

# Application: Buffalo Academy of Science Charter School

Joseph Polat - polat@buffsci.org  
Annual Reports

## Summary

**ID:** 0000000280  
**Status:** Liaison Review  
**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Jan 14 2021

### [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 2019-20 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) before 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, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 140600860861

**a1. Popular School Name**

BuffSci

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

BUFFALO CITY SD

**d. DATE OF INITIAL CHARTER**

1/2004

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2004

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

MISSION STATEMENT

Buffalo Academy of Science Charter School (BuffSci) is a tuition-free, college preparatory public charter K-12 school in Buffalo, NY whose mission is to fulfill the high demands of Grades K-12 students, their parents, and the community as a whole: 1) Provide an excellent academic experience with emphasis on science, technology, engineering, and mathematics (STEM) for students to excel in any field of study, 2) Provide a rigorous, innovative, challenging, and enhanced curriculum focused on preparing students to attend the college or university of their choice, 3) Prepare students for college from a community who are not served successfully by public education and cannot afford private education services, 4) 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 5) 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 (Briefly 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, wide selection of technology electives, STEM-infused academic enrichment and after-school projects, industry applications, science fairs, science Olympiads, coding camps, hackathons, etc.
	Data Driven Decision Making

KDE 2	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 review of assessments
KDE 3	<p>Six Point Plan</p> <p>a) setting up a culture of excellence: academic proficiency for all, college for all, high-quality teaching techniques, role modeling, character education, parent-student-teacher triad, multicultural competence</p> <p>b) articulating the curriculum: standards-aligned rigorous academic instruction, standards-aligned assessments that match curriculum/curriculum, strong STEM integration and use of technology</p> <p>c) ensuring best practice: Gradual Release of Responsibility, differentiated learning/Universal Design Learning (grade-level content at reading/English language levels of students: equitable access to knowledge), use of leveled texts based on reading/English language assessments, teaching for transfer, high-quality teaching strategies, high-quality teaching techniques, classroom walkthrough rubrics evidencing effective implementation of pedagogy, positive teacher-student interaction, wide variety of intervention strategies</p> <p>d) developing common assessments to obtain data: quarterly standards-aligned (benchmark) assessments that provide data on need for intervention/variety of intervention strategies/placement and for additional support, use of K-2 student portfolios to evidence use and application of knowledge/objectives with rubrics to determine progress, collaborative grade-level assessments based on unit(s) of instruction</p> <p>e) optimizing interventions: differentiated classroom groupings, in-class tutoring and instructional modifications, in-class special needs staff, pull-out programs to individualize instruction</p>

	<p>and/or provide more intensive intervention, 9th period intervention, after-school/Saturday school, summer school</p> <p>f) maintaining focus and responding to progress monitoring data: fluid small-group learning and intervention groupings, data that indicates progress towards student proficiency, continuous improvement</p>
KDE 4	<p>Role Modeling</p> <p>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</p> <p>incorporated in daily school routines: teachers model each character quality, and models/guides students in positive interactions with all</p>
KDE 5	<p>Multicultural Themes</p> <p>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</p>
KDE 6	<p>Student Exchange and International Field Trips</p> <p>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</p>
KDE 7	<p>Intervention and Special Programs</p> <p>a) response to intervention, b) differentiated instruction, c) individualized instruction, tutoring, d) double ELA and math classes, e) 9th period intervention, f) after-school program/Saturday</p>

	<p>school with homework help, tutoring, academic enrichment offerings, g) summer school, h) Title I, ELL, Special Education, 504 (stand-alone, integrated in regular classrooms, and coach teachers), i) ELL/MLL</p> <p>sentence/question frames focused on academic language, social language, instructional language</p>
KDE 8	<p>Triad Partnership: Students-Parents-Teachers</p> <p>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</p>
KDE 9	<p>College Counseling and Preparation</p> <p>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</p>
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

[www.buffsci.org](http://www.buffsci.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

784

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

748

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 5, 6, 7, 8, 9, 10, 11, 12

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

Yes, 3 sites

## School Site 1 (Primary)

### m1. SCHOOL SITES

Please provide information on Site 1 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 1	190 Franklin St. Buffalo, NY 14202	[REDACTED]	Buffalo	9-12	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Giray Gebes	[REDACTED]		<a href="mailto:gebes@bascs.org">gebes@bascs.org</a>
Operational Leader	Jay Ornek	[REDACTED]		<a href="mailto:ornek@bascs.org">ornek@bascs.org</a>
Compliance Contact	Mehmet Kaya	[REDACTED]		<a href="mailto:kaya@bascs.org">kaya@bascs.org</a>
Complaint Contact	Joseph Polat	[REDACTED]		<a href="mailto:polat@bascs.org">polat@bascs.org</a>
DASA Coordinator	Brittany Collins	[REDACTED]		<a href="mailto:collins@bascs.org">collins@bascs.org</a>
Phone Contact for After Hours Emergencies	Joseph Polat	[REDACTED]		<a href="mailto:polat@bascs.org">polat@bascs.org</a>



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

Private Space

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**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, 2020.**

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

[Franklin occupancy.pdf](#)

**Filename:** Franklin occupancy.pdf **Size:** 148.2 kB

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**Site 1 Fire Inspection Report**

[Franklin.pdf](#)

**Filename:** Franklin.pdf **Size:** 1.2 MB

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**School Site 2**

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**m2. SCHOOL SITES**

Please provide information on Site 2 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 2	89 Clare St. Buffalo, NY 14206	[REDACTED]	Buffalo	K-3	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Ashley Piazza	[REDACTED]	[REDACTED]	<a href="mailto:piazza@bascs.org">piazza@bascs.org</a>
Operational Leader	Jay Ornek	[REDACTED]	[REDACTED]	<a href="mailto:ornek@bascs.org">ornek@bascs.org</a>
Compliance Contact	John Kaya	[REDACTED]	[REDACTED]	<a href="mailto:kaya@bascs.org">kaya@bascs.org</a>
Complaint Contact	Joseph Polat	[REDACTED]	[REDACTED]	<a href="mailto:polat@bascs.org">polat@bascs.org</a>
DASA Coordinator	Stephanie Stodolka	[REDACTED]	[REDACTED]	<a href="mailto:stodolka@bascs.org">stodolka@bascs.org</a>
Phone Contact for After Hours Emergencies	Joseph Polat	[REDACTED]	[REDACTED]	<a href="mailto:polat@bascs.org">polat@bascs.org</a>

**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**

**m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 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, 2020.**

**Site 2 Certificate of Occupancy (COO)**

[Clare occupancy.pdf](#)

**Filename:** Clare occupancy.pdf **Size:** 641.4 kB

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**Site 2 Fire Inspection Report**

[Clare.pdf](#)

**Filename:** Clare.pdf **Size:** 1.2 MB

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**School Site 3**

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**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, 14211	[REDACTED]	Buffalo	5-8	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Kelly Wilczak	[REDACTED]	[REDACTED]	<a href="mailto:wilczak@bascs.org">wilczak@bascs.org</a>
Operational Leader	Jay Ornek	[REDACTED]	[REDACTED]	<a href="mailto:ornek@bascs.org">ornek@bascs.org</a>
Compliance Contact	John Kaya	[REDACTED]	[REDACTED]	<a href="mailto:kaya@bascs.org">kaya@bascs.org</a>
Complaint Contact	Joseph Polat	[REDACTED]	[REDACTED]	<a href="mailto:polat@bascs.org">polat@bascs.org</a>
DASA Coordinator	John Raczynski	[REDACTED]	[REDACTED]	<a href="mailto:raczynski@bascs.org">raczynski@bascs.org</a>
Phone Contact for After Hours Emergencies	Joseph Polat	[REDACTED]	[REDACTED]	<a href="mailto:polat@bascs.org">polat@bascs.org</a>

**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**

**m3d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 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, 2020.**

**Site 3 Certificate of Occupancy (COO)**

[Poplar occupancy.pdf](#)

**Filename:** Poplar occupancy.pdf **Size:** 937.6 kB

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**Site 3 Fire Inspection Report**

[5-100 POPLAR FIRE SAFETY REPORT.pdf](#)

**Filename:** 5-100 POPLAR FIRE SAFETY REPORT.pdf **Size:** 401.7 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

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**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**


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**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

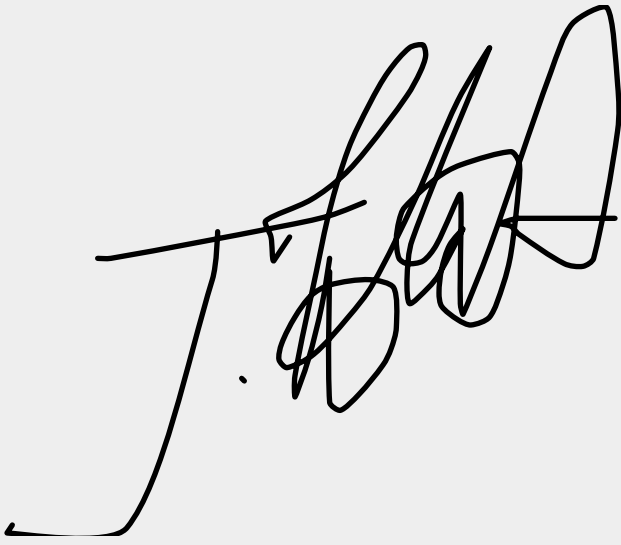
Name	Joseph Polat
Position	Executive Director
Phone/Extension	
Email	<a href="mailto:polat@bascs.org">polat@bascs.org</a>

**p. 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. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

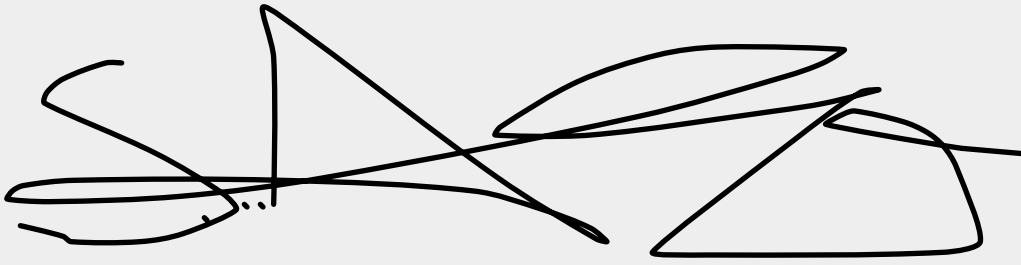
**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is stylized and appears to be a first name followed by a last name.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is highly stylized and abstract, consisting of several overlapping loops and lines.

**Date**

Aug 3 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Jan 14 2021 Hidden from applicant

[Instructions](#)

### **SUNY-authorized charter schools only**

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

## **Entry 2 NYS School Report Card Link**

**BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 140600860861**

### **NEW YORK STATE REPORT CARD**

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

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

<https://data.nysed.gov/essa.php?year=2019&instid=800000057454>

## **Entry 3 Progress Toward Goals**

**Completed** Jan 14 2021

### **Instructions**

#### **Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 school year, any academic or 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".

## **Entry 3 Progress Toward Goals**



## PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-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, 2020.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic 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".**

#### 2019-20 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
		Absolute: BASCS' absolute goals for student achievement beginning in 2014-2015 are at least 75% of students who have attended the school for at		

<p>Academic Goal 1</p>	<p>BASCS students will possess math, reading and writing skills at or above grade level.</p>	<p>least one year will score at Levels 2, 3, or 4 on the New York State ELA exam.</p> <p>Growth: The Median Adjusted Growth Percentile for middle school Math and ELA will be at least 60.</p> <p>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 BCS District.</p>	<p>Unable to Assess</p>	<p>NA</p>
		<p>Absolute</p> <p>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</p>		

Academic Goal 2

Goal2: BASCS students will graduate college ready.

examinations and required number of credits.

Growth

The percentage of BASCS students demonstrating proficiency on a given exam will represent a 10% reduction in the difference between 100% proficiency and the BASCS previous year's proficiency percentage.

Met

Comparative

BASCS comparative goals for student achievement 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 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

**3. Do have more academic goals to add?**

No

#### 4. ORGANIZATION GOALS

**For the 2019-2020 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”.**

#### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	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
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**

**2019-2020 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 response)

### 2019-2020 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

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

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

## Entry 7 Disclosure of Financial Interest Form

**Completed** Jan 14 2021

### Instructions - Multiple Uploads Permitted

## **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**
- **SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)**

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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.

## **[FinancialDisclosure2020 Ismet Mamnoon merged](#)**

**Filename:** FinancialDisclosure2020 Ismet Mamnoon merged.pdf **Size:** 641.9 kB

## **Entry 8 BOT Membership Table**

**Completed** Jan 14 2021

## **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 8 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 140600860861**



**1. 2019-2020 Board Member Information (Enter info for each BOT member)**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	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 Meetings Attended During 2019-2020
1	Selcuk Acar, Ph.D. [REDACTED]	Chair	Governance & Strategic Planning, Academic's committee	Yes	3	01/01/2020	01/01/2023	11
2	Mustafa Gokcek, Ph.D. [REDACTED]	Secretary	Governance & Strategic Planning, Facility committee	Yes	5	10/01/2017	10/01/2020	11
3	Moyla Halimy [REDACTED]	Trustee/Member	Finance committee	Yes	1	03/01/2019	03/01/2022	8
4	David Banks, Ph.D. [REDACTED]	Trustee/Member	Academic's committee	Yes	3	11/01/2017	11/01/2020	10

5	Bernard B. Freedman [REDACTED]	Trustee/Member	TBD	Yes	1	06/01/2019	06/01/2022	7
6	Betty Jean Grant [REDACTED]	Trustee/Member	TBD	Yes	1	02/01/2019	02/01/2022	9
7	Ismet Mamnoon [REDACTED]	Treasurer	TBD	Yes	1	05/01/2020	05/01/2023	5 or less
8				Yes				
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, 2020	7
b.Total Number of Members Added During 2019-2020	4
c. Total Number of Members who Departed during 2019-2020	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7-9

## 3. Number of Board meetings held during 2019-2020

11

## 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Jan 14 2021

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

## Entry 10 Enrollment & Retention

Completed Jan 14 2021

### [Instructions for submitting Enrollment and Retention Efforts](#)

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, 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 2020-2021.

**BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 140600860861**

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	In keeping with the mission of preparing students for college from a community who are not served successfully, outreach is an instrumental element to the overall success of the Buffalo Academy of Science. Outreach provides services to populations	

<p>Economically Disadvantaged</p>	<p>who might not otherwise have access to those services. In the performance of outreach services, 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 area community sites where presentations can be made to students and parents (whenever possible) of diverse socioeconomic, religious and cultural backgrounds. Throughout the school year, the Outreach Coordinator goes to 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.</p>	<p>Continue and improve recruitment efforts and practices in place.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>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 centers include locations such as; The Belle Center, Journey's End, and Jericho Road. By utilizing these facilities, we are able to drop off brochures and application information for</p>	<p>Continue and improve recruitment efforts and practices in place. Add and/or assign speakers of other languages for parent contacts and make</p>

	<p>anyone who might want to attend.</p> <p>Our information literature contains information in three languages; Spanish, Arabic, and Bangali and our website provide the translation of the information in more than ten languages.</p>	<p>translators available for non-english speaking families.</p>
Students with Disabilities	<p>The Outreach Coordinator also makes visits to centers that work directly with disabled children. Centers like Cantalician Center, Explore Buffalo, Gateway Longview, and many more 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.</p>	<p>Continue and improve recruitment efforts and practices in place. Improve the outreach literature with highlighted available services for SWD</p>

### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>BuffSci recognizes that there are differences in the way in which students learn and that 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</p>	<p>Continue to provide quality educational services</p>

	<p>data, diagnostic data, and assessment data throughout the year are used to make those decisions. Supports are provided in and out of the classroom.</p>	
<p>English Language Learners/Multilingual Learners</p>	<p>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 accommodations for all grades and push-in or pull-out instruction as necessary. In addition, content area teachers consult with 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.</p>	<p>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.</p>
	<p>At BuffSci, students with disabilities are offered consultant teacher services based on 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</p>	

Students with Disabilities

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

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.



# Entry 12 Percent of Uncertified Teachers

Completed Jan 14 2021

## 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.

## Entry 12 Uncertified Teachers

**School Name:** BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 140600860861

## 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, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
<b>Total Category A: 5 or 30% whichever is less</b>	<b>5.0</b>

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

	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, 2020)	3.1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
<b>Total Category B: not to exceed 5</b>	<b>3.1</b>

**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, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	5.0

**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	3

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	16.1

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	59



Thank you.

## Entry 13 Organization Chart

Completed Jan 14 2021

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### **[\[Attachment H Organization Chart\] 31414230-buffsci-2019-25-organizational-chart](#)**

**Filename:** Attachment H Organization Chart 314142 9Q20Oip.pdf **Size:** 33.5 kB

## Entry 14 School Calendar

Completed Jan 14 2021

### [Instructions for submitting School Calendar](#)

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools 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.**

### **[BuffSci 2020-21 Calendar](#)**

## Entry 15 Links to Critical Documents on School Website

Completed Jan 14 2021

### Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: **Buffalo Academy of Science Charter School**

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="http://www.p12.nysed.gov/psc/csdirectory/BufaloAcademyOfScienceCharterSchool/documents/BASCSAR1819redacted.pdf">http://www.p12.nysed.gov/psc/csdirectory/BufaloAcademyOfScienceCharterSchool/documents/BASCSAR1819redacted.pdf</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://docs.google.com/document/d/e/2PACX-1vRqu6OXD5H5DhJ9533IVV9FaysMBMXu4INMfxP3SczQ3D59-OeZjEY48BSJzIGhTPI9YKOpHsEFsAJL/pub">https://docs.google.com/document/d/e/2PACX-1vRqu6OXD5H5DhJ9533IVV9FaysMBMXu4INMfxP3SczQ3D59-OeZjEY48BSJzIGhTPI9YKOpHsEFsAJL/pub</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://docs.google.com/document/d/e/2PACX-1vRqu6OXD5H5DhJ9533IVV9FaysMBMXu4INMfxP3SczQ3D59-OeZjEY48BSJzIGhTPI9YKOpHsEFsAJL/pub">https://docs.google.com/document/d/e/2PACX-1vRqu6OXD5H5DhJ9533IVV9FaysMBMXu4INMfxP3SczQ3D59-OeZjEY48BSJzIGhTPI9YKOpHsEFsAJL/pub</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/essa.php?year=2019&amp;instid=800000057454">https://data.nysed.gov/essa.php?year=2019&amp;instid=800000057454</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.buffsci.org/Facebook%20live%20event%20Lottery%202020.pdf">https://www.buffsci.org/Facebook%20live%20event%20Lottery%202020.pdf</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.buffsci.org/BufSci%20DASA%20Policy.docx.pdf">https://www.buffsci.org/BufSci%20DASA%20Policy.docx.pdf</a>
6. District-wide Safety Plan	<a href="https://drive.google.com/file/d/12-UuS0ZC89S_8BU9QWDN_y6A9A2_q-Cs/view">https://drive.google.com/file/d/12-UuS0ZC89S_8BU9QWDN_y6A9A2_q-Cs/view</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://drive.google.com/file/d/1Tas5BBdbT0q6944rpO39S1tBxqx7aqSE/view">https://drive.google.com/file/d/1Tas5BBdbT0q6944rpO39S1tBxqx7aqSE/view</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.buffsci.org/Foil%20Policy.pdf">https://www.buffsci.org/Foil%20Policy.pdf</a>
8. Subject matter list of FOIL records	<a href="https://www.buffsci.org/Foil%20Policy.pdf">https://www.buffsci.org/Foil%20Policy.pdf</a>
9. Link to School Reopening Plan	<a href="https://gdoc.pub/doc/e/2PACX-1vQNLTEtK18HIGcWaZICBbzC9WRVHMyzdQxB2IOj3COqhfsIYe7uq69_WR-tohSKBqtBgTH3pk9jHn">https://gdoc.pub/doc/e/2PACX-1vQNLTEtK18HIGcWaZICBbzC9WRVHMyzdQxB2IOj3COqhfsIYe7uq69_WR-tohSKBqtBgTH3pk9jHn</a>

**Thank you.**



# Entry 16 COVID 19 Related Information

Completed Jan 14 2021

## Instructions

### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

# Entry 16 COVID 19 Related Information

**School Name:** Buffalo Academy of Science Charter School

## TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	756	756	757

## Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are



encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	

		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
Tota l															0

# Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Jan 14 2021

## [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

### [Staff\\_Roster\\_as\\_of\\_8-3-2020 \(1\)](#)

Filename: Staff Roster as of 8 3 2020 1 MkuswmM.xlsx Size: 14.9 kB

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

**Ismet Mamnoon**

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):  
Buffalo Academy of Science Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Board member**

2. Are you an employee of any school operated by the education corporation?  
**Yes X No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. 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 X No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
<i>NONE</i>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
<i>NONE</i>				

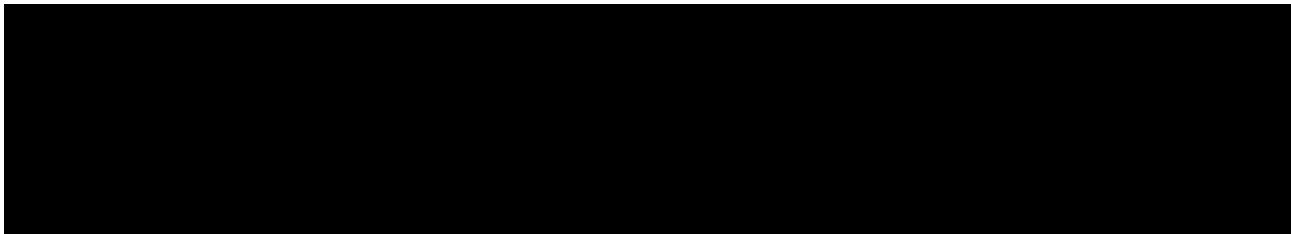
*A. Mamnoon*

August 2, 2020

\_\_\_\_\_  
Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

\_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_\_ **Buffalo Academy of Science Charter School** \_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?  
**Yes      No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. 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 X No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.


7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
09/2015 - 06/2016 <i>Please write "None" if applicable. If not, please leave this space blank.</i>	Employed at the charter school as an ESL teacher.	Excused myself from all discussions/ decisions related with staff	Hulya Gokcek - spouse



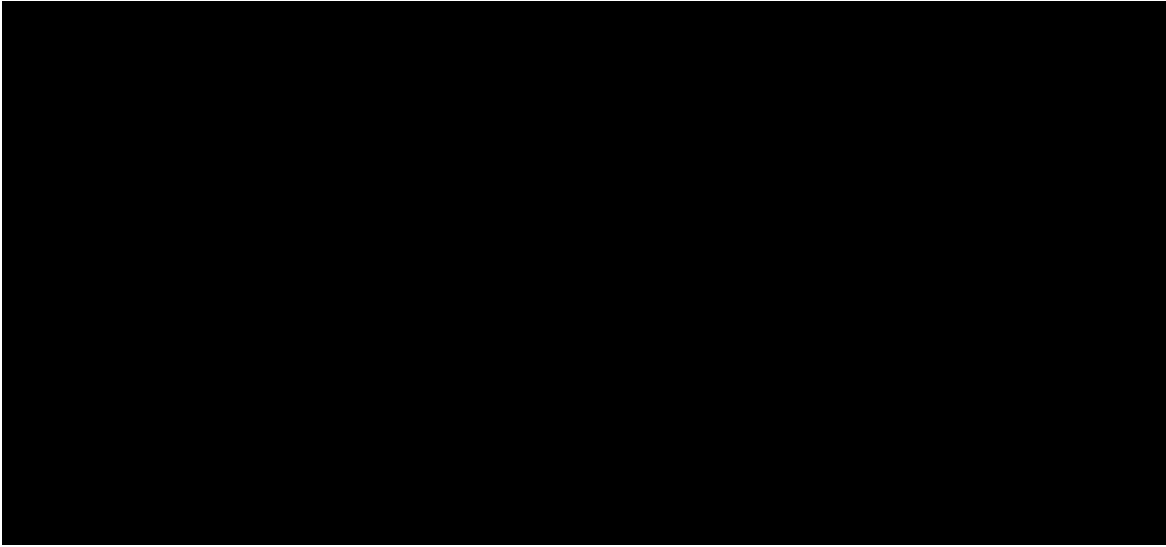
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
<p>None.</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

  
 \_\_\_\_\_  
 Signature

07/30/2020  
 Date

*Please note that 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. Personal contact information provided below will be redacted.*



*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

**Selcuk Acar**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Buffalo Academy of Science Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**President, Board of Trustees, Buffalo Academy of Science Charter School**

**Member, Board of Trustees, Buffalo Academy of Science Charter School**

2. Are you an employee of any school operated by the education corporation?  
**Yes X No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No**

6. 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** X **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
09/05/2013 – 06/26/2014	Worked as part-time counselor	Did not vote nor participated in discussion	Nur Cayirdag Acar

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
-----NONE-----				

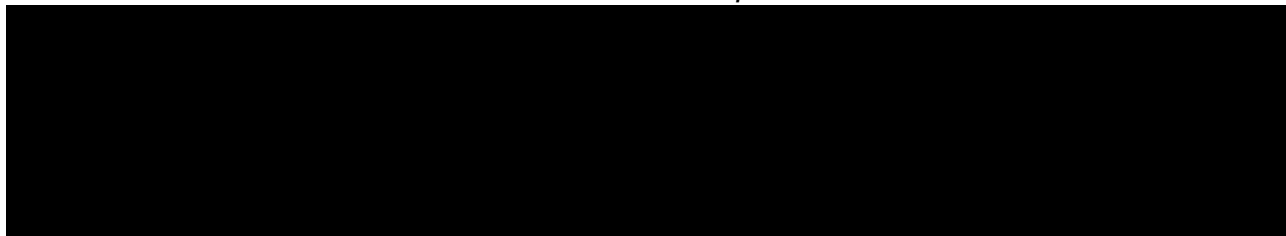
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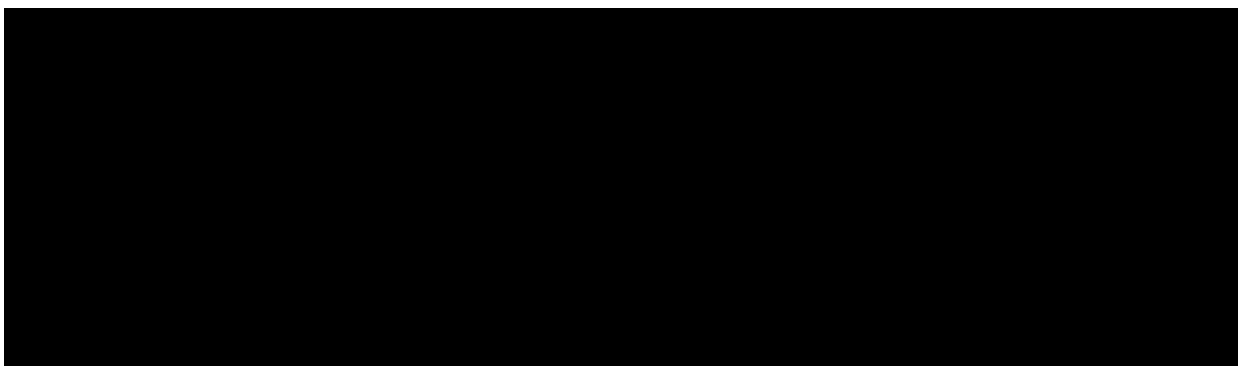
08/02/2020

\_\_\_\_\_  
Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*





BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL  
Board of Trustees Regular Meeting Minutes  
190 Franklin Street, Buffalo, NY 14202  
August 6, 2019

Attending Members: Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Mr. Bernard Freedman and Ms. Moyla Halimy (*via teleconference*)  
Excused Members: Dr. Murat Demirbas  
Others Present: Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci, Mr. Hakan Aktar, Mr. Bekir Turkkan and Mrs. Staci Cameron

A quorum being present, Dr. Acar called the meeting to order at 3:45 PM.

MINUTES from the regular meeting of the Board of Trustees for June 29, 2019 were presented and reviewed.

M.08.06.2019.1 Dr. Acar moved, seconded by Dr. Gokcek, to approve the minutes of the June 29, 2019 meeting as presented. Motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT was presented and discussed. ED gave updates on enrollment numbers for 2019-2020 start – full capacity to start the year. Staffing for school year is almost complete. A few support positions remain open; however, interviews are being conducted by Admin to fill them prior to PD week. Summer school is concluding this week and summer exams will be taken next week, August 12<sup>th</sup> – 14<sup>th</sup>.

ITEMS FOR PURCHASE to outfit the new Middle School building were presented and discussed. None of the BoT members are involved with or have any financial interest/conflict with any of the vendors and/services presented for review and discussion. Total amount of quotes fall well below budgeted amounts for said items.

1. Student Lockers from WB Mason: Quotes from Hertz Furniture, Eaton Furniture, WB Mason and School Sin were presented. Business Office recommends purchasing through WB Mason due to competitive pricing and positive reputation, established and ongoing working relationship with the company.
2. Student Uniforms (Shirts) from Wooden: Quotes from Wooden, Notable and Prime Company. All are local businesses and pricing was for the identical item. (School provided shirt style, color, etc. with identical specifications to each vendor.) Business Office recommends purchasing from Wooden due to competitive pricing, positive reputation and previous working relationship with the vendor.
3. School and Office Furniture from Aloma D. Johnson: Gently used furniture to be purchased from Aloma D. Johnson Charter School, which has recently closed its doors for good. Aloma originally quoted a price over \$45K for all furnishings; however, after negotiation, they reduced the price by about 50%. Admin and Business Office have gone to Aloma to examine all items that were for sale and chose pieces to outfit the offices and classrooms in the Poplar building.

4. **SMART Boards from SMART:** Quote received from the only vendor in NYS approved to sell SMART technology to schools. Quote is for 5 new SMART Boards to be added to classrooms for new teachers.

5. **Surface Pro Laptops/Tablets from Staples:** Devices chosen for their compatibility and interface with SMART technology. New devices to be ordered for new teachers and to replace a few damaged devices. Business Office recommends ordering from Staples, as they provided the best pricing and the school has ordered devices from them in the past.

6. **Chromebooks from Staples:** Business Office recommends ordering from Staples, as they provided the best pricing and the school has ordered devices from them in the past. New Chromebooks will be used by students. New devices will replenish computer carts in the elementary and middle school buildings, in addition to outfit all high school students (grades 9 through 12) with an individual device for use in school and at-home.

7. **Apple devices from Apple, Inc.:** Devices for the school offices. Apple, Inc. is the only vendor in NYS authorized to sell Apple devices to educational institutions. No quotes were successfully obtained from vendors in other states, although attempts were made to secure comparative prices.

8. **Camera/Security System from Technotime:** Quotes requested from Seibold Security, Inc., Technotime, Synacom, Linstar, Alltech and DFT. All vendors are local (WNY) except for Technotime (NJ). An identical scope of work was sent to each of the companies for pricing. Synacom and Linstar indicated that they were unable to complete the work in the timeframe which we requested, so they did not provide quotes. Alltech and DFT did not submit quotes by the deadline which was included in the scope of work proposal that was sent to them. Seibold and Technotime provided quotes. IT Department recommends contracting with Technotime, even though they are not a local vendor. School has a well-established working relationship with Technotime. Technotime is already providing services on the school's network and the new project overlaps services for network and security for the new building. Continuing to work with Technotime will ensure the consistency of maintenance, quality of products and services. Technotime has often finished past projects with our school well ahead of schedule and they offer helpline services (up to a set number of hours for the year) at no charge => we have never exceeded the amount of hours, so no additional costs have ever been incurred for using this resource.

9. Cybersecurity system is being researched in light of recent information breaches in the NYSED database. Diagnostic screening of BuffSci system will be conducted to identify any vulnerable gaps in the system. Once the one-time scan is complete, plan of action based on recommendations to improve the security will be implemented. Seeking quotes for diagnostic screening from SCS, Avalon, LA Cyber, Silo City, DataBranch, Global Security, IQ, and Vtech – all local (WNY) companies.

M.08.06.2019.2 Mr. Freedman moved, seconded by Mrs. Grant, to approve the purchase of all business items listed as #1 through #8 (above) to outfit the new Poplar Avenue building and replace damaged devices, in accordance with the recommendations from the Business Office and the IT Department. Motion carried unanimously.

INSURANCE CONTRACT RENEWALS were presented and discussed.

I. Quotes provided by approved broker, Austin & Co., for coverages through:



**Philadelphia Insurance Company:** General Liability, Umbrella, Property, Automobile, Crime, Student Accident, Business Income, Educational Professionals Select and Crime

**Hartford:** NYS Statutory Short-term Disability, NYS Paid Family Leave, Builders' Risk

M.08.06.2019.3 Dr. Acar moved, seconded by Dr. Banks, to approve insurance contract renewals as presented. Motion carried unanimously.

2. Quotes provided by approved broker, Northwest, for coverage through:

**MetLife:** Dental insurance for staff

M.08.06.2019.4 Dr. Acar moved, seconded by Dr. Banks, to approve insurance contract renewal with MetLife as presented. Motion carried unanimously.

**FINANCIAL REPORT** was shared by the CFO and discussed. Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed. YTD student numbers consistent with last month's reporting. Final reconciliation is in progress. There is a slight deficit in cash flow due to building investments; however, next year a small surplus is anticipated at year-end as no cash investments are projected. No liquidity issues are anticipated.

M.08.06.2019.5 Mr. Freedman moved, seconded by Mrs. Grant, to approve the Financial Report as presented. Motion carried unanimously.

**NEW BUDGET ITEM** was presented to BoT members for approval. Executive Director requests authority to allow bank to process transfers between bank accounts and issue cashier's checks to vendors as necessary for construction projects. Transfers and cashier's checks will eliminate delays with issuance of payments if signatories are unavailable, as no live signatures will be required. Cashier's checks can only be retrieved from bank by account signatories. BoT members feel that there should be 3 signatories on the bank accounts to alleviate issues of availability of 2 required signatories at any time.

M.08.06.2019.6 Mrs. Grant moved, seconded by Dr. Acar, to approve the the request of the Executive Director to authorize the bank to issue cashier's checks, and, further, to add the Board Secretary as a third signatory on the bank accounts. Motion carried unanimously.

**Poplar Avenue Facility updates** were presented. Closing on the building purchase was later than anticipated, so the start of renovation/construction work was delayed. Deadline for completion was August 16<sup>th</sup>; however, that may have to be pushed back. Fairway has started laying the flooring but had to pause to allow duct work to take place. Approximately 80% of the building's new LED lighting has been installed. General trades and HVAC work is being done. Camera and security installation is taking place. Sidewalks surrounding building need to be replaced to ensure student/staff safety-> City of Buffalo asserts that the school is responsible for this and the cost will be around \$80K.

**BuffSci II Application updates** were given. CSO has reported that 21 replication applications were received this cycle; only 3 were chosen for the next stage of the process: interview by the CSO. BuffSci has been chosen and CSO will interview BoT members on September 16<sup>th</sup> or 17<sup>th</sup> in Rochester. More information about the interview process will be forthcoming.

CHARTER RENEWAL was discussed. Material revision is needed to be added to the renewal application to include the addition of grades 3 and 4, as well as to grow the number of students in each grade level to 120 each, by the year 2025.

M.08.06.2019.7 Mr. Freedman moved, seconded by Dr. Acar to authorize the Executive Director to include the material revision as stated above in the charter renewal application. Motion carried unanimously.

NEW HIRES AND TERMINATIONS were presented for review and discussion.

M.08.06.2019.8 Mr. Freedman moved, seconded by Dr. Banks to approve the New Hires and Terminations as presented. Motion carried unanimously.

BoT Self-Evaluation was discussed. Several evaluation tools are available to use for the annual review. BoT members can review tools available and decide which document they would like to utilize to complete the self-evaluation.

BoT Committees must be vigilant and be active. BoT members must continue to recruit more members, including parent representatives and alumni. In addition, BoT must review/update/revise the school's mission statement to reflect current goals and aspirations of the school community.

Next meeting tentatively scheduled for Wednesday, September 4<sup>th</sup> at 6:00 pm.

#### ADJOURNMENT

M.08.06.2019.9 There being no further business of the Board, Mr. Freedman moved, seconded by Dr. Acar to adjourn at 5:38 pm. Motion carried unanimously.

Minutes recorded 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  
September 4, 2019

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Mr. Bernard Freedman

**Excused Members:** Dr. Murat Demirbas and Ms. Moyla Halimy

**Others Present:** Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci

A quorum being present, Dr. Acar called the meeting to order at 6:22 PM.

MINUTES from the regular meeting of the Board of Trustees for August 6, 2019 were presented and reviewed.

M.09.04.2019.1 Dr. Gokcek moved, seconded by Mrs. Grant, to approve the minutes of the August 6, 2019 meeting as presented. Motion carried unanimously.

EXECUTIVE DIRECTOR'S (ED) REPORT was presented and discussed. ED gave updates on enrollment numbers for 2019-2020: start total is 805 among the three buildings.

- Staffing challenges include a few support positions which remain open; however, interviews are being conducted by Admin to fill them as soon as possible.
- Other challenges have been with bussing issues for the beginning of the school year; one cleaner was injured slightly on the job but it was addressed immediately and no serious or permanent damage was done.
- COO (Certificate of Occupancy) was supposed to happen on 9/3 but has been postponed until 9/6
- Middle School opening postponed until Monday, 9/9 when students will report
- Last year's test results have been released by the State – shared with BoT members; BuffSci performing extremely well but there is definite room for improvement to achieve the top scores in all subjects and grade levels

FINANCIAL REPORT was shared by the CFO and discussed. Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed. YTD student number for total enrollment is 802; budget based on enrollment of 770. No liquidity issues are anticipated.

M.09.04.2019.2 Dr. Gokcek moved, seconded by Dr. Acar, to approve the Financial Report as presented. Motion carried unanimously.

Poplar Avenue Facility updates were presented. COO anticipated for Friday, 9/6; students will be in attendance on Monday, 9/9. Grand Opening Celebration for the Middle School is scheduled for Monday, September 23<sup>rd</sup>. ED will give more details to BoT members as all information is finalized. Event will begin at 5:00 pm and will be free and open to the community.

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BuffSci II Application updates were given. Capacity interview is scheduled to take place on September 17<sup>th</sup> or 18<sup>th</sup> in Batavia; most BoT members are available to attend on Wednesday, September 18<sup>th</sup>. ED presented BoT with potential interview questions so they can familiarize themselves with the type of information that will be requested. ED showed potential sites for the BuffSci II project, should it be approved by CSO.

NEW HIRES AND TERMINATIONS were presented for review and discussion.

M.09.04.2019.3 Dr. Acar moved, seconded by Dr. Banks to approve the New Hires and Terminations as presented. Motion carried unanimously.

Purchase of Kitchen Equipment was discussed. Several vendor quotes were presented for review.

M.09.04.2019.4 Dr. Acar moved, seconded by Mrs. Grant, to approve the purchase of kitchen equipment through BHS Foodservice Solutions for the Poplar Avenue location as presented. Motion carried unanimously.

#### ADJOURNMENT

M.09.04.2019.5 There being no further business of the Board, Dr. Acar moved, seconded by Mrs. Grant, to adjourn at 7:42 pm. Motion carried unanimously.

Minutes recorded by Mr. Murat Kucukdugenci.

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  
October 21, 2019

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant,  
**Excused Members:** Mr. Bernard Freedman, Dr. Murat Demirbas and Ms. Moyla Halimy  
**Others Present:** Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci and Mrs. Staci Cameron

A quorum being present, Dr. Acar called the meeting to order at 6:35 PM.

MINUTES from the regular meeting of the Board of Trustees for September 4, 2019 were presented and reviewed. Point of Clarification: COO = Certificate of Occupancy; ED = Executive Director

M.10.21.2019.1 Dr. Gokcek moved, seconded by Dr. Acar, to approve the minutes of the September 4, 2019 meeting as presented. Motion carried unanimously.

ANNUAL AUDIT REPORT SUMMARY was presented remotely by Ms. Jeanne M. Beutner, CPA/Partner with the independent audit firm of Heveron & Company CPAs, PLLC. Ms. Beutner reported that the June 30, 2019 audit was complete.

1. Purpose of Audit:
    - a. Necessary for New York State Education Department compliance
    - b. Expectation of many funders and donors
    - c. Provides information about how to:
      - i. reduce risk of financial loss or misuse of resources
      - ii. reduce risk of embarrassment that such losses and misuse cause
      - iii. avoid sanctions, penalties, noncompliance, inadequate documentation
      - iv. improve efficiency
    - d. Helps you to be Proactive vs. Reactive
    - e. Identifies many potential risks you face
    - f. Identifies best practices
    - g. Keeps you informed about tax and accounting changes and new legislative and other changes that will have an impact on your organization
    - h. Gives you access to some great resources for nonprofits
  2. Summary of valuable insight and updates:
    - a. Overview of required communications
    - b. Update on Prior Recommendations - as recommended in 2018 audit, a step was added to payroll process to match up the final payroll report with the approved payroll so that any changes made would be identified
    - c. Current Observations detailed items of which the BoT should be aware but for which no significant action needs to be taken
    - d. Important Financial Results/Trends were identified:
      - i. Total Assets
-

- ii. Net Assets
- iii. Total Liabilities
- iv. Total Expenses
- v. Total Support/Revenue
- vi. Change in Net Assets
- vii. Cash from Operations
- e. Benchmarks – NYS looks for 80/20 ratio of program expenses to overhead expenses; BuffSci falls solidly in industry target range
- f. Other Financial Statement Highlights

**CONCLUSION:** Audit results showed BuffSci has good management on internal controls. Audit revealed no significant deficiencies and no material weaknesses. Audit opinion is “clean”, which confirms that Heveron & Company CPAs, PLLC believes they are fairly stated, in all material respects.

M.10.21.2019.2 All inquiries being satisfied, Dr. Acar moved, seconded by Dr. Banks, to accept the Annual Audit Report Summary as presented. Further, Dr. Acar moved to approve the release of said report to NYS upon its finalization. Motion carried unanimously.

**EXECUTIVE DIRECTOR’S REPORT** was presented and discussed. ED gave updates on enrollment, student data/testing scores and school events.

- Current enrollment is 784 among the three buildings: approximately 80 newly enrolled students did not show up at all for the start of the year; Waitlist candidates were contacted to begin enrollment process and fill vacancies
- Staff hiring for all lead teaching positions is complete; a few support positions remain open - interviews are being conducted by Admin to fill them as soon as possible.
- Safety and Emergency Response policy documents have been submitted to NYS, in timely compliance with state regulations; policies have also been published on the school website, per regulations
- NYS Data Report Card was released: BuffSci students rank in the top schools for student proficiency in ELA and Math (grades 5-8); BuffSci continues to outperform BCSD, NYS and Erie County averages: BuffSci SWD outperform other traditional public and charter schools locally and across the state
- Middle School opening postponed until Monday, 9/9 when students will report
- Last year’s test results have been released by the State – shared with BoT members; BuffSci performing extremely well but there is definite room for improvement to achieve the top scores in all subjects and grade levels
- EVENTS/ACTIVITIES: Social media pages showing recent events which include sports, family nights, academic activities and field trips => 1<sup>st</sup> Parent Teacher Conference was on October 10<sup>th</sup>; there were a good number of parents who attended to meet with teachers; parents are sent reminders through Class Dojo program, robocalls and even social media

**FINANCIAL REPORT** was shared by the CFO and discussed. Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary (as of August 31) presented and reviewed. YTD

student number for total enrollment is 772; budget based on enrollment of 770. No liquidity issues are anticipated.

- Form 990 Tax Return is being prepared; extension will be filed for January submission of return; return will be presented to BoT for review prior to submission
- NYS Comptroller's office has completed their audit; report should be forthcoming but they have not yet informed us as to when the document will be released
- 2<sup>nd</sup> reimbursement from BCSD has been received and will be reflected in the 9/2019 account reconciliation; 3<sup>rd</sup> invoice to BCSD has been submitted

M.10.21.2019.3 Dr. Acar moved, seconded by Mrs. Grant, to approve the Financial Report as presented. Motion carried unanimously.

Poplar Avenue Facility updates were presented. Resolution needed to approve a request for a 2<sup>nd</sup> loan from Key Bank to complete renovation/replacement work:

- Danforth to finish work on HVAC and electrical systems (8 rooftop units);
- Fencing installation around exterior perimeter and parking lot;
- Gym change orders – installation of wall pads;
- Purchase and installation of auditorium seating;
- Pavement repair to parking lot and perimeter sidewalks

Key Bank provided proposal letter detailing terms of 2<sup>nd</sup> mortgage loan: 10-year loan, 5% interest with first year's payments of interest only.

Proposed resolution between Key Bank and Buffalo Academy of Science:

*NOW, THEREFORE, the board of trustees of the School hereby adopts the following resolutions:*

*RESOLVED, that the School undertake the Project and finance up to \$824,000.00 of the costs of the Project on substantially the terms and conditions described in the Commitment Letter, with such changes as may be required by the Bank and approved by the School; and it is further*

*RESOLVED, that the School enter into a building loan agreement with the Bank, pursuant to which the Bank will make the loan to the School to finance a portion of the costs of the Project (the "Loan Agreement")*

*...*

*RESOLVED, that the Loan Agreement, the Mortgage, the Acknowledgement, the Assignment of Leases and Rents, the Security Agreement, the Hazardous Substances Agreement, the Cross-Default/Cross-Collateral Agreement and all other documents necessary to effectuate the issuance of the loan and to carry out the intent of these resolutions be executed in the name and on behalf of the School and contain such terms and be in such form, as the School may determine, with advice of counsel, as conclusively evidenced by the execution thereof, to be advisable and in the best interests of the School; and it is further*

*RESOLVED, that all action taken and all instruments and documents entered into by the School prior to the adoption of these resolutions with respect to the Project and the financing of the Project and all matters related thereto, including, without limitation, execution and delivery of the Purchase Agreement, are hereby ratified, confirmed and approved; and it is further*

*RESOLVED, that, in addition to and without limiting the generality of the foregoing*

*resolutions with respect to the Project, the President, the Treasurer, and any other person authorized by the President or the Treasurer be, and each of them is, hereby authorized and directed to take such further action with respect to the Project and to execute and deliver such instruments and documents as may be appropriate to carry out the foregoing resolutions, including, without limitation, any amendment, extension, restatement or modification of any such instrument or document; and the taking of such action or the execution of such instruments and documents shall be deemed conclusive evidence of the determination that such action or execution was appropriate and in the best interests of the School.*

*BE IT FURTHER RESOLVED, these resolutions shall take effect immediately upon their adoption.*

**M.10.21.2019.4** Dr. Acar moved, seconded by Mrs. Grant, to approve the resolution to take 2<sup>nd</sup> mortgage loan through Key Bank as presented. Motion carried unanimously.

**Quotes for Auditorium seats** were presented for review and discussion. 300 seats needed to outfit the Poplar Street auditorium. Convention Theater Seats would be best for school auditorium

- Allied Equipment: \$250/seat for “convention chair used exclusively in the K-12 market”
- Davis Furniture Company: \$130-\$150/seat; price varied by style of seat; \$146.80/set for convention chairs
- Sedia Systems: \$300/seat

Admin recommends purchasing Convention Theater Seats through Davis Furniture Company. Scheduling a visit to WNY Maritime Charter to see their auditorium and get feedback on durability, etc. of their Convention Theater Seats.

**M.10.21.2019.5** Dr. Acar moved, seconded by Mrs. Grant, to approve the purchase of 300 Convention Theater Seats through Davis Furniture Company to outfit the Poplar Street auditorium as presented, contingent on visit and positive feedback from WNY Maritime visit. Motion carried unanimously.

**BuffSci II Application updates** were given. BoT members attended September capacity interview in Batavia. While there is positive feedback from CSO; BPS School Board is giving some pushback. Letter to BPS School Board is being drafted to refute untrue and unfounded accusations against BuffSci that were included in a recently passed, public BPS School Board resolution expressing their lack of support for the opening of 3 new charters in the City of Buffalo. ED and BoT members are contacting offices of NYS Assembly Majority Leader Crystal Peoples-Stokes and Board of Regents Member Dr. Catherine Collins to schedule meetings to discuss replication application.

**Charter Renewal and Material Revision** updates were presented. Enrollment data table in the application was revised per feedback of the CSO representatives during the capacity interview. Amendment to the data table was technical only, and does not alter the total enrollment numbers; therefore, it is not considered an additional material revision to the renewal application.

BuffSci Complaint Policy was updated to include the school’s contact person as well as the contact information for the NYSED CSO contact. The remainder of the policy is unchanged and remains in effect.



M.10.21.2019.6 Dr. Gokcek moved, seconded Dr. Banks, to approve the update to the Enrollment Data Table and the BuffSci Complaint Policy as presented. Motion carried unanimously.

NEW HIRES AND TERMINATIONS (09/2019) were presented for review and discussion.

M.10.21.2019.7 Dr. Gokcek moved, seconded Dr. Acar, to approve the New Hires and Terminations as presented. Motion carried unanimously.

OLD BUSINESS was discussed.

- New Member Recruitment: BoT discussed candidates to approach as potential new members to the board. BoT would like to interview candidates with expertise in a range of fields to further diversify and strengthen the board membership. Also, Parents would be welcome to join the BoT; however, none that have been approached to-date have been able to accept the commitment of formally joining the board.
- BoT Committees can become more active/productive as membership increases.
- New Treasurer needs to be elected.
- BoT self-evaluation, ED evaluation and School progress report to be added to November agenda.

ADJOURNMENT

M.10.21.2019.8 There being no further business of the Board, Dr. Acar moved, seconded by Mrs. Grant, to adjourn at 8:45 pm. Motion carried unanimously.

Minutes recorded 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  
100 Poplar Avenue, Buffalo, NY 14211  
November 18, 2019

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Mr. Bernard Freedman  
**Excused Members:** Dr. Murat Demirbas and Ms. Moyla Halimy  
**Others Present:** Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci and Mrs. Staci Cameron

A quorum being present, Dr. Acar called the meeting to order at 6:43 PM.

MINUTES from the regular meeting of the Board of Trustees for October 21, 2019 were presented and reviewed.

M.11.18.2019.1 Mr. Freedman moved, seconded by Dr. Acar, to approve the minutes of the October 21, 2019 meeting as presented. Motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT was presented and discussed. ED gave updates on enrollment, student data/testing scores and school events.

- Enrollment season has begun; Online application is open; 100 applications have been received to-date; top enrollment for 2020-2021 is 840
- EVENTS/ACTIVITIES: Social media pages showing recent events: 2 BCCC groups taking trip to NYC/NJ to visit college campuses, including Columbia, NYU and Princeton; Annual Pep Rally to celebrate BuffSci athletes; Homecoming Dance; Fun Days at BuffSci; Can drive for needy families; Halloween Parade at Elementary building; Hispanic Heritage Celebration; Parent Nights
- STEM Events: Robotics season has started; 30 students participated in MS Science Olympiad; BuffSciBorgs are preparing for upcoming FIRST Robotics competitions
- IT Project: Creation of a new HR Platform/School Database System are in progress
- New staff performance evaluation tool is being developed
- Initial meeting to form collaboration with other area charter schools was held; goal is to share best practices, share advertising costs to bring more awareness of charters; discussion around creating a common application for parents to use to apply to all area charters of interest (similar to common application used by BPS, platform would be created using SchoolMint, which 5 local charters are using currently); NY Charter School Association and Cullen Foundation hosted meeting for leaders of area charter schools to discuss building a charter school consortium; ED will continue to provide BoT with updates as more meetings take place regarding the possible charter school consortium

- Student data analysis of 1<sup>st</sup> quarter benchmarks shared with BoT → interventions as needed are planned based on comparative data; ELA and Math benchmarks at all grade levels are good indicators of student performance (growth) and proficiency on year-end NYS assessments
- BuffSci has applied for a foundation grant to track our graduates through college to help support our alumni through to college completion

FINANCIAL REPORT was shared by the CFO and discussed. Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed. YTD student number for total enrollment is 773; budget based on enrollment of 770. No liquidity issues are anticipated.

- Increase in total assets due to purchase of Poplar Avenue building
- 3<sup>rd</sup> reimbursement from BCSD has been received; 4<sup>th</sup> invoice to BCSD is being prepared for submission
- Approval notice for Title I funds was received; budget revision is forthcoming due to the increase funding received (as funding is based on the increased number of eligible students)
  - Note: BoT would like to have more data on historical student loss for future budget planning to avoid timely revisions based on fluctuating student numbers
- Revised budget for 2019-2020 was presented for review and discussion
  - Expenses for food service was removed as BCSD service will still be utilized
  - Poplar Avenue building expenses higher than originally projected due to ongoing renovations for unforeseen issues: HVAC overhaul; installation of new water line; additional plumbing; new electrical system; capital improvements; and 2<sup>nd</sup> mortgage loan → loan amortization tables shared and reviewed
  - Additional staffing needed for afterschool programming increased
  - Increased expenditures expected to decrease anticipated year-end surplus
- Form 990 Tax Return is complete and presented for review and discussion; all figures match to those recorded in the annual audit report; notable increase in total assets due to the purchase of Poplar Avenue building
- NYS Comptroller's office has completed their audit; final report not yet released

M.11.18.2019.2 Dr. Acar moved, seconded by Mrs. Grant, to approve the 2019-2020 Revised Budget as presented. Motion carried unanimously.

M.11.18.2019.3 Mr. Freedman moved, seconded by Mrs. Grant, to approve the Form 990 Tax Return for filing as presented. Motion carried unanimously.

M.11.18.2019.4 Mrs. Grant moved, seconded by Dr. Acar, to approve the Financial Report as presented. Motion carried unanimously.

Poplar Avenue Facility updates were presented. Resolution needed to authorize Special Projects Director to execute and deliver necessary documents to effectuate 2<sup>nd</sup> mortgage loan.

- Change Orders for Danforth and Egriu Construction discussed
  - Danforth: plumbing and heating system → additional work being done to support installation of new HVAC system means that existing boiler system must be used until new system is complete and ready for use; maintenance and repair of existing localized hot water tank is necessary

- Egriu: general contract work needed for duct work, electrical system and repairs to woodwork and pipelines
- Vendors to be paid for finished work July 2020
- HVAC system is installed but cannot be finished for use without new electrical lines; National Grid contacted for new electrical line installation → application is necessary and work can occur anywhere between January and March

Proposed resolution between Key Bank and Buffalo Academy of Science:

*RESOLVED, that, in addition to and without limiting the generality of the resolutions previously approved with respect to the Loan, Murat Kucukdugenci, as Special Projects Director, is hereby authorized and directed to take such further action with respect to the Loan and to execute and deliver any and all documents necessary to effectuate the Loan, including such instruments and documents as may be appropriate to carry out the foregoing resolutions, including, without limitation, any amendment, extension, restatement or modification of any such instrument or document; and the taking of such action or the execution of such instruments and documents shall be deemed conclusive evidence of the determination that such action or execution was appropriate and in the best interests of the School*

M.11.18.2019.5 Dr. Banks moved, seconded by Mrs. Grant, to approve the resolution to authorize the Director of Special Projects to effectuate loan documents as presented. Motion carried unanimously.

BuffSci II Application updates were given. Replication application will be presented for approval at the December Regents meeting in Albany.

- Meeting scheduled with Assemblywoman Crystal Peoples-Stokes to give updates on school progress and advise of replication application.
- Letter sent to Regent Dr. Catherine Collins to give updates on school progress and advise of replication application.
- Response letter sent to BCSD for resolution that was passed at last BPS school board meeting.

Charter Renewal and Material Revision updates were presented. CSO will make site visit on December 3<sup>rd</sup> and 4<sup>th</sup>; meeting with BoT focus group scheduled to occur on December 4<sup>th</sup> at 9:00 am.

NEW HIRES AND TERMINATIONS (10/2019) were presented for review and discussion.

M.11.18.2019.6 Dr. Acar moved, seconded Mrs. Grant, to approve the New Hires and Terminations as presented. Motion carried unanimously.

OLD BUSINESS was discussed.

- New Member Recruitment reminder: invite potential candidates to attend meetings; invite potential parent candidates to attend meetings; explore options for advertising to recruit new candidates for membership
- BoT self-evaluation: Dr. Acar to send reminder and link to evaluation so that all members can complete and analysis can be done to generate action items for members

ADJOURNMENT

M.11.18.2019.7 There being no further business of the Board, Dr. Acar moved, seconded by Mrs. Grant, to adjourn at 8:49 pm. Motion carried unanimously.

Minutes recorded 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  
December 13, 2019**

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mr. Bernard Freedman  
**Excused Members:** Mrs. Betty Jean Grant, Dr. Murat Demirbas and Ms. Moyla Halimy  
**Others Present:** Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci and Mrs. Staci Cameron  
**Guests Present:** Mr. Tomasso Briatico

**A quorum being present, Dr. Acar called the meeting to order at 10:22 AM.**

**MINUTES** from the regular meeting of the Board of Trustees for November 18, 2019 were presented and reviewed.

**M.12.13.2019.1** Dr. Gokcek moved, seconded by Dr. Banks, to approve the minutes of the November 18, 2019 meeting as presented. Motion carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT** was presented and discussed. ED gave updates on charter renewal, enrollment, grant opportunities and school events.

- **RENEWAL VISIT UPDATES:** Charter School Office (CSO) representatives are currently conducting their site visits; all three buildings have been visited and final rounds in the high school are concluding at the time of this meeting; positive feedback thus far → CSO inquired about progress toward reaching target percentages for ELL and Special Education as well as the action plan to address needs of students who still fall below grade level proficiencies
  - **ENROLLMENT:** 168 applications have been received to-date; top enrollment for 2020-2021 is 840; ad campaign to begin in January -> direct-to-door mailings and seasonal greeting cards direct-to-door
  - **GRANTS:** two new grant opportunities have been identified for assistance with start-up costs for new school – Butler Foundation and Teaching Tolerance; more investigation of the guidelines and eligibility are underway
  - **EVENTS/ACTIVITIES:** Social media pages showing recent events: MS & ES Family Night; Toy giveaway to all K-4 students; Car drive for families in need; Girls' Volleyball Team had their first win; BuffSciBorgs and Science Olympiad teams preparing for upcoming competitions; Parent-Teacher Conferences on 12/17; Staff professional development on 12/20
-

**FINANCIAL REPORT** was shared by the CFO and discussed. Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed. YTD student number for total enrollment is 767; budget based on enrollment of 770. No liquidity issues are anticipated. Budget revision underway to reflect additional equity for new loan closing and revenue from shared services for the BuffSci II project.

- **Change Orders Summary** was presented for review and discussion
  - Danforth: Plumbing → new pipes and water pump installation
  - Egriu Construction: 3 change orders paid for in first loan for general contracting work performed; removal of wood shelving and additional small jobs to finalize repair of spaces covered/blocked by shelving; waiting for National Grid to install new electrical lines (Jan 13-16?) so that finalization of new HVAC rooftop units can be completed

**NOTE:** BoT inquired about the 30% increase in costs over original amount budgeted for Poplar renovation project. CFO and Director of Special Projects explained that the need for an entirely new electrical system was not anticipated because inspection of building confirmed a sound electrical system throughout the building; however, the installation of the new, energy-efficient HVAC units required additional voltage in order to operate → an electrical engineer was hired belatedly to oversee this phase of the project → future projects should be approached with more global perspective to have a more comprehensive idea of real costs so that discrepancy is not so great between budgeted and actual expenditures

**M.12.13.2019.2** Dr. Gokcek moved, seconded by Dr. Acar, to approve the financial reports as presented. Motion carried unanimously.

- **End-of-Year Bonus** for all staff distributed in the form of Wegman's gift cards
  - Budgeted in staff line annually
  - BoT to revisit discussion in the future to review/revise practice to create more sustainable incentive program moving forward

**M.12.13.2019.3** Dr. Banks moved, seconded by Dr. Acar, to approve the 2019-2020 end-of-year bonus payments as presented. Motion carried unanimously.

**BuffSci II Facility options** were presented to BoT by Tomasso Briatico for discussion.

- Dominican Monastery on Doat Street is a possible location; close proximity to BuffSci Middle School is an advantage to help create a "campus" feel; building is still in use but will soon be vacated; Current tenants are looking to vacate and sell; no facility issue due to dormancy → reasonable asking price → BoT members to make an appointment to visit facility for a tour

## **ADJOURNMENT**

**M.12.13.2019.4** There being no further business of the Board, Mr. Freedman moved, seconded by Dr. Gokcek, to adjourn at 11:57 am. Motion carried unanimously.

Minutes recorded 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**  
**190Franklin Street, Buffalo, NY 14202**  
**January 22, 2020**

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Mr. Bernard Freedman

**Excused Members:** Dr. Murat Demirbas and Ms. Moyla Halimy

**Others Present:** Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci and Mrs. Staci Cameron

**Guests Present:** Ms. Ismet Mamnoon

**A quorum being present, Dr. Acar called the meeting to order at 5:15 PM.**

**MINUTES** from the regular meeting of the Board of Trustees for December 13, 2019 were presented and reviewed.

**M.01.22.2020.1** Dr. Gokcek moved, seconded by Mrs. Grant, to approve the minutes of the December 13, 2019 meeting as corrected. Motion carried unanimously.

**INTRODUCTION of Ismet Mamnoon.** Ms. Mamnoon was invited to attend the meeting as a guest of Dr. Acar. Ms. Mamnoon is an Innovation Facilitator with a background in finance and creativity. She designs programs for parents and youth which incorporates various creativity techniques as a tool in effective parenting and education. Ms. Mamnoon is currently working in education with gifted children's programs.

**EXECUTIVE DIRECTOR'S REPORT** was presented and discussed. ED gave updates on admissions and enrollment, grant opportunities and school events.

- **NEW SCHOOL WEBSITE:** BuffSci site has been redesigned; one-page layout for ease in navigation; new format more compatible for small screens (e.g. cell phones and tablets); theme/color scheme of site aligned with current advertising literature to be consistent with branding and recognition (all designed by Paul Klonowski); site is up-and-running but edits are still being conducted and information is still being imported to site from old layout
- **ENROLLMENT:** 267 applications have been received to-date; direct-to-door mailings of updated brochure is being finalized in preparation for distribution in the next couple of weeks
  - Question about source of funding for advertising for BuffSci II → costs for advertising included in grant budgets for allocations specifically awarded for start-up costs for BuffSci II

- REPORTING: NYS has released information and BuffSci's 2019 graduation rate was 94%; CREDO Charter School Studies report also highlights steadily increasing student growth scores at BuffSci over the last four years
  - CREDO = Center for Research on Education Outcomes; an independent research group from Stanford University)
- GRANTS: Cullen Foundation and National Charter School Growth Fund (NCSGF)
  - Cullen has approved an award of \$200K to assist with start-up expenditures for BuffSci II
  - NCSGF is a private foundation that awards grants and loans to support charter schools with proven track records in growth and performance; possible opportunity to receive funds to assist with the start-up expenditures for BuffSci II
  - Independent school reviews are required to be in compliance for receipt of grant funds; however, it is also an opportunity for the school to gain valuable information to evaluate overall performance and identify weaknesses and strengths to continue grow and progress
    - Beyond 6<sup>th</sup> will conduct organizational review
    - Schoolworks will conduct academic and programmatic reviews
  - Charter School Planning (CSP) grant being pursued to assist with start-up costs for BuffSci II → requires specific designations for use of M/WBE contractors for technology, advertising, etc.
- EVENTS/ACTIVITIES: Social media pages showing recent events: BuffSciBorgs (robotics team) traveled to Corning, NY for reginal competition; Girls' volleyball team started up; Boys' Basketball competing in Charter School League

**FINANCIAL REPORT** was shared by the CFO and discussed. Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed. No liquidity issues are anticipated.

YTD student number for total enrollment is 764; budget based on enrollment of 770.

- 4 reimbursement received from BPSD
- Income statement reflects positive balance as of 12/31/2019
- Cash flow statement reflects actual balances based on invoices received/paid => cash on-hand
- Revised budget → updated to reflect changes due to FTE, Cullen Foundation award, deductions for shared costs with BuffSci II and state allocation

**M.01.22.2020.2** Dr. Acar moved, seconded by Dr. Banks, to approve the revised budget as presented. Motion carried unanimously.

**M.01.22.2020.3** Dr. Acar moved, seconded by Dr. Banks, to approve the financial report as presented. Motion carried unanimously.

## BuffSci II

- **Pre-opening budget** presented for BoT consideration and approval.
  - Federal start-up grant allocated \$375K to initiate preparations for school opening
  - Budget detailed **only** from February 2002 through June 2020 for expenditures related to:
    - Planning & Implementation: Admin & Admin Support
      - Principal, Secretary, Outreach Coordinator
    - Payroll & Taxes
    - Contracted Services
    - Materials & Supplies
    - Marketing & Student Recruitment
    - Facility Operations & Maintenance
- **Facility options** were discussed at length. Dominican Monastery on Doat Street is a possible location; close proximity to BuffSci Middle School is an advantage to help create a “campus” feel; no facility issue due to dormancy → a lot of acreage to expand campus in future → large building that can be opened in phases as needed (only four classrooms and office space needed initially) → renovations can be made as necessary but building is “move-in” ready → BoT is encouraging Admin to pursue negotiations for the purchase of the Monastery
  - Is there a rent-to-own option? Would this be an advantage over outright purchase?
  - Is there room in any of BuffSci’s three existing spaces to house the first four classes of BuffSci II temporarily? → There is currently no space. With approved expansion of grades, any “available” space would be in High School building and we do not want to commingle students from primary and high school grades
  - Ensure due diligence to search for alternative potential sites for housing BuffSci II

**M.01.22.2020.4** Mr. Freedman moved, seconded by Dr. Gokcek, to approve the Pre-opening Budget for BuffSci II as presented, contingent upon continued discussion of facility options and further research to proceed with building purchase which may affect allocations for facility maintenance and operations as outlined. Motion carried unanimously.

## NEW BUSINESS

### BuffSci III?

State has opened the cycle to submit letters of intent (LOI) to apply for a new charter. We have identified need in the Niagara Falls (NF) area. There is one charter school in NF area; 6648 students in the district. Overall academic performance is very poor, low test scores, low high school graduation rates, few options exist within district. BuffSci establishing a school following our proven model in NF answers a need and provides an option in that community which is currently

absent. LOI is due to State on February 24 . Executive Director requests authorization to submit an LOI.

**M.01.22.2020.5** Dr. Acar moved, seconded by Dr. Banks, to the Executive Director to submit a Letter of Intent to apply to NYS to establish a BuffSci-model charter school in the Niagara Falls area. Motion carried unanimously.

**NEW HIRES & TERMINATIONS** presented and discussed.

**M.01.22.2020.6** Mr. Freedman moved, seconded by Dr. Gokcek, to approve the New Hires and Terminations for December 2019 as presented. Motion carried unanimously.

**ADJOURNMENT**

**M.01.22.2020.7** There being no further business of the Board, Dr. Acar moved, seconded by Mr. Freedman, to adjourn at 7:39 pm. Motion carried unanimously.

Minutes recorded 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**  
**February 12, 2020**

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Mr. Bernard Freedman, Dr. Mustafa Gokcek,

Mrs. Betty Jean Grant

**Excused Members:** Ms. Moyla Halimy

**Others Present:** Mr. Joseph B. Polat, Mr. Murat Kucukdugenci, Ms. Kortni Burg and Mrs. Staci Cameron

**Guests Present:** Mrs. Star Hudson (Parent) and Shayden Hudson (Student)

**A quorum being present, Dr. Acar called the meeting to order at 5:15 PM.**

**MINUTES** from the regular meeting of the Board of Trustees for January 22, 2020 were presented and reviewed.

**M.02.12.2020.1** Mr. Freedman moved, seconded by Dr. Acar, to approve the minutes of the January 22, 2020 meeting as presented. Motion carried unanimously.

**BoT Meeting Calendar** was discussed. Due to changes in various BoT members' work schedules, upcoming meetings will take place -tentatively - on the 3rd Wednesday of each month at 5:00 pm. Next meeting will be **Wednesday, March 18**

⇒ BoT committee meeting time will be determined by each committee individually, once the membership is solidified

⇒ Board professional development training has been recommended by the State→ Funding for Good offers funds to pay for such trainings→ Upcoming training dates are April 13-16, May 5-9 and June 15-18→ BoT members to discuss availability and participation in one of the trainings, as recommended → BoT may try to coincide annual retreat with training to accommodate members' schedules

**BoT Membership** was discussed. Terms expiring for Dr. Acar and Dr. Demirbas.

⇒ Mr. Freedman notes to BoT that membership recruitment is important. BoT to continue discussion on ways to recruit new (potential) members.

⇒ Dr. Acar notes to BoT that invitations should be sent out to parents to increase participation in meetings and potential membership to Board.

⇒ Ms. Burg notes that she can place invitations and recruitment postings on schools social media sites.

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Dr. Banks nominates Dr. Acar to continue as BoT President. Nomination is accepted by Dr. Acar.

**M.02.12.2020.2** Mr. Freedman moved, seconded by Mrs. Grant, to renew the membership of Dr. Selcuk Acar to the Board of Trustees and further, to re-elect Dr. Acar to serve a second term as the President of the Board of Trustees. Motion carried unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Acar			✓	
Banks	✓			
Freedman	✓			
Gokcek	✓			
Grant	✓			
Halimy				✓

**PARENT & STUDENT CONCERNS** were presented by 10th grader Shayden Hudson and his mother, Star Hudson. Shayden and Mrs. Hudson wanted to inform the BoT members of their concern over the decrease in available after-school opportunities for the High School students. The Hudsons expressed that when Shayden started at BuffSci in 7th grade, there was a much greater selection of club and sports activities for students to participate in at the school, but this has decreased over the past couple of years since Shayden has been in high school. The Hudsons expressed some concerns over the change in staffing and facilitation for the boys’ varsity basketball team. The Hudsons also mentioned the dissatisfaction with the school lunches that are offered.

BoT thanked the Hudsons for their attendance at the meeting to provide valuable feedback and concerns. BoT and Admin will follow-up with concerns presented and has invited the Hudsons to attend meetings in the future.

**OUTREACH/ADMISSIONS UPDATES** were presented by Ms. Kortni Burg, Outreach & Admissions Coordinator. Ms. Burg detailed outreach and recruitment efforts, which include site visits, literature drops, social media and presentations at local organizations and schools. Current focus of recruitment efforts is to secure additional applications for Kindergarten and 1st grade for the upcoming lotteries for BuffSci and BuffSci II.

**EXECUTIVE DIRECTOR’S REPORT** provided updates on the facility options for BuffSci II locations. Options were shown for facilities researched on Niagara Street, former CGI building on Delaware Avenue, former BPS #44 on Broadway, facility on Genesee Street and monastery at 335 Doat Street. Monastery on Doat is deemed as the best option not only for the asking price, but also for the condition of the facilities. All the other properties have been vacant for some time and are in various states of declining disrepair. Extensive work would be needed to repair facilities enough to open the doors to students. After exhaustive research into identifying other options and careful consideration, Admin is still recommending the purchase of 335 Doat Street to house BuffSci II.

**M.02.12.2020.3** Mrs. Grant moved, seconded by Dr. Acar, to approve resolution for the purchase of 335 Doat Street aka Dominican Monastery) to house BuffSci II expansion. Motion carried unanimously.

***RESOLUTION TO AUTHORIZE THE BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL (BUFFSCI) TO PURCHASE 335 DOAT STREET, BUFFALO, NEW YORK (the "PROPERTY") FROM THE DOMINICAN NUNS OF THE MONASTERY OF OUR LADY OF THE ROSARY, BUFFALO, NEW YORK (the "SELLER")***

**M.02.12.2020.4** Mrs. Grant moved, seconded by Dr. Acar, to authorize the Executive Director and CFO to proceed with the application for the loan to acquire the property at 335 Doat Street as presented. Motion carried unanimously.

**M.02.12.2020.5** Dr. Acar moved, seconded by Mrs. Grant, to approve the opening of new checking accounts in the name of BuffSci II with KeyBank, as presented. Motion carried unanimously.

**Search and Recruitment for Principal of BuffSci II** was discussed. BoT noted to Admin that part of the evaluation of candidates should include emphasis on the school culture and questions posed to candidates should be designed to glean if they would be a good fit within the culture.

**Revision to the budget** approved in the January 22 meeting was presented for final review.

**Comptroller's Audit Report draft** was presented for review and discussion. Audit findings were in regards to vague policies and procedures for purchase approvals. Admin will draft a response to the auditors to appeal the findings, as procedures were followed and documentation was provided to auditors during their visit or supplied shortly thereafter. Comptroller's final audit report will include Admin response and must be published on the school website.

## **NEW BUSINESS**

Mr. Freedman noted to BoT and Admin that he would like to see a revision on the practice of distributing the gift cards to staff as the end-of-year holiday bonus. Policy should be drafted based on best practices of other similar schools/organizations to compensate staff.

BoT and Admin to discuss student/parent concerns presented earlier in the meeting. Plan of action should be devised to address the concerns and provide communication to give student and parent feedback.

## **EXECUTIVE SESSION**

**M.02.12.2020.6** Dr. Acar moved, seconded by Dr. Gokcek, to close regular meeting and move into Executive Session at 7:28 pm. Motion carried unanimously.

**M.02.12.2020.7** Mr. Freedman moved, seconded by Dr. Acar, to close the Executive Session and open the meeting back into regular session at 8:00 pm. Motion carried unanimously.

**ADJOURNMENT**

**M.02.12.2020.8** There being no further business of the Board, Mr. Freedman moved, seconded by Dr. Acar, to adjourn the meeting at 08:20 pm. Motion carried unanimously.

Minutes recorded 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]**  
**Virtual Meeting via ZOOM**  
**March 18, 2020**

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, and Mrs. Betty Jean Grant

**Excused Members:** Mr. Bernard Freedman, Ms. Moyla Halimy

**Others Present:** Mr. Joseph B. Polat, Mr. Murat Kucukdugenci, Mrs. Ashley Piazza, Mr. Justin Braun and Mrs. Staci Cameron

**Guests Present:**

**A quorum being present, Dr. Acar called the meeting to order at 5:38 PM.**

**MINUTES** from the regular meeting of the Board of Trustees for February 12, 2020 were presented and reviewed.

**M.03.18.2020.1** Dr. Acar moved, seconded by Mrs. Grant to approve the minutes of the February 12, 2020 meeting as corrected. Motion carried unanimously.

**VIRTUAL MEETINGS:** Dr. Acar consulted with the CSO to obtain guidance on conducting upcoming BoT meetings, in light of the current COVID-19 pandemic. According to CSO guidelines, virtual meetings are acceptable provided that:

- ❖ Meeting link must be made public at least 72 hours prior to the start of the scheduled meeting
- ❖ Minutes from the meeting must be transcribed and posted, as per regular in-person meetings

**BoT Members** agreed that all upcoming meetings of the full body and/or committees of the BoT will be conducted virtually until the pandemic has passed and it is safe for members to convene again in-person.

**PRESENTATIONS** from the Directors of Curriculum and Instruction - Ashley Piazza & Justin Braun

- ❖ Tracking of student achievement per cohort across grade levels
  - ❖ Assessment data shared for grades 5-12 → benchmarks and iReady Assessment data compared to create a more accurate analysis of student achievement
  - ❖ Growth tracked within cohort groups, by individual student, by teacher, by assessment type
-

- In-house benchmark assessment analysis gives more accurate predictions of student understanding and how students will perform on State assessments because benchmarks were written to align with materials students will encounter on the actual State assessments
- Teachers perform quarterly review with Curriculum Directors to create intervention plans to be implemented with students to address weak areas identified by assessments
- Curriculum Directors work with Teachers to create assessment schedule to avoid overlapping testing days
- ❖ Students were tested in an environment that mirrored the conditions of the actual State assessments to familiarize them with the process → provided valuable feedback to predict how students will fare during the actual State testing time
- ❖ Assessment data shows student growth scores steadily increase as students continue in our program, across the cohort → overall goal is to increase growth scores by one level per student, per year

**EXECUTIVE DIRECTOR'S REPORT** provided updates on current activities at BuffSci.

- ❖ COVID-19 response and future plans
  - BuffSci Teachers prepared to implement online learning on Friday, March 13th, in advance of directives to other local districts
  - All teachers compiled work packets for students to take home and have been creating/implementing online lessons and assignments for students to complete at home → frequent, regular contact with students via email, class Dojo and Google classroom and other virtual platforms → students have Chromebooks to complete work → identifying options for students who do not have internet access at home
  - SpEd and ENL Teachers are working virtually/remotely with students 1-on-1
  - School Social Workers and Deans have been offering virtual/remote 1-on-1 socioemotional support for students and families
  - Staff communications will continue through emails and virtual meetings (Zoom and Google Hangouts)
  - This model could provide guidance on how to rollout a virtual Saturday School program to reach students
- ❖ Enrollment and Lottery
  - Virtual Open Houses will be conducted
  - Direct-mail advertising campaign continues
  - Planning mailing of hand sanitizers with school logo to help promote branding
- ❖ Teacher Recruitment
  - Admin teams will conduct virtual interviews with candidates
  - Hirings will take place after April 20th
- ❖ BuffSci II

- Resolution to move forward was approved in the last BoT meeting and there has been to alteration in the plans due to the emergence of COVID-19
  - NYS cannot release start-up grant funds until June or July → assistance loan from Cullen for 6 months until State grant funds are disbursed
- M.03.18.2020.2** Mrs. Grant moved, seconded by Dr. Banks, to approve the submission of a loan request to the Cullen Foundation for start-up funds for BuffSci II. Motion carried unanimously.
- ❖ BPS \$7M Overpayment to Charters
    - BPS miscalculated reimbursement payments to charters from 2007 through 2017 and is trying to recoup those funds by deducting money from current budget reimbursements → BPS claims BuffSci owes ~\$400K
    - Buffalo Charters - including BuffSci - have filed an intercept order with NYS to prevent BPS from deducting these funds, as there is no legal precedent for them to do so
    - If intercept is unsuccessful, a lawsuit may be filed
  - ❖ NYS Charter School Association → membership renewal (\$10K)
    - NYSCSA offers lobbying, support and resources for charters  
Note: BoT members support renewal and would like to explore areas where NYSCSA can offer more direct, specific support to school
  - ❖ Facility Upgrades and Refinancing
    - Discussion to create an upgrade plan to include in one loan application to maximize low interest rates for refinancing → projects to include replacing ceiling tiles (ES), increasing size of cafeteria (ES), upgrade/replace boiler system (ES), remodel of bathrooms (MS)...
    - Once finalized, plan will be presented to BoT for approval
  - ❖ Financial Updates
    - Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed → no liquidity issues are anticipated
    - BPS reduced their 5th reimbursement payment to us by \$90K because of overpayment claim (mentioned previously)
- M.03.18.2020.3** Dr. Gokcek moved, seconded by Mrs. Grant, to approve the financial report as presented. Motion carried unanimously.

## **EXECUTIVE SESSION**

**M.03.18.2020.4** Dr. Gokcek moved, seconded by Mrs. Grant, to close the regular meeting and move into Executive Session at 6:57 pm. Motion carried unanimously.

**M.03.18.2020.5** Mr. Freedman moved, seconded by Dr. Acar, to close the Executive Session and open the meeting back into regular session at 8:00 pm. Motion carried unanimously.

**ADJOURNMENT**

**M.03.18.2020.6** There being no further business of the Board, Mr. Freedman moved, seconded by Dr. Acar, to adjourn the meeting at 08:20 pm. Motion carried unanimously.

Minutes recorded 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]**  
**Virtual Meeting via ZOOM**  
**April 22, 2020**

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, and Mrs. Betty Jean Grant, Mr. Bernard Freedman, Ms. Moyla Halimy

**Others Present:** Mr. Joseph B. Polat, Mrs. Staci Cameron

**A quorum being present, Dr. Acar called the meeting to order at 5:13 PM.**

**MINUTES** from the regular meeting of the Board of Trustees for March 18, 2020 were presented and reviewed.

**M.04.22.2020.1** Dr. Gokcek moved, seconded by Mrs. Grant to approve the minutes of the March 18, 2020 meeting as corrected. Motion carried unanimously.

**PAYROLL PROTECTION PROGRAM (PPP):** PPP is a federal program that will provide loans to cover up to 2 ½ months of payroll for eligible organizations/businesses. If all the requirements of the loan terms are met, the loan converts to a grant and restitution of the funds will be forgiven. Application must be filed with approved financial institutions. BuffSci has completed the application and is ready to submit through KeyBank.

**M.04.22.2020.2** Dr. Acar moved, seconded by Ms. Halimy to approve the submission of the Payroll Protection Program Loan Application through KeyBank as presented. Motion carried unanimously.

**M.04.22.2020.3** Dr. Acar moved, seconded by Ms. Halimy to approve the resolution which authorizes the Executive Director to sign loan documents for receipt of the Payment Protection Program funds. Motion carried unanimously.

**COVID-19 Response** updates from the Executive Director.

- ❖ Per Governor Cuomo, current NYS on Pause restrictions are in place through May 15<sup>th</sup>, at which time the Administration will re-evaluate the situation across the state
  - ❖ BuffSci continues to provide services to students online: Teachers hold regular live online sessions for students twice weekly; Teachers are recording lessons and study guides and posting them for students to access; School acquired and distributed 25 mobile hotspots for students who are at home without Wi-Fi services, so that they are able to interact with their teachers and peers as well as complete assignments; Grading has been revised to weight class participation and attendance; Teachers' plans are posted on school website for ease of access for students
-

❖ **Activities**

- Teachers have made “home visits” to check in with parents via Zoom
- Seniors received their lawn signs to celebrate their pending graduation
- Virtual Spirit Days activities

❖ **Enrollment** process is complete at most grade levels; ongoing enrollment follow-up to collect the information from those with outstanding documents

❖ **Recruitment** and interviewing are in progress to fill pending vacancies in the teaching staff

❖ **BuffSci Renewal**

- CSO asked school to adjust enrollment plan to reduce the number of anticipated incoming Kindergarten classes as well as remove the request to increase the numbers at grades 5-7; enrollment plan was revised accordingly
- Renewal is expected to be approved with expansion to include 3<sup>rd</sup> & 4<sup>th</sup> grades and reduced Kindergarten enrollment number

❖ **BuffSci II**

- Finalizing purchase of monastery
- NYS cannot release start-up grant funds so no construction or renovation can begin; however, planning is in progress so that everything is ready once the funding becomes available

❖ **2020-2025 Growth Plan (Strategic Plan)**

- School is working with outside evaluators to assess the school in its entirety to create a comprehensive strategic plan → readiness for growth; financial model and projections → trends, enrollment vs. revenue/expenses; facility cost projections; organizational review → Graph presented to show enrollment projections over the next 5 years
- Organization assessments possible because of a grant received from the Charter School Growth Fund

❖ **Financial Updates**

- Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed → no liquidity issues are anticipated
- BPS reduction of reimbursement payments
  - Charters have filed an intercept; awaiting response from NYS
  - Judge has granted a temporary injunction so that BPS must cease deducting from current reimbursement funds
- Budget Planning in progress for 2020-2021

- Conservative budget being drafted in anticipation of the impact of the COVID-19 related recession
- Spending has been minimized during closure → cancellation of non-essential services
- Researching long-term, low-rate refinancing of properties
- Researching grant opportunities
- NYS asking for flat budget to mitigate the impact of the recession

**M.04.22.2020.4** Dr. Acar moved, seconded by Dr. Banks, to approve the financial report as presented. Motion carried unanimously.

### **BoT Self-Evaluation**

- ❖ BoT members discussed one specific area which was self-identified as needing the most improvement
- ❖ Board Structure and Practices to be reviewed
- ❖ Follow-up with potential new recruits to the BoT: Dr. Son, Ms. Mamnoon, Dr. Kosar

### **ADJOURNMENT**

**M.04.22.2020.5** There being no further business of the Board, Dr. Acar moved, seconded by Dr. Gokcek, to adjourn the meeting 6:47 pm. Motion carried unanimously.

Minutes recorded 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]**  
**Virtual Meeting via ZOOM**  
**May 13, 2020**

- Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, and Mrs. Betty Jean Grant, Mr. Bernard Freedman, Ms. Moyla Halimy
- Others Present:** Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci, Mrs. Staci Cameron
- Guests Present:** Mr. Emin Egriu

**A quorum being present, Dr. Acar called the meeting to order at 5:35 PM.**

**MINUTES** from the regular meeting of the Board of Trustees for April 22, 2020 were presented and reviewed.

**M.05.13.2020.1** Dr. Acar moved, seconded by Dr. Banks to approve the minutes of the April 22, 2020 meeting as corrected. Motion carried unanimously.

**COVID-19 Response** updates from the Executive Director.

- ❖ Teachers continue to provide lessons via virtual classrooms and online assignments
  - ❖ Elementary and Middle schools are seeing nearly 100% participation from students => some students still experiencing issues with technology, which teachers and IT are working to address; High school has a few attendance issues, which the HS team is working with students and families to rectify => staff is reaching out to the parents to identify what issues may be causing the absences and working with families to rectify
  - ❖ **Activities**
    - Postings on school's social media and website to capture student/family/teacher engagement
    - Outreach activities continue and some events are posted on social media and website
  - ❖ **Enrollment** process is complete at most grade levels; ongoing enrollment follow-up to collect the information from those with outstanding documents
-



- ❖ **Recruitment** and interviewing are in progress to fill pending vacancies in the teaching staff
- ❖ **BuffSci Renewal**
  - NYS Board of Regents denied full charter renewal in May 4<sup>th</sup> meeting
  - BuffSci renewal application had been revised based on CSO requests to reduce the grade expansions to only include the introduction of grades 3 & 4 over the next two school years to complete our K-12 model
  - 9-7 vote denied renewal in its entirety based on Regents expressing concerns of granting “expansions” during this uncertain economic climate
    - all other schools up for vote – including two other Buffalo Charters and one downstate charter grade expansion – were granted their renewals
  - Next meeting of Board of Regents is June 11<sup>th</sup>(?) and ED is attempting to ensure there is a reconsideration vote for BuffSci added to the agenda
  - BoT members and ED to meet with CSO to discuss options to appeal the decision => currently unable to connect with Regent Collins to discuss the May 4<sup>th</sup> decision
  - **ACTION PLAN**
    - Weekly Town Hall meetings on Facebook to keep school community and public aware of the situation and to share progress
    - Appeal to parents, students, staff and community to contact Regents in support of BuffSci renewal
    - Letter-writing/call campaign for entire school community to flood Regents with correspondence to voice dissatisfaction with the Board decision and appeal for a re-vote
      - Packets being prepared to send home to families which contain template appeal letters and contact information for all Regents members as well as local officials
    - Enlist community advocates and other Charters to join BuffSci renewal campaign
    - Schedule interviews on radio, television and other available media to further renewal campaign
    - ED to consult lawyers to prepare alternative options if the re-vote fails or is not granted at all
    - BoT members to contact Regents and local officials to appeal the Regents denial and demand re-vote in June meeting
- ❖ **BuffSci II**
  - No new updates to report

- ❖ **School Reviews:** Quality review being performed by School Works; Organizational review being performed by Beyond 6<sup>th</sup> ; draft reports are being prepared to present to school admin & BoT => ED evaluation in progress -> survey for staff to review ED must be reviewed and revised as necessary by BoT prior to dissemination to staff to complete
- ❖ **New BoT Member Invitation:** Ismet Mamnoon has accepted invitation to join the Board; completion of required paperwork is in progress and must be sent to NYS
- ❖ **Financial Updates**
  - Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed → no liquidity issues are anticipated ☺Current FTE is 745
  - PPP funds were received in KeyBank account=> \$1.25M to support continuation of salaries
  - BPS reimbursement #6 received; awaiting final payments from other districts

**M.05.13.2020.2** Dr. Acar moved, seconded by Mrs. Grant, to approve the financial report as presented. Motion carried unanimously.

### **Pending Grant Opportunities**

- ❖ Governor's Education Emergency Relief Fund
- ❖ Elementary and Secondary Schools Emergency Relief Fund
- ❖ Project SERV
- ❖ FEMA

**M.05.13.2020.3** Dr. Banks moved, seconded by Dr. Gokcek, to approve the preparation and submission of applications to the potential funders as presented. Motion carried unanimously.

- ❖ Federal Teacher and School Leader Initiative
  - Grant opportunity presented through Title III Consortium => must be part of the consortium to apply for funds

**M.05.13.2020.4** Mrs. Grant moved, seconded by Dr. Gokcek, to approve the participation in the consortium and submission of applications to the potential funder as presented. Motion carried unanimously.

**ADJOURNMENT**

**M.05.13.2020.5** There being no further business of the Board, Dr. Acar moved, seconded by Dr. Gokcek, to adjourn the meeting 6:44 pm. Motion carried unanimously.

Minutes recorded 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]**  
**Virtual Meeting via ZOOM**  
**June 10, 2020**

**Attending Members:** Dr. Selcuk Acar, Dr. David Banks, Dr. Mustafa Gokcek, Mrs. Betty Jean Grant, Ms. Moyla Halimy and Ms. Ismet Mamnoon

**Excused Members:** Mr. Bernard Freedman

**Others Present:** Mr. Joseph B. Polat, Mr. Jay R. Ornek, Mr. Murat Kucukdugenci and Mrs. Staci Cameron

**A quorum being present, Dr. Acar called the meeting to order at 5:43 PM.**

**MINUTES** from the regular meeting of the Board of Trustees for May 13, 2020 were presented and reviewed.

**M.06.10.2020.1** Dr. Acar moved, seconded by Dr. Banks to approve the minutes of the May 13, 2020 meeting as presented. Motion carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

- ❖ **BuffSci Renewal & Board of Regents:** Huge publicity campaign to get the word out about the May (renewal denial) vote was successful => New vote was cast on June 8<sup>th</sup> regarding the renewal application for BuffSci => Regents reversed their previous decision and voted to grant full 5-year renewal, including 3<sup>rd</sup> & 4<sup>th</sup> grade expansion
    - Uncertainty regarding what changes Regents will make in the future for their approval process
    - May behoove the school to consider what other options are available for future authorization
  - ❖ **Enrollment:** Process is complete at most grade levels; Students are already being contacted about summer activities that will take place
  - ❖ **Teacher/Staff Recruitment:** Most positions have been filled; search and interviews are still in progress to fill one Special Education vacancy and Elementary support vacancies in the teaching staff
    - New HR platform created in-house to manage candidates from application to hiring
-

- Link to platform can be shared with Charter School Office to help reach additional candidates to diversify applicant pool
- ❖ **2020 Summer School Programs:** There will be expanded programming all conducted online – simultaneous and overlapping dates in July and August for all grades => focus on enrichment; online program allows for more students to be reached; goal to eventually have all students participate in summer enrichment programming
  - Regular Summer Bridge for new enrollees
    - ◆ 4 week program
  - Regular Summer School for prep courses and skill building
    - ◆ 4 week program
  - MS National Summer School Initiative (funding through Cullen Foundation)
    - ◆ 6 week program
    - ◆ 8 teachers
    - ◆ Approximately 300 students
- ❖ **BuffSci II**
  - COVID-related delays have made it impossible to complete purchase and renovation of monastery in time to open for new students this fall
  - Staff and students will be housed in far wing of BuffSci Middle on Poplar
    - ◆ Separate street entrance; 4 classrooms on main floor
- ❖ **2020-2025 Growth Plan (Strategic Plan)**
  - Beyond 6<sup>th</sup> completed organizational review of school → main suggestion is to increase capacity in the business office to accommodate school growth

## Financial Updates

- Balance Sheet Summary, Cash Flow Summary, Budget vs. Actual Income Statement Summary presented and reviewed → no liquidity issues are anticipated → current FTE is 771
  - Final reimbursements from BPSD received; awaiting final payments from smaller districts to close out year
  - Special funding that was expected from NYS has been cancelled due to COVID recession → projected budget being adjusted accordingly with anticipation of additional reductions from state → alternative budget drafts being prepared to forecast for cuts between 5% and 25%
    - ◆ BPS reduction of reimbursement payments: no updates → still awaiting response from NYS on intercept order
- M.06.10.2020.2** Dr. Acar moved, seconded by Ms. Halimy, to approve the financial report as presented. Motion carried unanimously.

**Corrective Action Plan** drafted to submit to NYS Comptroller in response to 2019-2020 audit.

- ❖ Update purchasing policies to assign an agent for approvals
- ❖ Update purchasing policies to address approvals for professional services
- ❖ Work on revisions in application of policies over the summer to close existing gaps in policy and implement new policies fully beginning this fall

### **Executive Session**

**M.06.10.2020.3** Dr. Acar moved, seconded by Dr. Gocek, to close the regular meeting and move into closed session at 6:57 pm. Motion carried unanimously.

\*Polat, Ornek, Kucukdugenci & Cameron excused and exited meeting.

**M.06.10.2020.4** Dr. Acar moved, seconded by Ms. Halimy, to end Executive Session. Motion carried unanimously.

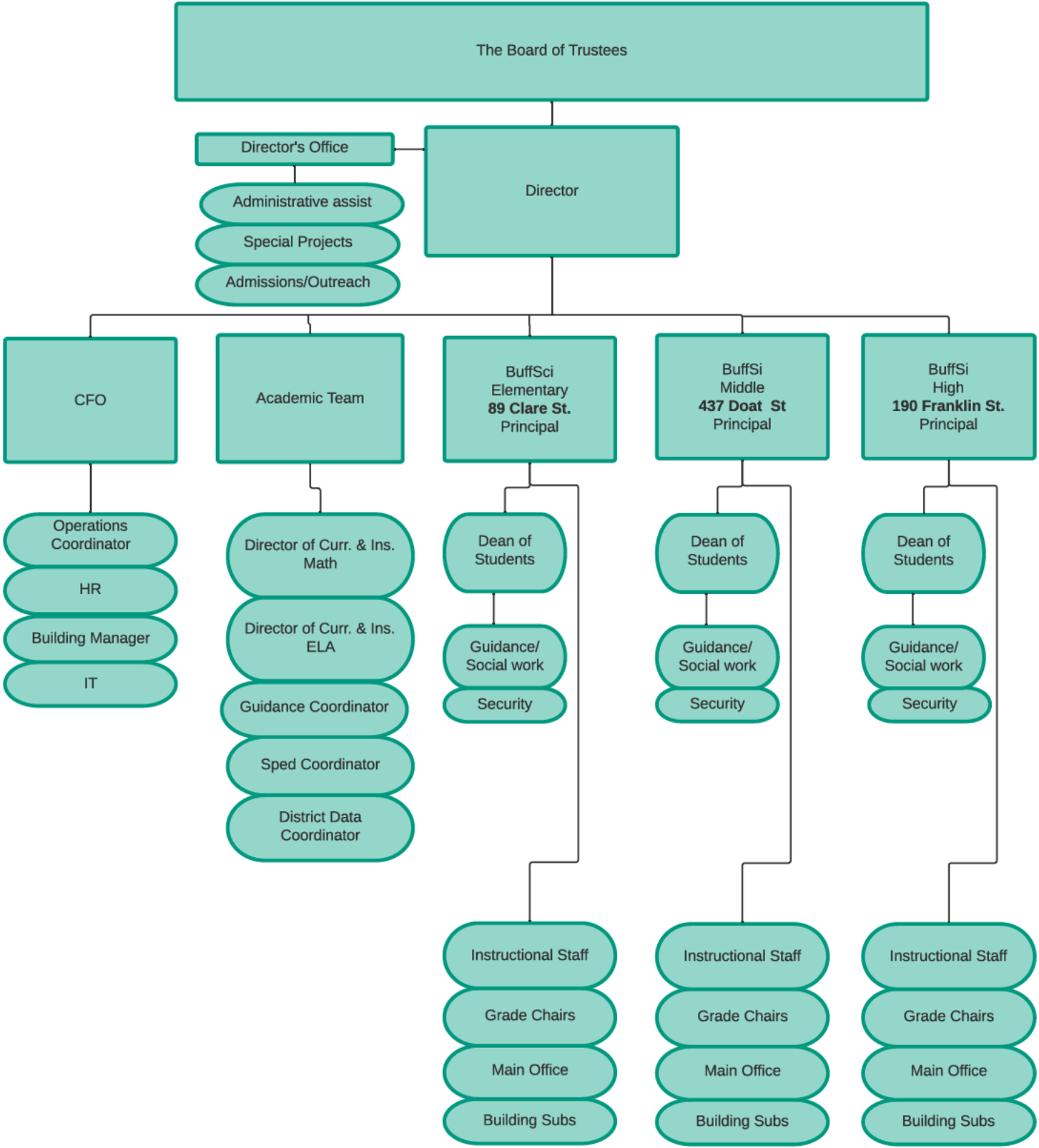
### **ADJOURNMENT**

**M.06.10.2020.5** There being no further business of the Board, Dr. Acar moved, seconded by Dr. Gokcek, to adjourn the meeting 7:20 pm. Motion carried unanimously.

Minutes recorded by Mrs. Staci A. Cameron.

Respectfully submitted,

Dr. Mustafa Gokcek  
Board of Trustees Secretary



## 2020-21 Buffalo Academy of Science Charter School Calendar

July 2020						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2021						
S	M	T	W	R	F	S
					4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2020						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2021						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September 2020						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 2021						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October 2020						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2021						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2020						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2021						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2020						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2021						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Teacher Days/Days Students are in Attendance							
Month	Tchr	Pk-8	HS	Month	Tchr	Pk-8	HS
Aug	6	0	0	Feb	15	15	15
Sept	21	20	20	Mar	23	22	22
Oct	21	21	21	Apr	16	15	15
Nov	18	17	17	May	19	18	18
Dec	17	17	17	June	19	18	11
Jan	19	18	15	<b>Total</b>	<b>92</b>	<b>88</b>	<b>81</b>

Total Teacher Days: 194			
Total Actual student days	Pk-8: 181	HS: 171	
Credited Student days			

### Important Days

June 29	Summer school starts
July 3	Independence Day (offices also closed)
August 7	Summer school ends
Aug24-Sep1	Sup't conference days, Aug PD (24th only new staff and admin)
Sept 2-4	Half days for students
Sep 8	First full day for all students and staff
October 12	School closed
November 3	Teacher Data Day (no students)
Nov 6th	Q1 Ends
Nov 11th	Veterans Day (School closed)
Nov 25	Half days for students
Nov 26-27	Thanksgiving (School closed)
Dec 24-31	Holiday Break (School closed)
Jan 1st	New Year (School closed)
Jan 18th	MLK day (School closed)
Jan 26-29	High School Regent Exams
January 28	Q2 Ends
January 29	Teacher Data Day (no students)
Feb 15-19	Winter Break (School closed)
March 17	Teacher Data Day (no students)
April 1	Q3 Ends
Apr 2-9	Spring Break (School closed)
Apr 21-22	3-8 ELA State Tests
April 28	Half days for students
April 29	Sup't conference day
May 5-6	3-8 Math State Tests
May 12	Half days for students
May 13	Sup't conference day
May 28-31	Memorial Day (school closed)
June 16-24	High School Regent Exams
June 25	Sup't conference day
June 25	Graduation

<span style="background-color: #e6f2ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> HS Regent Exams	<span style="background-color: #ffffcc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Central Office also closed
<span style="background-color: #fff2cc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> 3-8 State tests	<span style="background-color: #c6efce; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Sup't Conference day
<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School closed	<span style="background-color: #ffcccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early release day





**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District BUFFALO ACADEMY OF SCIENCE  
 Facility # \_\_\_\_\_

Building Name \_\_\_\_\_

Part II-A (To be completed for public schools only, except Big A's)					Part II-B					Part II-B					Part II-B										
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected							
01A-2					08A-2					13A-2					19E-1										
01B-1					08B-2					13B-2					19F-1										
01C-1					08C-2										19G-1										
01D-1					08D-2					14A-2					19H-2										
01E-1					08E-2					14B-2															
					09A-2					14C-2					20A-1										
02A-2					09B-2					14D-1					20B-1										
02B-1					09C-1					14E-1					20C-1										
02C-3					09D-1					15A-2					21A-3										
02D-1					09F-2					15B-1					22A-3										
02E-2					09G-2					15C-2					22B-3										
02F-3					10A-2					15D-2					22C-3										
02G-2					10B-2					15E-1					23A-1										
					10C-1					16A-2					23B-1										
03A-3					10D-1					16B-2					23C-1										
03B-1										16C-2					23D-2										
					11A-2					17A-3					24A-3										
04A-2					11B-1					17B-2					25A-1										
04B-2					11C-2					17C-2					25B-1										
04C-1					11D-2					17D-2					25C-1										
					11E-1					17E-1															
05A-3										17F-3					26A-3										
05B-2					12A-1					17G-1					If any additional non-conformances are observed, check item 26A-3 and list the Code section below.  _____ Inspector The inspector has been provided with a copy of the previous year's school fire safety report: Yes _____ No <input checked="" type="checkbox"/>										
05C-2					12B-3					17H-2															
					12C-2					17I-2															
06A-1					12D-2					17J-1															
06B-1					12E-1					17K-1															
06C-1					12F-1					17L-1															
06D-2					12G-1																				
06E-3					12H-1					18A-2															
06F-1					12I-1					18B-2															
06G-1					12J-1					18C-2															
06H-2					12K-1					18D-2															
					12L-1					19A-3															
07A-3					12M-1					19B-2															
07B-2					12N-1					19C-1															
07C-2					12O-2					19D-1															

All schools complete Section 6 only if the building has electrically-operated folding partitions.

**Initial Inspection:**  
 Fire Safety Inspector: \_\_\_\_\_

Name LT. MARVIN SPATES  
 Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26E-4)

**Final Inspection (if required):**  
 Fire Safety Inspector: \_\_\_\_\_

Name \_\_\_\_\_  
 Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

**Part III: Public School Certifications**

**Section III-A. Fire Inspector**

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: MARVIN SPATES

Telephone #: [REDACTED]

Title: LIEUTENANT

Registry # [REDACTED]

Email: [REDACTED]

**Section III-B. Building Administrator or Designee**

The individual noted below certifies that this building was inspected on \_\_\_\_\_ (date) as indicated in Section III-A above.

Name: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

**Section III-C. School Superintendent**

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Name: JOSEPH POLAT

Telephone #: (\_\_\_\_) \_\_\_\_\_

Title: DIRECTOR

Email: [REDACTED]

Electronic Signature J. Polat  
(via NYSED Portal)



# 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 **437 DOAT** 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 Comerford Jr.*  
Commissioner of Permit and Inspection Services

No. of Units:  No. of Stories:  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: [REDACTED]

COMMERCIAL SPACE: NA

Story

Use

Basement:

1<sup>st</sup> Floor:

2<sup>nd</sup> Floor:

3<sup>rd</sup> Floor:

4<sup>th</sup> Floor:

CONDITIONS:

- [REDACTED]
- [REDACTED]
- [REDACTED]

**SEE REVERSE SIDE**

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
State Office of Religious and Independent Schools - Room 1078 Education Building Annex  
Albany, New York 12234

**ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

**School Name**

S	O	F	F	A	L	O	A	C	A	D	E	M	Y	O	F	S	C	I	E	N	C	E
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**Facility/Building Name**

S	C	H	O	O	L	I	I															
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**Street Address (NO PO Box Numbers)**

4	3	7	D	O	A	T	S	T	R	E	E	T										
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**City/Town/Village**

**Zip Code**

B	O	F	F	A	L	O	N	E	W	Y	O	R	K			1	4	2	1	1		
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**Name of Municipality Responsible for Local Code Enforcement**

B	O	F	F	A	L	O	B	U	I	L	D	I	N	G	D	E	P	T				
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**Nonpublic School BEDS Code**

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**INSTRUCTIONS**

- Read the “Manual for New York State Nonpublic School Facility Fire Safety Inspections” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
  - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.

This form must be kept on file at the school for three years and must be available for public review.

- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.

**Part I: General Information and Fire/Life Safety History**  
**(to be completed annually)**

Indicate the primary use of this facility: (check one box)

a) Student Instruction		b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	--	----------------------------------------------------------------------------------	--

2. Is there a fire sprinkler system in this facility? Yes \_\_\_ No

If yes, is the sprinkler alarm connected with the building alarm? Yes \_\_\_ No \_\_\_

3. Is there a fire hydrant system for facility protection? Yes  No \_\_\_

If yes, indicate ownership of the system.  
 Public Owned  School Owned \_\_\_ Other \_\_\_\_\_ (specify)

4. Indicate the ownership of this facility.

Leased \_\_\_ Owned  Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility?  
 (to the nearest whole ten feet)



6. If this facility is used for instruction, complete (a) -- (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes  No \_\_\_

b) Average time to evacuate this facility:

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Minutes                  Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes  No \_\_\_

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes  No \_\_\_

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes  No \_\_\_

8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_

No

If yes, indicate:

a) Number of fires

	0
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b) Total number of injuries

	0
--	---

c) Total cost of property damage

\$

									0
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**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name BUFFALO ACADEMY OF SCIENCE Building Name POPLAR SCHOOL 11

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

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**Inspector**  
The inspector has been provided with a copy of the previous year's school fire safety report:

Yes \_\_\_\_\_ No \_\_\_\_\_



**Part III: Nonpublic School Certifications**

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

*PRIOR TO OPENING AND OBTAINING A C.O.F.O. THE FIRE DEPT. INSPECTED*  
The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

### Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

Name of Local Fire Authority: \_\_\_\_\_

Address of Local Fire Authority: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

Yes

No

### Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

# FIRE SAFETY SYSTEMS

# FIRE ALARM SYSTEM / INSTALLATION ACKNOWLEDGEMENT

525 Aero Drive, Suite 200

Buffalo, NY 14225

Tel. (716) 894-9700 Fax (716) 894-4354

LICENSE NUMBER - 12000016678

PROJECT NUMBER

PROJECT NAME <b>Buffalo Academy of Science</b>	COMPLETION DATE <b>7-3-20</b>	CONTRACTOR	PHONE NUMBER	MONITORING ENTITY/PHONE # <b>1-800-932-3822</b>
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ADDRESS <b>437 Doat Street</b>	CITY <b>Buffalo</b>	STATE <b>NY</b>	ZIP <b>14211</b>
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### CONTROL PANEL

MANUFACTURER <b>Edwards</b>	MODEL NUMBER <b>IO 1000</b>	SERIAL NUMBER	SOFTWARE REV. #	BATTERY SIZE/TYPE
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TYPE OF SIGNALING SYSTEM <input checked="" type="checkbox"/> GENERAL ALARM <input type="checkbox"/> SELECTIVE SIGNALS <input type="checkbox"/> CODED <input type="checkbox"/> PRE-SIGNAL	POWER SOURCE - Circuit Breaker Location
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------

TROUBLE CONDITIONS: RESPONSE TO: ZONE TROUBLE <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> NOTE #	SIGNAL TROUBLE <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> NOTE #	A/C LOSS TROUBLE <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> NOTE #	BATTERY LOW / DEPLETED TROUBLE <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> NOTE #
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THIS TEST WAS PERFORMED IN ACCORDANCE WITH APPLICABLE NFPA STANDARDS.	SLC CIRCUITS / STYLE <b>2 Class B</b>	INDICATING CIRCUITS / STYLE <b>2 Class B</b>
-----------------------------------------------------------------------	------------------------------------------	-------------------------------------------------

CUSTOMER SIGNATURE	DATE	SYSTEM POWER SUPPLIES:	PRIMARY	AUXILIARY
		QUANTITY	<b>1</b>	<b>2</b>

FIRE SAFETY SYSTEMS REPRESENTATIVE <i>S. C. [Signature]</i>	DATE <b>7-3-20</b>	PANEL FUNCTIONS: <input type="checkbox"/> LAMP TEST <input checked="" type="checkbox"/> RESET <input checked="" type="checkbox"/> LOCAL SILENCE <input type="checkbox"/> NOTE #1
----------------------------------------------------------------	-----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### AUXILIARY FUNCTIONS

ANNUNCIATOR - MFG# <b>Edwards</b>	MODEL NUMBER <b>RLCD-R</b>	SERIAL NUMBER <b>Lobby Entrance</b>	WIRING DIAG #	VOLTAGE <b>24VDC</b>
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AUX FUNCTIONS <input type="checkbox"/> LAMP TEST <input checked="" type="checkbox"/> REMOTE RESET <input checked="" type="checkbox"/> REMOTE SILENCE <input checked="" type="checkbox"/> REMOTE ACK <input checked="" type="checkbox"/> LCD <input type="checkbox"/> LED <input type="checkbox"/> CRT <input type="checkbox"/> GRAPHIC	TYPE	ADDITIONAL NOTES <b>NOTE #</b>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------	-----------------------------------

CITY CONNECTION RESPONSE TO ALARM <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> NOTE # <input type="checkbox"/> N/A	RESPONSE TO TROUBLE <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> NOTE # <input type="checkbox"/> N/A	OFFICIAL CONTACTED	LOCAL FIRE DEPT./CENTRAL STATION ACCOUNT # <b>City of Buffalo</b>
-------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------	--------------------	----------------------------------------------------------------------

DOOR HOLDERS - DOOR RELEASE DEVICES, INCLUDING CLOSERS AND LATCHES <input type="checkbox"/> NORMAL <input type="checkbox"/> QTY <input type="checkbox"/> NOTE # <input checked="" type="checkbox"/> N/A	HVAC SHUTDOWN AIR HANDLERS RESTART FROM SHUTDOWN AUTOMATICALLY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

ELEVATOR FIRE RECALL-RECALL TO PRIMARY FLOOR <input type="checkbox"/> NORMAL <input type="checkbox"/> NOTE # <input checked="" type="checkbox"/> N/A	RESPONSE TO TROUBLE <input type="checkbox"/> NORMAL <input type="checkbox"/> NOTE # <input checked="" type="checkbox"/> N/A	ELEVATORS RESTART FROM FIRE SERVICE SHUTDOWN AUTOMATICALLY <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOTE #
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### INDICATING CIRCUITS

SIGNAL #	AMPERAGE	DEVICE TYPE	MEASURED AMP	VOLTAGE	SUPERVISED
Circuit #1					
Circuit #2					
Circuit #3					
Circuit #4					
Circuit #5					
Circuit #6					
Circuit #7					
Circuit #8					

### PERIPHERAL PARTS TESTED

DEVICE TYPE	MODEL NO.	DEVICE TYPE	# OF DEVICES	NO. TESTED	MODEL NO.
Smoke Detectors	SIGA-PD	Monitor Modules			SIGA-Rm1
Smoke Detectors/Co	SIGA-PCD	Monitor Modules			SIGA-CCIS
Heat Detectors	SIGA-HRD	Fan Shutdown Relay			NR201T
Heat Detectors	SIGA-HRS	Audio / Visuals			G1AVRF
Duct Detectors	SIGA-SD	Horn			
CO/Heat Detector	SIGA-HCD	Visuals			G1VRF
Beam Detectors		Relay			SIGA-CR
Pull Stations		Speakers			
Pull Stations	SIGA 278	Sprinkler Flow			
Remote Test Station		Tamper Switch			









Building: Buffalo Academy of Science

**CONTROL/POWER PANELS**

Device	Model	Location	Batteries	Battery 1	Battery 2	Install Date
Fire Alarm Control Panel	IO 1000	1st Floor Main Office	(2)12V 9AH	12.6	12.6	9-18-20
<b>Circuit</b>	<b>TYPE</b>	<b>AMPERAGE</b>		6.1	6.4	
NAC 1						
NAC 2						
NAC 3						
NAC 4		Replaced Batteries - Date				

Device	Model	Location	Batteries	Battery 1	Battery 2	Install Date
NAC Panel	BPS10A	1st Floor Main Office	(2)12V 9AH	12.7	12.6	9-18-20
<b>Circuit</b>	<b>TYPE</b>	<b>AMPERAGE</b>		6.8	6.7	
NAC 1						
NAC 2						
NAC 3						
NAC 4		Replaced Batteries - Date				

Device	Model	Location	Batteries	Battery 1	Battery 2	Install Date
NAC Panel	BPS10A	3rd Floor Room 328 Closet	(2)12V 9AH	12.8	12.7	9-18-20
<b>Circuit</b>	<b>TYPE</b>	<b>AMPERAGE</b>		6.5	6.2	
NAC 1						
NAC 2						
NAC 3						
NAC 4		Replaced Batteries - Date				

Device	Model	Location	Batteries	Battery 1	Battery 2	Install Date
<b>Circuit</b>	<b>TYPE</b>	<b>AMPERAGE</b>				
NAC 1						
NAC 2						
NAC 3						
NAC 4		Replaced Batteries - Date				

Device	Model	Location	Batteries	Battery 1	Battery 2	Install Date
<b>Circuit</b>	<b>TYPE</b>	<b>AMPERAGE</b>				
NAC 1						
NAC 2						
NAC 3						
NAC 4		Replaced Batteries - Date				

Testing Representative *Son*

Bldg Representative \_\_\_\_\_



The University of the State of New York  
 THE STATE EDUCATION DEPARTMENT  
 Office of Facilities Planning - Room 1060 Education Building Annex  
 Albany, New York 12234

**PUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)**

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the NYS Uniform Fire Prevention and Building Code, NYS 2016 Uniform Code Supplement, 2015 International Fire Code, and 2015 International Property Maintenance Code.

District/School Name

B	U	F	F	A	L	O		A	C	A	D	E	M	Y		O	F		S	C	I	E	N	C	E
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Facility/Building Name

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Street Address (NO PO Box Numbers)

1	9	0		F	R	A	N	K	L	I	N		S	T												
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City/Town/Village

Zip Code

B	U	F	F	A	L	O					N	Y														
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**INSTRUCTIONS**

- Read the "Manual for Fire and Building Safety Inspections in Public Schools" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) International Fire Code and Property Maintenance Code. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

## Part II: Public School Fire Safety Non-Conformance Report Sheet

School District \_\_\_\_\_  
 Facility # \_\_\_\_\_

Building Name \_\_\_\_\_

Part II-A (to be completed for public schools only - except "Blg 4")					Part II-B					Part II-B					Part II-B										
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected							
01A-2					08A-2					120-2					19D-1										
01B-1					08B-2					13A-2					19E-1										
01C-1					08C-2					13B-2					19F-1										
01D-1					08D-2					14A-2					19G-1										
01E-1					08E-2					14B-2					19H-2										
02A-2					09A-2					14C-2					20A-1										
02B-1					09B-2					14D-1					20B-1										
02C-3					09C-1					14E-1					20C-1										
02D-1					09D-1					15A-2					21A-3										
02E-2					09F-2					15B-1					22A-3										
02F-3					09G-2					15C-2					22B-3										
02G-2					10A-2					15D-2					22C-3										
03A-3					10B-2					15E-1					23A-1										
03B-1					10C-1					16A-2					23B-1										
04A-2					10D-1					16B-2					23C-1										
04B-2					11A-2					16C-2					23D-2										
04C-1					11B-1					17A-3					24A-3										
05A-3					11C-2					17B-2					25A-3										
05B-2					11D-2					17C-2					If any additional non-conformances are observed, check item 25A-3 and list the Code section below. _____ _____ _____  <b>Inspector</b> The inspector has been provided with a copy of the previous year's school fire safety report: Yes _____ No _____										
05C-2					11E-1					17D-2															
06A-1					12A-1					17E-1															
06B-1					12B-3					17F-3															
06C-1					12C-2					17G-1															
06D-2					12D-2					17H-2															
06E-3					12E-1					17I-2															
06F-1					12F-1					17J-1															
06G-1					12G-1					17K-1															
06H-2					12H-1					17L-1															
07A-3					12I-1					18A-2															
07B-2					12J-1					18B-2															
07C-2					12K-1					18C-2															
					12L-1					19A-3															
					12M-1					18D-2															
					12N-1					19B-2															
										19C-1															

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Initial Inspection:**

Fire Safety Inspector: Name MARVIN SPATES

Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26E-4)

**Final Inspection (if required):**

Fire Safety Inspector: Name \_\_\_\_\_

Date \_\_\_\_\_

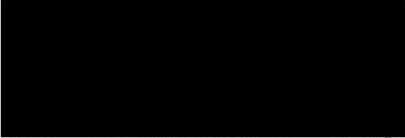
Registry # \_\_\_\_\_ (26F-4)

**Part III: Public School Certifications**

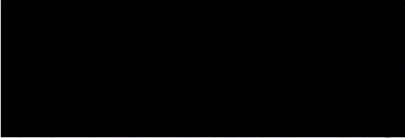
**Section III-A. Fire Inspector**

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: MARVIN SPATES

Telephone #: 

Title: LIEUTENANT

Registry #   
(as designated by the NYS Secretary of State)

**Section III-B. Building Administrator or Designee**

The individual noted below certifies that this building was inspected on \_\_\_\_\_ (date) as indicated in Section III-A above.

Name: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_

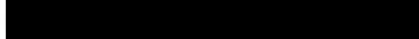
Title: \_\_\_\_\_

**Section III-C. School Superintendent**

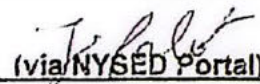
I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.

Name: Joseph Polat

Telephone #: 

Title: Director

Electronic Signature  (via NYSED Portal)



# CITY OF BUFFALO

## Certificate of Occupancy

**Certificate No.:** 201935

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

  
Commissioner of Permit and Inspection Services

**Total Occupancy:** CHARTER SCHOOL

**No. Units:** 1    **No. Stories:** [REDACTED]    **Building Type:** IIB FIRE RESISTIVE    **No. Rooms:** N/A

**Construction:** FIRE RESISTIVE    **Class:** [REDACTED]

**Zoning District:** [REDACTED]    **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:** NONE

**1<sup>st</sup> Floor:** [REDACTED]

**2<sup>nd</sup> Floor:** [REDACTED]

\*PREVIOUS CERTIFICATE 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 BUFFALO

## 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.

Commissioner of Economic Development,  
Permit and Inspection Services

Date Issued: 07/12/2007

Total Occupancy: 3 STORY CHARTER SCHOOL

No. Units: [REDACTED] No. Stories: [REDACTED] No. Rooms: 0 Building Type: 2A

Zoning Use Dist: [REDACTED] Smoke Detectors: EL 5/21/2007

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

Application Codes:

MDL Law: N City Ordinance: N Zoning Ordinance: Y NYSURC (9): Y Y

Permit No: 94905 Permit Date: 8/2/2006 Receipt No: [REDACTED] Date Inspected: 5/22/2007  
Inspector: MICHAEL MUSCARELLA

Building Codes:

Building Usage

Story Use  
BASEMENT [REDACTED]  
FIRST [REDACTED]  
SECOND [REDACTED]  
THIRD [REDACTED]

Notes: POOL/VIEWING AREA NOT USED

SEE REVERSE SIDE