded \$700K; draft presented to BoT for review and discussion

- Audit discovered no findings
- ❖ Audit discovered no material weaknesses
- ❖ Audit must be filed by March 31, 2022

M.03.16.2022.2 Ms. Mamnoon moved, seconded by Dr. Banks, to approve the financial audit, as presented. Motion passed unanimously.

#### RocSci BANK ACCOUNT - Key Bank Account to be opened

Need authorizers for the account: Ms. Mamnoon, Dr. Gokcek and Dr. Polat will serve as authorizers for the new account

<u>M.03.16.2022.3</u> Ms. Mamnoon moved, seconded by Mrs. Grant, to approve the opening of the RocSci bank account at Key Bank with Ms. Mamnoon, Dr. Gokcek and Dr. Polat as the approved authorizers, as presented. Motion passed unanimously.

❖ Line of credit will be opened up⇒ start-up grant funding release has been delayed

#### FACILITIES UPDATES - Report by Mr. Murat Kucukdugenci

- RocSci 545 Humboldt Street, Rochester
  - There is a small secondary building on the property that can be rented out for use by other organizations
  - ➤ As a part of the due diligence process, an environmental study of the property has been conducted ⇒ required by lenders prior to the school opening ⇒ survey discovered an underground heating oil tank between St. John the Evangelist Church and school that needs to be remediated ⇒ cost is expected to be between \$20K and \$40K
    - 50/50 cost sharing for remediation  $\Rightarrow$  limit total cost to \$110K
    - anything in excess of \$50K to be covered by the church
      - Is there any soil contamination? (Grant)
      - Need to ensure that the school building will be useable after the remediation of the oil tank (Gokcek)
      - Searching for another option for the school if the property isn't going to be ready for the fall opening (Polat)
- ❖ Transfer of the ownership of the current facilities must be made to BRASS, Inc (Buffalo-Rochester Academies of Science Schools)
  - Process may take up to 4 weeks
  - New appraisals of all properties must be obtained prior to transfer

#### **NEW BUSINESS**

- **❖** Pre-K Program Application Update
  - > Site visit is done
  - > 54-student capacity at Poplar Ave and Clare St buildings
  - > Process is pending

#### **ADJOURNMENT**

M.03.16.2022.4 There being no further business of the Board, Ms. Mamnoon moved, seconded by Dr. Banks, to adjourn the meeting at 7:05 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,





# BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes [190 Franklin Street, Buffalo, NY 14202] Virtual Meeting via ZOOM April 27, 2022

Attending Members: Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Mrs.

LaShunda Leslie-Smith and Mrs. Karen Wallace

**Excused Members:** 

Dr. Selcuk Acar, Ms. Ismet Mamnoon,, and Mr. Bernard Freedman

**Staff Members:** 

Dr. Joseph B. Polat, Ms. Ginger Ragland, Mr. Hakan Aktar, Mrs.

Stephanie Stodolka and Mrs. Staci Cameron

Guest:

Lisa Kirisits, Karen Burhans

A quorum being present, Mrs. Grant called the meeting to order at 6:06 PM.

**MINUTES** of the Regular Meeting of the Board of Trustees from February 16, 2022 and March 16, 2022 were presented for review.

M.04.27.2022.1 Mrs. Grant moved, seconded by Dr. Gokcek, to approve the minutes of the March 16<sup>th</sup> Regular Meeting of the BoT, as corrected. Motion passed unanimously.

M.04.27.2022.2 Mrs. Wallace moved, seconded by Dr. Banks, to approve the minutes of the February 16<sup>th</sup> meeting as corrected. Motion passed unanimously.

#### **EXECUTIVE DIRECTOR'S REPORT**

- ♦ Overview of SEL (Social-Emotional Learning) Program given by SEL Director, Stephanie Stodolka
  - ❖ Mrs. Stodolka has been a licensed Social Worker for 13 years
  - ❖ 2021-2022 year is the first year for the SEL program implementation at BuffSci/BuffSci II
  - Social Workers and SW Interns provide services to students throughout the day

15-20 interns through all buildings; completing field work for college course fulfillments

Anticipate hosting 20-25 interns for 2022-2023 academic year

SW maintain complete documentation of all services provided: mediation, collaboration with outside organizations (referrals, consultations), interventions, crisis de-escalation, group meetings, counseling

Support has increased due to growth in suicide ideations and attempts since the onset of the pandemic

Tiered interventions to ensure students are successful

SEL component added to report cards to increase communications of progress/concern with parents

Completing Grand Rounds

Resource providers meet with students to give them information about available programs helps to connect students to the correct community services

MSW students hired after graduation

Smooth transition, as MSW graduates are familiar with BuffSci culture and students

#### ❖ Enrollment

- ➤ Lottery took place April 6th
- > Offers have gone out to those chosen in the lottery
- > Acceptances are being returned and paperwork is being completed in short turnaround
- Most acceptances have completed enrollment process to be ready for the fall

#### Universal Pre-K

- ➤ Authorization has been granted by BPS applied for 3 classrooms; however, 1 classroom was approved
- ➤ Long-term goal is to have 3 Pre-K classrooms per elementary school => maximum of 18 students per class
- > Program name is "Little Scientists"

#### NYSED Annual Visit

> Scheduled for May 10<sup>th</sup>

➤ Visit is the annual check-in for State representatives to meet with Admin and do classroom visits

#### **❖** Governance Committee

> BoT is reviewing policies by Department

### Open Meeting Law - updates

- > Virtual meeting permissions end in July
- > Rules for virtual participation by Board members must be defined in by-laws to explain the continuation of meetings not held in person (ex. Extreme weather conditions, out-of-town membership, etc.)

### FINANCIAL UPDATES - Report by Lisa Kirisits, Karen Burnhas and Hakan Aktar

- ❖ Financial statements for February 2022 presented for BuffSci and BuffSci II and combined budget for shared services
  - BuffSci II has reimbursements due, but not yet paid
  - > Total assets, total liabilities and statement of activities were presented
  - Statement narrative included in report
    - State Aid, Special Education, Federal Grants and CARES Act grants reviewed
    - Stand-alone and combined balance sheets reviewed
    - Cash flow report (forecast) shared goal is to get 45 days cash on-hand at year end

<u>M.04.27.2022.3</u> Mrs. Grant moved, seconded by Dr. Gokcek, to approve the financial updates, as presented. Motion passed unanimously.

### Closing Secure Line of Credit at KeyBank

- > Was previously required but is no longer needed
- > Elimination of line will remove item from liabilities
- > Enough cash is available to cover expenses that would have incurred the use of the line of credit

M.04.27.2022.4 Mrs. Leslie-Smith moved, seconded by Dr. Banks, to approve the closing of the credit line at KeyBank, as presented. Motion passed unanimously

#### **OPERATIONS**

- New Zoom Phone system installed throughout schools
- Small opening ceremony for 335 Doat St. scheduled for June 2, 2022
- Ownership transfer of current properties must be made to BRASS, Inc
  - > Board had positive preliminary meeting with Civic Builders
  - > Rent schedule will be presented
  - > Board will vote once the paperwork has been finalized

#### **ADJOURNMENT**

<u>M.04.27.2022.5</u> There being no further business of the Board, Dr. Gokcek moved, seconded by Dr. Banks, to adjourn the meeting at 7:33 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,

Dr. Mustafa Gokcek Board of Trustees Secretary





### BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL Board of Trustees Regular Meeting Minutes 190 Franklin Street, Buffalo, NY 14202 SPECIAL Virtual Meeting via ZOOM May 5, 2022

**Attending Members:** 

Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant,

Mrs. LaShunda Leslie-Smith and Ms. Ismet Mamnoon

**Excused Members:** 

Dr. Selcuk Acar, Mr. Bernard Freedman, and Mrs. Karen Wallace

**Staff Members:** 

Dr. Joseph B. Polat, Ms. Ginger Ragland, and Mr. Murat

Kucukdugenci

**Guest Attendees:** 

Tomasso Briatico and Thomas Bennington, DBI Projects

A quorum being present, Ms. Mamnoon called the meeting to order at 6:06PM.

#### **EXECUTIVE DIRECTOR'S REPORT**

- **❖** Pool In-Fill Project
  - > Construction needs to begin at 190 Franklin St to convert the pool area into six classrooms for BuffSci II HS students
  - ➤ Time sensitive project ⇒ construction will take approximately 3.5 months; estimated to conclude in mid-August, just in time for the start of school
  - > General contractor needs to be selected so that construction can begin
  - > Bids obtained from 3 local companies:
    - RP Oakhill \$1,203,785
    - Peyton Barlow \$1,139,785
    - Picone Construction \$1,184,887
  - ➤ All bids within close range to project proposed budget (\$1,156,858) ⇒ indicates that all companies understand the scope of work needed to complete the project
    - Each contractor was called individually to discuss the project as outlined in the drawings and specifications submitted by Tomasso Briatico Architects, as well as the schedule we need to maintain

BoT members want to ensure that whichever company is chosen to be the general contractor will abide by the stipulation to have at least 25% of the workforce come from the MBWE local community  $\Rightarrow$  condition can be written into the contract and project manager can help to ensure that the contractor honors the terms to include diversity and promote equity in their service.

BoT inquired whether or not there was a recommended vendor for the project. Mr. Kucukdugenci shared with the BoT that BuffSci has worked with both Picone and Peyton Barlow but had no experience with RP Oakhill. All three companies are well reputed; recommendation is for BoT to approve Peyton Barlow as the general contractor.

DBI Projects will act as the project manager of the project once the general contractor is chosen and begins work. DBI will liaise with all parties (school, contractor, lendor and architect) to provide on-site assistance with field issues, reviewing contracts and the bid process. They will be the catchall to help the project be as successful as possible. They will negotiate with contractors to ensure that protections are written into the contract to prevent the issuance of unnecessary change orders during the course of the project.

M.05.05.2022.1 Mrs. Leslie-Smith moved, seconded by Mrs. Grant, to approve Peyton Barlow as the General Contractor for the pool in-fill project with the contingency that they are able to meet the requirement for the use of at least 25% MWBE workers for the duration of the project. Motion carried unanimously.

#### **ADJOURNMENT**

<u>M.05.05.2022.2</u> There being no further business of the Board, Ms. Mamnoon moved, seconded by Dr. Gokcek, to adjourn the meeting at 6:48 PM. Motion carried unanimously.

Minutes transcribed by Mrs. Staci A. Cameron.

Respectfully submitted,

Dr. Mustafa Gokcek Board of Trustees Secretary



### May 25, 2022 at 6 pm



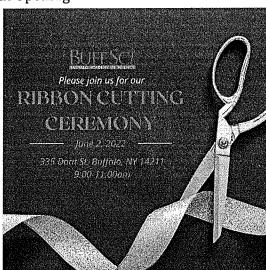
Join Zoom Meeting ID: 7719171393

#### **AGENDA**

- I. Call to Order/Attendance
- II. Minutes BuffSci-20220427 BuffSci Spec-20220505 RocSci-20220427 VOTE
- III. General Session

### A. Executive Director's report

- a. Buffalo mass shooting
  - i. Social work and counseling services
  - ii. School safety measures
- b. Enrollment and applications presentation, Kortni
- c. UPK updates
- d. State visit updates May 10th
- e. End of year events:
  - i. High School Graduation (June 24th at 1pm, ECC North Campus)
  - ii. 335 Doat Opening



f

i. 4th grade moving up day and K graduation - June 22nd

- ii. 8th grade graduation June 24th @ 9am
- iii. Admin retreat
- g. Policy updates
  - i. Governance policies and virtual meetings VOTE
  - ii. Purchasing policy update to include women/minority business **VOTE**
- h. Academic committee updates
- i. RocSci name conflict with Rochester Academy of Science

#### B. Finance

- a. Financial reports BuffSci VOTE
- b. Draft Budgets
- c. Updates from last meeting
  - i. RocSci Draw Note
  - ii. BuffSci line of credit closure
  - iii. Bill.com for accounts payable

### C. Operations

- a. Hirings and contracts for 2022-23
- b. Resolution for the project of construction and refinance
- c. Facility updates
  Pool project BuffSci

### V. Adjournment VOTE

## Disclosure of Financial Interest by a Current or Former Trustee

Tr	Trustee Name: David J. Banks				
	Name of Charter School Education Corporation:  Buffalo Academy of Science Charter School				
	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).				
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation?  Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.				
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?  Yes No  If Yes, please describe the nature of your relationship and if the student could benefit from your participation.				

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	☐ Yes    No
	If <b>Yes</b> , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Signature Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

## Disclosure of Financial Interest by a Current or Former Trustee

Tr	Frustee Name:				
	Mustafa Gokcek				
Na	ame of Charter School Education Corporation:				
	Buffalo Academy of Science Charter School				
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).				
	Secretary				
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation?				
	Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.				
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any				
	student currently enrolled in a school operated by the education corporation?				
	□ Yes    No				
	If <b>Yes</b> , please describe the nature of your relationship and if the student could benefit from your participation.				

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	If <b>Yes</b> , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
08/2015-	Teacher	Did not participate in any	Hulya Gokcek- spouse

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.





07/31/2022

### Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

## Disclosure of Financial Interest by a Current or Former Trustee

Tr	Trustee Name:					
	Betty Jean Grant					
Na	Name of Charter School Education Corporation:					
	Buffalo Science Academy Charter School					
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  Board member					
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation?  Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.					
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?  Yes No  If Yes, please describe the nature of your relationship and if the student could benefit from your participation.					

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	If <b>Yes</b> , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

**6.** Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Betty Jean Grant (Jul 27, 2022 17:08 EDT)

Signature

07/27/2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

## Disclosure of Financial Interest by a Current or Former Trustee

Tr	ustee Name:
	LaShunda Leslie-Smith
Na	ame of Charter School Education Corporation:
	Buffalo Academy of Science
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
	Trustee
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation?  Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?  Yes No  If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	Yes No
	If <b>Yes</b> , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Page **2** of **5** 

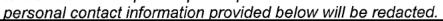
6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to

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

Steps taken to avoid conflict of interest	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Approximate value of the business conducted	Nature of business conducted	Organization conducting business with the school(s)

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The





07/26/2022

Signature

Date

Acceptable signature formats include:

- · Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

# Disclosure of Financial Interest by a Current or Former Trustee

Tr	ustee Name:
	of Charter School Education Corporation:  Buffalo Academy of Science Charter School  t all positions held on the education corporation Board of Trustees ("Board") g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  Chair of the Board, representative of the Board on the Finance committee  e you related, by blood or marriage, to any person employed by the school for education corporation?  Yes No  es, please describe the nature of your relationship and the person's sition, job description, and other responsibilities with the school.
	Are you related, by blood or marriage, to any person employed by the school and/or education corporation?  Yes No
Na	ame of Charter School Education Corporation:
	Charter School Education Corporation:  Buffalo Academy of Science Charter School  I positions held on the education corporation Board of Trustees ("Board") chair, vice-chair, treasurer, secretary, parent representative, etc.).  Chair of the Board, representative of the Board on the Finance committee  ou related, by blood or marriage, to any person employed by the school reducation corporation?  Yes No please describe the nature of your relationship and the person's on, job description, and other responsibilities with the school.  ou related by blood, or marriage, or legal adoption/guardianship to any not currently enrolled in a school operated by the education corporation?  Yes No s, please describe the nature of your relationship and if the
1.	
	Chair of the Board, representative of the Board on the Finance committee
2.	and/or education corporation?
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?
	If <b>Yes</b> , please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	Yes No
	If <b>Yes</b> , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

**6.** Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
,				

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07/25/2022

### Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

## Disclosure of Financial Interest by a Current or Former Trustee

Tr	rustee Name:				
	Karen Wallace				
Na	me of Charter School Education Corporation:				
	Buffalo Academy of Science Charter School				
1.	List all positions held on the education corporation Board of Trustees ("Board")				
	(e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).				
	Trustee Representative				
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation?				
	Yes No				
	If <b>Yes</b> , please describe the nature of your relationship and the person's				
	position, job description, and other responsibilities with the school.				
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any				
	student currently enrolled in a school operated by the education corporation?				
	□ Yes   No				
	If <b>Yes</b> , please describe the nature of your relationship and if the				
	student could benefit from your participation.				

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
_	Are you a next current or propositive employee of the charter school
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	☐ Yes ☑ No
	If <b>Yes</b> , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

✓ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation <a href="mailto:and">and</a> in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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07/26/2022

Signature Date

Acceptable signature formats include:

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF



### CITY OF BUFFALO BUREAU OF FIRE PREVENTION

65 Niagara Square, Room 321 City Hall Buffalo, New York 14202 716-851-5707 EXT- 752 • FAX: 716-851-4680



Department of Fire

August 9, 2021

RE: Certificate of Fire Inspection for:

BUFFALO ACADEMY OF SCIENCE SCHOOL 89 CLARE ST BUFFALO, NY 14206

To Whom It May Concern;

An inspection was conducted at **89 CLARE ST.** by a member of the City of Buffalo Bureau of Fire Prevention.

**BUFFALO ACADEMY OF SCIENCE SCHOOL** was found to be in compliance with the Fire Code of New York State and Fire Ordinance of the City of Buffalo.

All mechanical systems, wiring and equipment at the structure should be inspected by a qualified, certified/licensed individual to insure proper installation, venting and operation.

Sincerely,

**BUFFALO FIRE DEPARTMENT** 

LT. MARVIN SPATES

BUREAU OF FIRE PREVENTION



Department of Fire

### CITY OF BUFFALO BUREAU OF FIRE PREVENTION

65 Niagara Square, Room 321 City Hall Buffalo, New York 14202 716-851-5707 EXT- 752 • FAX: 716-851-4680



August 9, 2021

RE: Certificate of Fire Inspection for:

BUFFALO ACADEMY OF SCIENCE SCHOOL 190 FRANKLIN ST BUFFALO, NY 14202

To Whom It May Concern;

An inspection was conducted at **190 FRANKLIN ST.** by a member of the City of Buffalo Bureau of Fire Prevention.

**BUFFALO ACADEMY OF SCIENCE SCHOOL** was found to be in compliance with the Fire Code of New York State and Fire Ordinance of the City of Buffalo.

All mechanical systems, wiring and equipment at the structure should be inspected by a qualified, certified/licensed individual to insure proper installation, venting and operation.

Sincerely,

**BUFFALO FIRE DEPARTMENT** 

LT. MARVIN SPATES

BUREAU OF FIRE PREVENTION



### CITY OF BUFFALO BUREAU OF FIRE PREVENTION

65 Niagara Square, Room 321 City Hall Buffalo, New York 14202 716-851-5707 EXT- 752 • FAX: 716-851-4680



Department of Fire

August 9, 2021

RE: Certificate of Fire Inspection for:

BUFFALO ACADEMY OF SCIENCE SCHOOL 100 POPLAR AVE BUFFALO, NY 14211

To Whom It May Concern;

An inspection was conducted at **100 POPLAR AVE.** by a member of the City of Buffalo Bureau of Fire Prevention.

**BUFFALO ACADEMY OF SCIENCE SCHOOL** was found to be in compliance with the Fire Code of New York State and Fire Ordinance of the City of Buffalo.

All mechanical systems, wiring and equipment at the structure should be inspected by a qualified, certified/licensed individual to insure proper installation, venting and operation.

Sincerely,

**BUFFALO FIRE DEPARTMENT** 

LT. MARVIN SPATES

BUREAU OF FIRE PREVENTION



## CITY OF BUFFALO

## Certificate of Occupancy

#### Certificate No.:

In accordance with the appropriate laws of the State of New York and/or the Ordinances of the City of Buffalo the structure(s) located at 241 ONEIDA AKA 89 CLARE, Buffalo, New York, having been inspected and found to conform substantially to applicable laws, ordinances, rules or regulations, said structure(s) is hereby certified for occupancy. This certificate is issued subject to the limitation herein specified and is valid until revoked unless automatically voided by the conditions set forth on the reverse side of this certificate.

Date Issued:

09/01/2017

Total Occupancy: CHARTER SCHOOL

No. Units: 1 No. Stories: 2 Building Type: IIB FIRE RESISTIVE No. Rooms: N/A

Construction: FIRE RESISTIVE

Class: E

Zoning District: N-3R Smoke Detectors: Y

Carbon Monoxide Detectors: Y

Permit No: N/A

Permit Date: N/A

Receipt No: N/A

Inspector: JOSEPH SACCO

Date Inspected: 08/19/2017

BUILDAGE USAGE: CHARTER SCHOOL

Story

Use

Basement:

1st Floor:

2nd Floor:

\*PREVIOUS CERTICATE OF OCCUPANCY WAS ISSUED BY NEW YORK STATE **EDUCATION DEPARTMENT AND EXPIRED ON 1/1/2016\*** 

SEE REVERSE SIDE

### THIS CERTIFICATE IS NULL AND VOID IF:

- 1. This certificate is altered in any manner. There shall be no additions, deletions or unauthorized changes in the occupancy or use of the structure noted on the certificate at the time of issue.
- 2. Any substantial violation(s) of law or ordinance is found to exist subsequent to issuance of the certificate; i.e., continued compliance is required.

NOTE: Certificate issued for multiple dwellings shall be renewed every three years after the date of issue.

### CITY OF



### Certificate of Occupancy

Certificate No: 18395

In accordance with appropriate laws of the State of New York and/or the Ordinances of the City of Buffalo the structure(s) located at 180 FRANKLIN Buffalo, New York, having been inspected and found to conform substantially to applicable laws, ordinances, rules or regulations, said structure(s) is hereby certified for occupancy. This certificate is issued subject to the limitations herein specified and is valid until revoked unless automatically voided by the conditions set forth on the reverse side of this certificate.

Date Issued: 07/12/2007

Commissioner of Economic Development, Permit and Inspection Services

Total Occupancy: 3 STORY CHARTER SCHOOL

No. Units: 1

No. Stories: 3

No. Rooms: 0

Building Type: 2A

Zoning Use Dist: C3

Smoke Detectors: EL 5/21/2007

Construction: NON COMB Class: NYSUBC TITLE 19 E 3 STORY CHARTER SCHOOL

Application Codes:

MDL Law: N

City Ordinance: N

Zoning Ordinance: Y

NYSUBC (9): Y

Permit No: 94905

Permit Date: 8/2/2006 Receipt No: 18395

Date Inspected: 5/22/2007 Inspector: MICHAEL MUSCARELL

Building Codes:

**Building Usage** 

Story

MECHANICALS, STORAGE, 3 CLASSROOMS

BASEMENT FIRST

LUNCHROOM, OFFICES, CLASSROOMS, BATHROOMS, LOCKEROOMS (PO

SECOND

BATHROOMS, GYM, CLASSROOMS

THIRD

DATHROCMS, CLASSROOMS & ASSEMBLY

Notes: POOLIVIEWING AREA NOT USED

SEE REVERSE SIDE



## CITY OF BUFFALO

### Certificate of Occupancy

Conditional Certificate No.: 202245

In accordance with the appropriate laws of the State of New York and/or the Ordinances of the City of Buffalo the structure(s) located at <u>437 DOAT</u> Buffalo, New York, having been inspected and found to conform substantially to applicable laws, ordinances, rules or regulations, said structure(s) is hereby certified for occupancy. This certificate is issued subject to the limitation herein specified and is valid until revoked unless automatically voided by the conditions set forth on the reverse side of this certificate.

Date Issued: 09/06/2019

James Consessor of Permit and Inspection Services

No. of Units: 1 No. of Stories: 4 Building Type: 1A NONCOMBUSTIBLE PROTECTED

Construction: NONCOMBUSTIBLE

Class: E

Zoning District: N-3R

Sprinkler: NO

Smoke Detectors: YES

Carbon Monoxide Detectors: YES

Permit No: GC19-9477084

Permit Date: 06/20/2018

Inspector: TRENT MUGGLETON

Date Inspected: 09/05/2019

DESCRIPTION: FOUR (4) STORY MASONRY SCHOOL

COMMERCIAL SPACE: NA

Story

Use

**Basement:** 

1st Floor:

2nd Floor:

3rd Floor:

4th Floor:

#### CONDITIONS:

- OLD HEATING SYSTEM TO BE USED UNTIL NEW HVAC SYSTEM COMPLETE
- GYM AND AUDITORIUM TO BE USED FOR STORAGE ONLY UNTIL NEW HVAC SYSTEM COMPLETE
- 4<sup>TH</sup> FLOOR NOT TO BE OCCUPIED

SEE REVERSE SIDE

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Report Card	Early Release Day for Students	

