



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

Last updated: 07/24/2015

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

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

ROCHESTER ACADEMY CS (REGENTS) 261600860910

### 2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Rochester

### 4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	841 Genesee Street Rochester, NY 14611	585-467-9201	585-467-9250	<a href="mailto:info@rochester-academy.org">info@rochester-academy.org</a>

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

Contact Name	MEHMET DEMIRTAS
Title	DIRECTOR
Emergency Phone Number (###-###-####)	585-743-6235

### 5. SCHOOL WEB ADDRESS (URL)

[www.racschool.com](http://www.racschool.com)

### 6. DATE OF INITIAL CHARTER

2008-01-01 00:00:00

**7. DATE FIRST OPENED FOR INSTRUCTION**

2008-09-01 00:00:00

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

361

**9. GRADES SERVED IN SCHOOL YEAR 2014-15**

Check all that apply

Grades Served	7, 8, 9, 10, 11, 12
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**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

	Yes/No	Name of CMO/EMO
	No	

Page 2**11. FACILITIES**

Will the School maintain or operate multiple sites?

Yes, 2 sites
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**12. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	841 Genesee Street Rochester, NY 14611	585-235-4141	ROCHESTER CITY SD	7-8	Yes	Rent/Lease
Site 2	901 Portland Avenue Rochester, NY 14621	585-467-9201	ROCHESTER CITY SD	9-12	Yes	Rent/Lease
Site 3						

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

Name	Work Phone	Alternate Phone	Email Address
------	------------	-----------------	---------------

School Leader	MEHMET DEMIRTAS	585-467-9201	585-743-6235	<a href="mailto:demirtas@rochester-academy.org">demirtas@rochester-academy.org</a>
Operational Leader	JENNIFER DOYLE	585-235-4141	585-467-9201	<a href="mailto:doyle@rochester-academy.org">doyle@rochester-academy.org</a>
Compliance Contact	JENNIFER DOYLE	585-235-4141	585-467-9201	<a href="mailto:doyle@rochester-academy.org">doyle@rochester-academy.org</a>
Complaint Contact	JENNIFER DOYLE	585-235-4141	585-467-9201	<a href="mailto:doyle@rochester-academy.org">doyle@rochester-academy.org</a>

**12b. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	MEHMET DEMIRTAS	585-467-9201	585-743-6235	<a href="mailto:demirtas@rochester-academy.org">demirtas@rochester-academy.org</a>
Operational Leader	MEHMET DEMIRTAS	585-467-9201	585-743-6235	<a href="mailto:demirtas@rochester-academy.org">demirtas@rochester-academy.org</a>
Compliance Contact	MEHMET DEMIRTAS	585-467-9201	585-743-6235	<a href="mailto:demirtas@rochester-academy.org">demirtas@rochester-academy.org</a>
Complaint Contact	MEHMET DEMIRTAS	585-467-9201	585-743-6235	<a href="mailto:demirtas@rochester-academy.org">demirtas@rochester-academy.org</a>

**13. Are the School sites co-located?**

No

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

Yes

**14a. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
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1	Change District or CSD of Location	<p>The Rochester Academy of Charter School is located in two separate buildings. Middle school building, which has been occupied since the school was founded, is located at 841 Genesee Street. High school students continued their education at the second building which is located at 901 Portland Avenue. Rochester Academy needs to move into a new high school building for multiple reasons. The landlord repeatedly informed us that he will not extend the contract after it ends in July 2016.</p> <p>We have been looking for an available building in the Rochester City School District area for long time. However, no building has become available to rent. Thus, some of the charter schools started using buildings on other districts. Currently, a building became available to rent in Greece. The building is located at 5000 Mt Read Blvd. Rochester, NY 14612.</p>	7/24/2015	
2				
3				
4				
5				

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

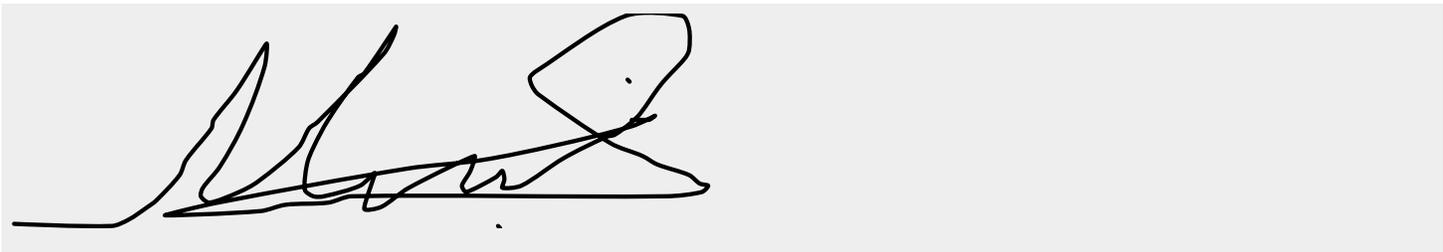
MEHMET DEMIRTAS

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

Responses Selected:

Yes

**Signature, Head of Charter School**

A single, stylized handwritten signature in black ink on a light gray background. The signature is cursive and appears to be a name with a prominent initial.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to be a name with a prominent initial, similar to the one above but more legible.

Thank you.



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

Last updated: 07/27/2015

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Page 1

**Charter School Name:**

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## 1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/profile.php?instid=800000061097>



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/29/2015

Last updated: 07/30/2015

## Page 1

**Charter School Name:**

### **B. Financial Information**

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

#### **1. Total Expenditures Per Child**

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

Line 1: Total Expenditures	4231523
Line 2: Year End Per Pupil Count	348
Line 3: Divide Line 1 by Line 2	12160

#### **2. Administrative Expenditures per Child**

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

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

Please note the following:

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

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

Line 1: Relevant Personnel Services Cost (Row)	760936
Line 2: Management and General Cost (Column)	873374
Line 3: Sum of Line 1 and Line 2	1634310
Line 4: Year End Per Pupil Count	348
Line 5: Divide Line 3 by the Year End Per Pupil Count	4696

***Thank you.***



**Financial**

**School Name:**

**Date:**

**School Fiscal Contact Name:**

**School Fiscal Contact Email:**

**School Fiscal Contact Phone:**

**District of Location:**

**Authorizer:**

**Years of Operation:**

**Facility:**

**Grades Currently Served:**

**Planned Grades at Full Capacity:**

**Enrollment:**

**Max Enrollment:**

**Year of Most Recent Data**

**School Fiscal Contact Phone:**

**School Audit Firm Name:**

**School Audit Contact Name:**

**School Audit Contact Email:**

**School Audit Contact Phone:**

**Latest Audit Period (through June 30):**

**Do Not Use this Box**



## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**Rochester Academy Charter School**

June 30, 2015

Demir Ozcan

[ozcan@rochester-academy.org](mailto:ozcan@rochester-academy.org)

585-4679201

CSD of Rochester

SED

6

Private

Grades 7-12

Grades 7-12

348

360

2014

585-4679201

Heveron&Heveron

Jeanne Beutner

[jbeutner@heveroncpa.com](mailto:jbeutner@heveroncpa.com)

585-232-2956

2014

Rochester Academy Charter School2014

**FILL IN GRAY CELLS**

**Rochester Academy Charter School**

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$982,076	\$1,113,903
Grants and contracts receivable	197,338	62,598
Accounts receivables	937	95,761
Inventory	-	6,791
Prepaid Expenses	69,585	118,784
Contributions and other receivables	299,346	-
Other	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,549,282</b>	<b>\$1,397,837</b>
<b>OTHER ASSETS</b>		
Investments	\$15,421	\$15,421
Property, Plant and Equipment, Net	201,071	201,071
Restricted Cash	<u>200,000</u>	<u>200,000</u>
<b>OTHER ASSETS</b>	<b>\$416,492</b>	<b>\$416,492</b>
<b>TOTAL ASSETS</b>	<b><u>\$1,965,774</u></b>	<b><u>\$1,814,329</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$11,360	\$31,480
Accrued payroll and benefits	362,967	461,671
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	<u>16,693</u>	<u>2,753</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$391,020</b>	<b>\$495,904</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$-</b>	<b>\$-</b>
<b>TOTAL LIABILITIES</b>	<b><u>\$391,020</u></b>	<b><u>\$495,904</u></b>
<b>NET ASSETS</b>		
Unrestricted	\$1,374,754	\$1,118,425
Temporarily restricted	<u>200,000</u>	<u>200,000</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$1,574,754</u></b>	<b><u>\$1,318,425</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$1,765,774</u></b>	<b><u>\$1,614,329</u></b>
	<b>Check</b>	<b>200,000</b>
	<b>200,000</b>	<b>200,000</b>

**FILL IN GRAY CELLS**

**Rochester Academy Charter School**

STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30,

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$4,279,848	\$-	\$4,279,848	\$3,798,941
Federal - Title and IDEA	-	-	-	190,009
Federal - Other	-	-	-	-
State and City Grants	7,607	-	7,607	16,986
Contributions and private grants	1,989	-	1,989	-
After school revenue	-	-	-	-
Other	2,791	18,943	21,734	12,945
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	<b>\$4,292,235</b>	<b>\$18,943</b>	<b>\$4,311,178</b>	<b>\$4,018,881</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	2,597,213	\$-	\$2,597,213	\$3,534,016
Special Education	-	-	-	-
Other Programs	-	20,401	20,401	-
Total Program Services	\$2,597,213	\$20,401	\$2,617,614	\$3,534,016
Supporting Services				
Management and general	1,634,310	\$-	\$1,634,310	\$617,196
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,231,523</b>	<b>\$20,401</b>	<b>\$4,251,924</b>	<b>\$4,151,212</b>
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	<b>\$60,712</b>	<b>\$(1,458)</b>	<b>\$59,254</b>	<b>\$(132,331)</b>
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$60,712</b>	<b>\$(1,458)</b>	<b>\$59,254</b>	<b>\$(132,331)</b>
NET ASSETS BEGINNING OF YEAR	\$1,318,425	-	\$1,318,425	\$1,450,756
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	\$-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$1,379,137</b>	<b>\$(1,458)</b>	<b>\$1,377,679</b>	<b>\$1,318,425</b>

**ROCHESTER ACADEMY CHARTER SCHOOL**

**FINANCIAL STATEMENTS**

**June 30, 2015**



**Heveron & Company**

*Care, Competence & Common Sense<sup>SM</sup>*



**Certified Public Accountants**

*Certified Women Owned Business*

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## **INDEPENDENT AUDITORS' REPORT**

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

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

### **Management's Responsibility for the Financial Statements**

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

### **Auditors' Responsibility**

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

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

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

## **Opinion**

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

## **Report on Summarized Comparative Information**

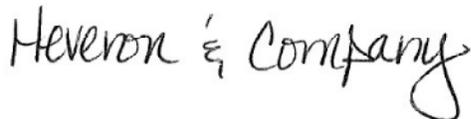
We have previously audited the Rochester Academy Charter School's statement of functional expenses for the year ended June 30, 2014, and we expressed an unmodified audit opinion on that audited financial statement in our report dated October 17, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014 is consistent, in all material respects, with the audited financial statements from which it has been derived.

## **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of middle school and high school activities on page 16 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from, and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued a report dated October 16, 2015 on our consideration of Rochester Academy Charter School's internal control over financial reporting, and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Rochester Academy Charter School's internal control over financial reporting and compliance.



Heveron & Company  
Certified Public Accountants

Rochester, New York  
October 16, 2015

**ROCHESTER ACADEMY CHARTER SCHOOL**  
**BALANCE SHEETS**  
**June 30, 2015 and 2014**

**ASSETS**

	<u>2015</u>	<u>2014</u>
<u>Current Assets</u>		
Cash and Cash Equivalents	\$1,225,740	\$1,313,903
Accounts Receivable	320,607	95,761
Grants Receivable	157,003	62,598
Inventory	11,305	6,791
Prepaid Expenses	<u>71,539</u>	<u>118,784</u>
Total Current Assets	<u>1,786,194</u>	<u>1,597,837</u>
 <u>Property and Equipment</u>		
Furniture and Fixtures	276,207	276,207
Computers and Software	153,977	153,977
Equipment	155,788	155,788
Less: Accumulated Depreciation	<u>(462,870)</u>	<u>(384,901)</u>
Net Property and Equipment	<u>123,102</u>	<u>201,071</u>
 <u>Other Assets</u>		
Security Deposits	<u>15,421</u>	<u>15,421</u>
 TOTAL ASSETS	 <u>\$1,924,717</u>	 <u>\$1,814,329</u>

## LIABILITIES AND NET ASSETS

	<u>2015</u>	<u>2014</u>
<u>Current Liabilities</u>		
Accounts Payable	\$ 16,902	\$ 31,480
Accrued Payroll and Benefits	402,439	461,671
Funds Held for Others	<u>3,432</u>	<u>2,753</u>
 Total Current Liabilities	 <u>422,773</u>	 <u>495,904</u>
 <u>Net Assets</u>		
Unrestricted:		
Undesignated	1,301,944	1,118,425
Board Designated	<u>200,000</u>	<u>200,000</u>
 Total Unrestricted Net Assets	 <u>1,501,944</u>	 <u>1,318,425</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$1,924,717</u>	 <u>\$1,814,329</u>

See Independent Auditors' Report and Notes to Financial Statements.

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

	<u>2015</u>	<u>2014</u>
<u>Revenues and Other Support:</u>		
Public School District:		
Revenue - Resident Student Enrollment	\$ 4,266,635	\$ 3,798,941
Grants and Contracts:		
Federal - Title	196,253	190,009
State and Local	36,616	16,986
Other Income	<u>20,651</u>	<u>12,945</u>
 Total Revenues and Other Support	 <u>4,520,155</u>	 <u>4,018,881</u>
 <u>Expenses:</u>		
<u>Program Services:</u>		
Regular Education	3,712,194	3,534,016
 <u>Supporting Services:</u>		
Management and General	<u>624,442</u>	<u>617,196</u>
 Total Expenses	 <u>4,336,636</u>	 <u>4,151,212</u>
 Excess/(Deficit) of Revenues and Other Support Over Expenses	 183,519	 (132,331)
 Net Assets - Beginning of Year	 <u>1,318,425</u>	 <u>1,450,756</u>
 Net Assets - End of Year	 <u>\$ 1,501,944</u>	 <u>\$ 1,318,425</u>

See Independent Auditors' Report and Notes to Financial Statements.

**ROCHESTER ACADEMY CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES**

**For The Year Ended June 30, 2015**

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

		<u>Regular</u>	<u>Management</u>	<u>Totals</u>	
		<u>Education</u>	<u>and General</u>	<u>2015</u>	<u>2014</u>
	No. of Positions				
<b>Personnel Service Costs</b>					
Instructional Personnel	38	\$ 1,443,341	\$ -	\$ 1,443,341	\$ 1,336,068
Non-Instructional Personnel	10	437,719	-	437,719	434,311
Administrative Personnel	<u>4</u>	<u>-</u>	<u>320,683</u>	<u>320,683</u>	<u>313,452</u>
Total Salaries and Staff	52	1,881,060	320,683	2,201,743	2,083,831
<b>Fringe Benefits and</b>					
Payroll Taxes		427,003	72,795	499,798	475,228
Retirement		<u>283,609</u>	<u>48,350</u>	<u>331,959</u>	<u>251,946</u>
Total Payroll and Related Costs		2,591,672	441,828	3,033,500	2,811,005
<b>Building Rent and Taxes</b>					
Other Professional Services		419,506	46,612	466,118	431,047
Supplies and Materials		128,192	1,748	129,940	175,048
Student Services		80,721	19,822	100,543	140,482
Depreciation Expense		83,570	-	83,570	54,080
Utilities		70,171	7,797	77,968	92,797
Maintenance and Repairs		69,870	7,763	77,633	105,596
Technology		61,533	6,837	68,370	45,725
Insurance		58,942	6,549	65,491	63,779
Other Expenses		50,769	5,641	56,410	52,437
Marketing and Recruitment		38,400	12,276	50,676	39,110
Staff Development		9,752	39,006	48,758	35,079
Equipment and Furnishings		33,513	-	33,513	47,332
Legal Services		15,583	3,515	19,098	19,453
Accounting and Audit Services		-	12,478	12,478	15,298
Office Expense		<u>-</u>	<u>3,870</u>	<u>3,870</u>	<u>14,494</u>
Total Expenses		<u>\$ 3,712,194</u>	<u>\$ 624,442</u>	<u>\$ 4,336,636</u>	<u>\$ 4,151,212</u>

See Independent Auditors' Report and Notes to Financial Statements.

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

	<u>2015</u>	<u>2014</u>
<u>Cash Flow From Operating Activities</u>		
Revenue from School Districts	\$ 4,039,845	\$ 3,807,619
Grant Revenues	138,464	174,596
Miscellaneous Sources	24,545	12,425
Payments to Vendors for Goods and Services Rendered	(1,175,405)	(1,383,100)
Payments to Charter School Personnel for Services Rendered	<u>(3,115,612)</u>	<u>(2,660,857)</u>
Net Cash Flow Used By Operating Activities	<u>(88,163)</u>	<u>(49,317)</u>
<u>Cash Flow From Investing Activities</u>		
Purchase of Property and Equipment	<u>-</u>	<u>(11,809)</u>
Cash Flow Used By Investing Activities	<u>-</u>	<u>(11,809)</u>
Net Decrease in Cash and Cash Equivalents	(88,163)	(61,126)
Cash and Cash Equivalents - Beginning of Year	<u>1,313,903</u>	<u>1,375,029</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 1,225,740</u></u>	<u><u>\$ 1,313,903</u></u>
<u>Reconciliation of Change in Net Assets to Net Cash</u>		
<u>Provided by Operating Activities</u>		
Excess/(Deficit) of Support and Revenue Over Expenses	\$ 183,519	\$ (132,331)
Adjustments to Reconcile Excess/(Deficit) of Support and Revenue Over Expenses to Net Cash Used by Operating Activities:		
Depreciation	77,968	92,797
Decrease/(Increase) In:		
Accounts Receivable	(224,846)	34
Grants Receivable	(94,405)	(32,399)
Inventory	(4,514)	6,945
Prepaid Expenses	47,245	(86,732)
Increase/(Decrease) In:		
Accounts Payable	(14,578)	8,124
Accrued Payroll and Benefits	(59,231)	153,806
Accrued Property Taxes	-	(59,399)
Funds Held for Others	<u>679</u>	<u>(162)</u>
Net Cash Flow Used By Operating Activities	<u><u>\$ (88,163)</u></u>	<u><u>\$ (49,317)</u></u>

See Independent Auditors' Report and Notes to Financial Statements.

**ROCHESTER ACADEMY CHARTER SCHOOL**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2015**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Organization

Rochester Academy Charter School (the School) is a not-for-profit organization that meets a need for a college preparatory school for low achieving students with special emphasis on math and science education in Rochester, New York. The School promotes a safe, caring, and student-centered classroom environment for grades 7-12.

The main program of the School is as follows:

**REGULAR EDUCATION:** The School curriculum is focused on mathematics and sciences. The School also integrates multi-cultural themes into the curriculum not only through geography and foreign languages, but through each subject area. All courses align with the New York State Learning Standards.

Basis of Accounting

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

Basis of Presentation

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

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

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

**ROCHESTER ACADEMY CHARTER SCHOOL**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2015**  
**(Continued)**

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

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

Unrestricted:

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

Board Designated net assets include resources set aside by the board for the purchase of a building.

Revenue Recognition

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

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

Accounts and Grants Receivable

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

Property and Equipment

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

	<u>Years</u>
Furniture and Fixtures	5-7
Computers & Software	3-5
Equipment	5-10

Depreciation expense amounted to \$77,968 and \$92,797 for the years ended June 30, 2015 and 2014, respectively.

**ROCHESTER ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2015**

**(Continued)**

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

Income Taxes

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

Cash and Cash Equivalents

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

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

	2015	2014
Checking	\$ 550,719	\$ 967,641
Savings	100,290	100,238
Money Market	574,731	246,024
Total	\$1,225,740	\$1,313,903

Use of Estimates in the Preparation of Financial Statements

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

Functional Expenses

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

**ROCHESTER ACADEMY CHARTER SCHOOL**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2015**  
**(Continued)**

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

Marketing

Marketing costs are expensed as incurred.

Deferred Revenue

Deferred revenue consists of amounts received prior to when they are earned. The related revenue is recognized when services are performed.

Comparative Financial Information

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

Reclassifications

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

Inventories

Inventories consist of school store items and are recorded at cost.

**NOTE 2 - PENSION EXPENSE**

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

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

**ROCHESTER ACADEMY CHARTER SCHOOL**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2015**  
**(Continued)**

**NOTE 2 - PENSION EXPENSE (Continued)**

Employers are required to contribute at an actuarially determined rate. Rates applicable to the fiscal years ended June 30, 2015 and 2014 were respectively, 17.53% and 16.25%. The total retirement contribution expense was \$331,959 and \$251,946 for the years ended June 30, 2015 and 2014, respectively.

**NOTE 3 - COMMITMENTS**

The School is obligated under non-cancelable operating leases for two buildings. The School is responsible for payment of utilities, maintenance, and any real property taxes if they are assessed under the terms of the lease. One lease is a two year term through July 31, 2016, and contains a provision to renew for one additional two year term under the same conditions and terms.

The second lease for the School is a two year term through June 30, 2016. This lease was extended for an additional two years through June 30, 2018. This lease includes a provision that the School is responsible for all taxes and city service charges, if they are assessed for the facilities. In addition, it includes a clause that the landlord is responsible for 100% of the utilities for the gymnasium during the months of July and August, and 30% for the other months.

Total building rental expense for the years ended June 30, 2015 and 2014 totaled \$413,910 and \$358,133, respectively.

The School is also obligated under non-cancelable operating leases for two copiers. Both leases require monthly payments with annual overage charges. The first lease is a 60 month term through March, 2019. The second lease is a 47 month term through February, 2019.

Total copier rental expense for the years ended June 30, 2015 and 2014 totaled \$15,583 and \$14,682, respectively.

Future minimum lease payment commitments are as follows:

<u>Year</u>	<u>Amount</u>
2016	\$ 430,900
2017	\$ 229,563
2018	\$ 214,895
2019	\$ 7,228

**ROCHESTER ACADEMY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2015**

**(Continued)**

**NOTE 4 - SPECIAL EDUCATION AND OTHER SUPPORT**

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

The School receives State Aid in the form of textbooks, computer hardware, computer software, and library materials through the Rochester City School District. The total aid received for the years ended June 30, 2015 and 2014 was \$36,616 and \$6,619, respectively.

**NOTE 5 - DONATED SERVICES AND GOODS**

The School receives donated services that, although substantial, do not meet the criteria for recording as revenue and expense under accounting principles generally accepted in the United States of America. During the years ended June 30, 2015 and 2014, 7 active volunteers provided approximately 430 hours of service. These services consisted primarily of board meetings.

**NOTE 6 - SUBSEQUENT EVENTS**

Subsequent events have been evaluated through October 16, 2015, which is the date the statements were available for issuance.

**ROCHESTER ACADEMY CHARTER SCHOOL**

**SUPPLEMENTARY INFORMATION**

**For the Year Ended June 30, 2015**

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

Independent Auditors' Report

To the Board of Trustees  
Rochester Academy Charter School

We have audited in accordance with the auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Rochester Academy Charter School as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise Rochester Academy Charter School's basic financial statements, and have issued our report thereon dated October 16, 2015.

**Internal Control Over Financial Reporting**

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

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

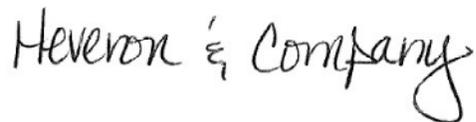
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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

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

Heveron & Company CPAs

Rochester, New York  
October 16, 2015

**ROCHESTER ACADEMY CHARTER SCHOOL**  
**SCHEDULE OF MIDDLE SCHOOL AND HIGH SCHOOL ACTIVITIES**  
**For The Year Ended June 30, 2015**  
**(With Comparative Totals For The Year Ended June 30, 2014)**

	<u>Middle School</u>	<u>High School</u>	<u>Totals</u>	
			<u>2015</u>	<u>2014</u>
<u>Revenues and Other Support:</u>				
Public School District:				
Revenue - Resident Student Enrollment	\$ 1,407,990	\$ 2,858,645	\$ 4,266,635	\$ 3,798,941
Grants and Contracts:				
Federal - Title	64,763	131,490	196,253	190,009
State and Local	12,083	24,533	36,616	16,986
Other Income	<u>6,815</u>	<u>13,836</u>	<u>20,651</u>	<u>12,945</u>
Total Revenues and Other Support	<u>1,491,651</u>	<u>3,028,504</u>	<u>4,520,155</u>	<u>4,018,881</u>
<u>Expenses:</u>				
Salaries	723,936	1,477,807	2,201,743	2,083,831
Fringe Benefits and Payroll Taxes	172,212	327,586	499,798	475,228
Retirement	<u>112,434</u>	<u>219,525</u>	<u>331,959</u>	<u>251,946</u>
Total Payroll and Related Costs	1,008,582	2,024,918	3,033,500	2,811,005
Building Rent and Taxes	212,651	253,467	466,118	431,047
Other Professional Services	32,538	97,402	129,940	175,048
Supplies and Materials	26,370	74,173	100,543	140,482
Student Services	25,568	58,002	83,570	54,080
Depreciation	25,729	52,239	77,968	92,797
Utilities	34,334	43,299	77,633	105,596
Maintenance and Repairs	32,675	35,695	68,370	45,725
Technology	20,609	44,882	65,491	63,779
Insurance	18,615	37,795	56,410	52,437
Other Expenses	15,160	35,516	50,676	39,110
Marketing and Recruitment	15,026	33,732	48,758	35,079
Staff Development	7,717	25,796	33,513	47,332
Equipment and Furnishings	8,075	11,023	19,098	19,453
Legal Services	3,804	8,674	12,478	15,298
Accounting and Audit Services	2,871	5,829	8,700	8,450
Office Expense	<u>1,061</u>	<u>2,809</u>	<u>3,870</u>	<u>14,494</u>
Total Expenses	<u>1,491,385</u>	<u>2,845,251</u>	<u>4,336,636</u>	<u>4,151,212</u>
Excess/(Deficit) of Revenues and Other Support Over Expenses	<u>\$ 266</u>	<u>\$ 183,253</u>	<u>\$ 183,519</u>	<u>\$ (132,331)</u>

# New York State Education Department

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

### 2015-16 Budget & Cash Flow Template

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

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

Rochester Academy Charter School

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,742,201	-	-	-	-	4,742,201	
Total Expenses	2,949,428	-	-	-	1,975,919	4,925,347	
Net Income	1,792,773	-	-	-	(1,975,919)	(183,146)	
Actual Student Enrollment	355	-	-	-	-	-	
Total Paid Student Enrollment	355	-	-	-	-	355	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location							
Rochester District	\$12,440.00	4,142,520	-	-	-	4,142,520	
E. Irondequitt District	\$11,907.00	47,628	-	-	-	47,628	
W. Irondequitt District	\$10,763.00	10,763	-	-	-	10,763	
Gates District	\$12,709.00	76,254	-	-	-	76,254	
Greece District	\$11,329.00	11,329	-	-	-	11,329	
Webster District	\$11,222.00	56,110	-	-	-	56,110	
Brighton District	\$12,798.00	12,798	-	-	-	12,798	
Churchville District	\$10,472.00	31,416	-	-	-	31,416	
Henrietta	\$12,680.00	12,680	-	-	-	12,680	
	4,401,498	-	-	-	-	4,401,498	
Special Education Revenue	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Stimulus	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other State Revenue	-	-	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>	<b>4,401,498</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,401,498</b>	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs	-	-	-	-	-	-	
Title I	187,109	-	-	-	-	187,109	
Title Funding - Other	11,500	-	-	-	-	11,500	
School Food Service (Free Lunch)	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other Federal Revenue	-	-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>	<b>198,609</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>198,609</b>	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising	34,262	-	-	-	-	34,262	
Erate Reimbursement	84,630	-	-	-	-	84,630	Fiber Internet, Network Project for 2 buildings.
Interest Income, Earnings on Investments,	3,500	-	-	-	-	3,500	
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	-	-	
Food Service (Income from meals)	-	-	-	-	-	-	
Text Book	5,000	-	-	-	-	5,000	
Other Local Revenue	14,702	-	-	-	-	14,702	Estimated extra revenue from per pupil aid.
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	<b>142,094</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>142,094</b>	
<b>TOTAL REVENUE</b>	<b>4,742,201</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,742,201</b>	
<b>EXPENSES</b>							
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>							
	No. of Positions						
Executive Management	-	-	-	-	-	-	
Instructional Management	1.00	-	-	-	89,814	89,814	Principal 1 FTE
Deans, Directors & Coordinators	1.00	-	-	-	70,000	70,000	Dean 1FTE
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	1.00	-	-	-	81,355	81,355	Business Administrator 1 FTE
Administrative Staff	0.50	-	-	-	35,000	35,000	0.5 Consultant Supervisor
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>276,169</b>	<b>276,169</b>	List exact titles and staff FTE's ( Full time equivalent)

**Rochester Academy Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,742,201	-	-	-	-	4,742,201	
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Net Income	1,792,773	-	-	-	(1,975,919)	(183,146)	
Actual Student Enrollment	355	-	-	-	-	-	
Total Paid Student Enrollment	355	-	-	-	-	355	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	24.00	1,028,656	-	-	-	1,028,656	
Teachers - SPED	2.00	82,000	-	-	-	82,000	
Substitute Teachers	2.00	58,400	-	-	-	58,400	
Teaching Assistants	-	-	-	-	-	-	
Specialty Teachers	7.00	261,238	-	-	-	261,238	
Aides	-	-	-	-	-	-	
Therapists & Counselors	4.00	193,905	-	-	-	193,905	
Other	1.00	-	-	-	130,250	130,250	Title I FTE \$47,250. \$83,000 is for Budget Allocation for Teachers and Coordinators for extra pays such as overtime, coordinator, Athletic Coaching part time. Spring/Winter Academy Tutoring/ After School Tutoring Payments.
<b>TOTAL INSTRUCTIONAL</b>	<b>40</b>	<b>1,624,199</b>	<b>-</b>	<b>-</b>	<b>130,250</b>	<b>1,754,449</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	2.00	-	-	-	57,922	57,922	2 FTE Custodian
Security	1.00	-	-	-	26,780	26,780	1 FTE Security
Other	8.50	-	-	-	333,441	333,441	1 FTE IT Manager/ 3 FTE Secretaries/ 2 FTE Business Admin / 1 Student Management Supervisor/ 0.5 IT Manager (2nd Building)/ 1FTE Admin Asst.
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>418,143</b>	<b>418,143</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>55</b>	<b>1,624,199</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>2,448,761</b>	
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		176,620	-	-	-	176,620	
Fringe / Employee Benefits		510,800	-	-	-	510,800	Health/Dental Insurance/Merit Pay
Retirement / Pension		268,252	-	-	-	268,252	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>955,672</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>955,672</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,579,871</b>	<b>-</b>	<b>-</b>	<b>824,562</b>	<b>3,404,433</b>	
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-	-	8,700	8,700	
Legal		-	-	-	17,380	17,380	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		-	-	-	18,000	18,000	
Special Ed Services		-	-	-	-	-	
Titlment Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		37,873	-	-	-	37,873	Professional Services (Monroe Boces, Naviance etc.)
<b>TOTAL CONTRACTED SERVICES</b>		<b>37,873</b>	<b>-</b>	<b>-</b>	<b>44,080</b>	<b>81,953</b>	
<b>SCHOOL OPERATIONS</b>							
Board Expenses		-	-	-	21,000	21,000	
Classroom / Teaching Supplies & Materials		25,000	-	-	-	25,000	
Special Ed Supplies & Materials		-	-	-	-	-	
Textbooks / Workbooks		10,000	-	-	-	10,000	
Supplies & Materials other		32,000	-	-	-	32,000	
Equipment / Furniture		85,324	-	-	-	85,324	
Telephone		-	-	-	11,827	11,827	
Technology		-	-	-	148,194	148,194	Fiber Internet/2 Building Fiber Networking Fee. (Compansated from E-Rate Grant). It also includes computer and laptops hardware/ software needed.
Student Testing & Assessment		30,000	-	-	-	30,000	
Field Trips		33,700	-	-	-	33,700	It also include College Trips
Transportation (student)		6,000	-	-	-	6,000	

**Rochester Academy Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,742,201	-	-	-	-	4,742,201	
Total Expenses	2,949,428	-	-	-	1,975,919	4,925,347	
Net Income	1,792,773	-	-	-	(1,975,919)	(183,146)	
Actual Student Enrollment	355	-	-	-	-	-	
Total Paid Student Enrollment	355	-	-	-	-	355	
PROGRAM SERVICES				SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Student Services - other	23,160	-	-	-	-	23,160	Weekend School/After School
Office Expense	-	-	-	-	34,000	34,000	
Staff Development	38,000	-	-	-	-	38,000	
Staff Recruitment	5,000	-	-	-	-	5,000	
Student Recruitment / Marketing	30,000	-	-	-	-	30,000	
School Meals / Lunch	11,500	-	-	-	-	11,500	
Travel (Staff)	2,000	-	-	-	-	2,000	
Fundraising	-	-	-	-	-	-	
Other	-	-	-	-	21,000	21,000	Membership
<b>TOTAL SCHOOL OPERATIONS</b>	<b>331,684</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>236,021</b>	<b>567,705</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	-	-	-	-	119,732	119,732	
Janitorial	-	-	-	-	59,320	59,320	Cleaning Company
Building and Land Rent / Lease	-	-	-	-	484,266	484,266	
Repairs & Maintenance	-	-	-	-	41,885	41,885	
Equipment / Furniture	-	-	-	-	20,142	20,142	
Security	-	-	-	-	69,328	69,328	
Utilities	-	-	-	-	76,583	76,583	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>871,256</b>	<b>871,256</b>	
<b>DEPRECIATION &amp; AMORTIZATION</b>							
	-	-	-	-	-	-	
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>							
	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>2,949,428</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,975,919</b>	<b>4,925,347</b>	
<b>NET INCOME</b>	<b>1,792,773</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,975,919)</b>	<b>(183,146)</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>							
	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location			-				
Rochester District	333		333				
E. Irondequitt District	4		4				
W. Irondequitt District	1		1				
Gates District	6		6				
Greece District	1		1				
Webster District	5		5				
Brighton District	1		1				
Churchville District	3		3				
Henrietta	1		1				
<b>TOTAL ENROLLMENT</b>	<b>355</b>	<b>-</b>	<b>355</b>				
<b>REVENUE PER PUPIL</b>	<b>13,358</b>	<b>-</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>8,308</b>	<b>-</b>	<b>-</b>				



# Audited Financial Statement Checklist

Last updated: 10/29/2015

Page 1

**Charter School Name:**

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

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

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

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	Not Applicable
Management Letter	Not Applicable

**Thank you.**



# Appendix E: Disclosure of Financial Interest Form

Last updated: 07/24/2015

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Page 1

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

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

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

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

Yes

Thank you.



# Appendix F: BOT Membership Table

Last updated: 07/28/2015

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Mr. Mahmut Gedemenli	<a href="mailto:mgedemenli@rochester-academy.org">mgedemenli@rochester-academy.org</a>	Chair/Board President	Yes	Educational Excellence	
2	Dr. William Middleton	<a href="mailto:wdmgss@rit.edu">wdmgss@rit.edu</a>	Secretary	Yes	Educational Excellence	
3	Mr. Mustafa Guler	<a href="mailto:mustafaguler66@gmail.com">mustafaguler66@gmail.com</a>	Vice Chair/Vice President	Yes	Financial and Audit-Development	
4	Mr. Gungor Aktas	<a href="mailto:gaktas@rochester-academy.org">gaktas@rochester-academy.org</a>	Trustee/Member	Yes	Governance	
5	Dr. Yusuf Bilgic	<a href="mailto:yusuf.k.bilgic@gmail.com">yusuf.k.bilgic@gmail.com</a>	Trustee/Member	Yes	Educational Excellence	
6	Ms. Jean Calder	<a href="mailto:D.Jean.Calder@cfs.ny.gov">D.Jean.Calder@cfs.ny.gov</a>	Trustee/Member	Yes	Community Outreach	
7	Mrs. Joann Santos	<a href="mailto:jsantos@monroec.edu">jsantos@monroec.edu</a>	Trustee/Member	Yes	Community Outreach	
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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

2

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

1

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

9

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

12

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

12

**Thank you.**

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Jul 18, 2014 @ 6:00 PM at Portland

#### **Board Members Present**

G. Aktas, M. Gedemenli, M. Guler, W. Middleton , Y. Bilgic

#### **Board Members Absent**

C. Mendoza Paulin, C. Sampson

#### **Guests Present**

D. Ozcan

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Jul 18, 2014 @ 6:06 PM at Portland.

#### **Approve Minutes**

M. Guler made a motion to approve minutes from the Board Meeting on 06-20-14.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### **Monthly Financial Report**

Presented by Demir.

Fiscal year has ended June 30th.

Final Budget vs. Actual will change slightly as the final figures come in, but we are really in-line with planned spending; no areas were over-spent.

#### **Finance Committee Report**

W. Middleton made a motion to approve contract renewal/non-renewal.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Student numbers haven't changed.

All board members need to complete the annual financial disclosure.

#### **Annual Report Submission**

## III. Governance

#### **Annual Board Evaluation-Self Assessments**

Everybody needs to complete the assessment ASAP if they haven't done so yet.

#### **Board Retreat Agenda (Draft)**

One object for the board retreat will be to review the board self assessments.

Draft agenda is available.

#### **Board Recruitment**

Mrs. Cheryl Sampson announced that due to her personal and family obligations she will not be able to serve another term and leave her seat. Cheryl has been a member of the Board of Trustees since RACS has been

established. We will miss her enthusiasm and passion for education. We know she will continue to be a loyal supporter of RACS, and she will continue to be a member of the RACS family.”.

We need to launch a search for her replacement.

All board members should start working to identify candidates.

Goal is to hire a new board member by August or September.

#### IV. Academic Excellence

##### **Director's Monthly Report**

Director is on vacation-no report this month.

#### V. Closing Items

##### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:49 pm.

Respectfully Submitted,  
W. Middleton

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Aug 15, 2014 @ 6:00 PM

#### Board Members Present

M. Gedemenli, M. Guler (remote), W. Middleton , Y. Bilgic

#### Board Members Absent

C. Mendoza Paulin, G. Aktas

#### Guests Present

D. Ozcan, M. Demirtas

## I. Opening Items

#### Call the Meeting to Order

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Aug 15, 2014 @ 6:47 PM.

#### Approve Minutes

Y. Bilgic made a motion to approve minutes from the Board Meeting on 07-18-14.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### Finance Committee Report

Y. Bilgic made a motion to Finance Committee recommends 1. That the Board of Trustees receives this report for information. 2. That the Board of Trustees approves renewal of Apple Educational Service Contract to continue to use its Student Database Software.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Y. Bilgic made a motion to Finance Committee recommends Renewal of U.S. Security Agreement.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Annual Report Submission

#### Monthly Financial Report

#### New Hires Approval/Resigned Staff

Hired a part time music teacher, four staff resigned-math teacher, two science teachers and one IT manager. Search for replacements is underway. Mostly for personal reasons, moving, other job, etc.

Y. Bilgic made a motion to approve hire of new music teacher.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## III. Governance

#### Annual Board Retreat report/minutes

Y. Bilgic made a motion to approve board retreat minutes.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **Board Recruitment**

two possible candidates for board membership-one resume received. Governance committee will conduct interviews. Governance Committee should also solicit other applications.

## **Governance Committee Report and Recommendations**

Y. Bilgic made a motion to Approve Governance Committee recommendations: 1. That the Board of Trustees approves the positions of the Board of Trustees • Mahmut Gedemenli as the Board Chair • Yusuf Bilgic as the Chair of the Academic Excellence Committee • Mustafa Guler as the Treasurer and the Chair of the Finance Committee • Gungor Aktas as the Vice President • William Middleton as the Secretary 2. That the Board of Trustees approves the responsibilities of the Treasurer as it is presented in the attachment.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Y. Bilgic made a motion to approve the recommendation of the Governance Committee: 1. That the Board of Trustees approves the board meeting dates and locations for 2014-2015 school year as below; September 19, 2014 at 6pm at Portland Campus October 17, 2014 at 6pm at Portland Campus November 21, 2014 at 6pm at Portland Campus December 19, 2014 at 6pm at Portland Campus January 16, 2015 at 6pm at Portland Campus February 20, 2015 at 6pm at Portland Campus March 20, 2015 at 6pm at Portland Campus April 17, 2015 at 6pm at Portland Campus May 15, 2015 at 6pm at Portland Campus June 19, 2015 6pm at Portland Campus July 17, 2015 6pm at Portland Campus.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Y. Bilgic made a motion to Approve recommendation of the Governance Committee: 1. That the Board of Trustees approves Development Committee will be merged with Community Outreach Committee. 2. That the Board of Trustees approves the committee membership as it is presented below Committee Membership: Academic Excellence: Yusuf Bilgic, Bill Middleton, Mahmut Gedemenli, Mehmet Demirtas Community Outreach/Development: Mehmet Demirtas and Two new Board Members Finance: Mustafa Guler, Mahmut Gedemenli, Demir Ozcan Governance: Gungor Aktas, Mahmut Gedemenli, Bill Middleton.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Y. Bilgic made a motion to Approve recommendation of Governance Committee: 1. That the Board of Trustees starts the interview process regarding those possible two board members. Resumes are attached.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Y. Bilgic made a motion to Approve recommendation of the Governance Committee: 1. That the Board of Trustees approves the board goals for 2014-2015 school year as below; 1. Governance Committee will develop succession plans for Board and CEO By 11/24. 2. Academic Excellence committee will develop a written, shared definition of academic Excellence with specific and measurable metrics due 10/24. 3. Development Committee will be merged with Community Outreach Committee, set up plan for fundraising Identify specific donors and institutions Development Committee will create a plan and goals for individual trustees and create a plan of operation by 12/19 4. Finance Committee: Develop Finance Dashboard that compares our performance in key areas of financial management with the benchmarks Goal should be to provide information to board in a simple format 10/24.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **IV. Academic Excellence**

### **Director's Monthly Report**

Enrollment is around 360-currently going up and down a little. New ELA and Math results-7th and 8th grade scores are lower than expected. Because they were just released yesterday, details will be discussed in depth at the next board meeting.

Our goal for enrollment at this point is about 370 or 380, given that there will be some attrition throughout the coming year.

Professional Development (teacher institute) will be conducted last week before classes.

We will begin the process of using an additional/new building in Greece.

Y. Bilgic made a motion to approve that the board begin the process of adding an additional building.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

We will have 47 full time staff and 2 part time staff.

## V. Closing Items

### **Adjourn Meeting**

This was an abbreviated meeting since we had the board retreat last week.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:18 pm.

Respectfully Submitted,

W. Middleton

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Sep 19, 2014 @ 6:00 PM at Portland

#### **Board Members Present**

M. Gedemenli, M. Guler, W. Middleton , Y. Bilgic

#### **Board Members Absent**

G. Aktas

#### **Guests Present**

D. Ozcan, Jean Calder, M. Demirtas, Mehmet Kaya

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Sep 19, 2014 @ 6:18 PM at Portland.

#### **Approve Minutes**

M. Guler made a motion to approve minutes from the Board Meeting on 08-15-14.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Academic Excellence

#### **Director's Monthly Report**

Enrollments are increasing, we have admitted more 9th graders-but even with attrition, we should still have 60 12th graders when they finish as projected in the charter.

Our offer on the Greece building wasn't successful. We are in negotiations with Kodak to acquire some property on Lake Street.

#### **NYS ELA and Math results presentation**

7th and 8th grade ELA and Math scores are down- there are a variety of possible reasons, but we must take this seriously.

Our 7th graders performed below RCSD students, our 8th graders were better than the RCSD. Both grades performed less well than the state average.

Based on students' individual performance, they are improving, so we are still considered an effective school, but we do need to have higher overall scores.

We need to target these students for intensive improvement.

Academic Excellence committee will lead the effort.

Administration has met with all 7th and 8th grade English and Math teachers to set the performance goals for the coming year.

testing will be prepared and conducted with two other charter schools.

RACS regents' results were good overall, although scores dropped in three areas. Regents' scores outperformed RCSD in all but one area. Four year cohort results outperformed RCSD and State in all areas.

RACS graduation rate outperformed state and RCSD results.

after we have analyzed the results of the tests we will devise an action plan to improve our test scores.

#### **School Director Evaluation Report**

Mahmut presented the School Evaluation Report to the board.

### III. Finance, Facilities & Audit

#### Finance Committee Report

M. Guler made a motion to move 50K to escrow account to comply with state standards.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

M. Guler made a motion to move 3500 from instructional supplies to membership.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

M. Guler made a motion to investigate the possibility of leasing a mini van for student and school transportation.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion. We need to have a clear policy on student transportation.

Demir will investigate similar policies from other schools. e.g., training and liability.

#### Monthly Financial Report

If we stay on budget and purchase the new building we will still have enough surplus at the end of the year.

### IV. Governance

#### Governance Committee Report

M. Guler made a motion to approve Joan Santos as a new board member, three year term. Her term will expire July 2017.

W. Middleton seconded the motion.

The board **VOTED** unanimously to approve the motion.

M. Guler made a motion to approve Jean Calder as a new board member, three year term. Her term will expire July 2017.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

We have announced all board meetings for the coming year in three venues.

minor changes were made to the Student Handbook.

M. Guler made a motion to approve changes in the student handbook.

D. Ozcan seconded the motion.

The board **VOTED** unanimously to approve the motion.

M. Guler made a motion to approve to re-elect Gungor Aktas as a board member, two year term. His term will expire July 2016.

W. Middleton seconded the motion.

The board **VOTED** unanimously to approve the motion.

### V. Other Business

#### Staffing

M. Demirtas made a motion to to approve the new hire and termination list.

W. Middleton seconded the motion.

The board **VOTED** unanimously to approve the motion. In Executive Session: This included the termination of one employee.

### VI. Closing Items

#### Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:38 pm.

Respectfully Submitted,

W. Middleton

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Oct 17, 2014 @ 6:00 PM at Portland

#### **Board Members Present**

G. Aktas, M. Gedemenli, M. Guler, Y. Bilgic

#### **Board Members Absent**

W. Middleton

#### **Guests Present**

D. Ozcan, J. Calder, J. Santos, M. Demirtas, M. Kaya

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Oct 17, 2014 @ 6:02 PM at Portland .

#### **Approve Minutes**

M. Guler made a motion to approve minutes from the Board Meeting on 09-19-14.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### **Financial Audit Presentation**

Jeanne M. Beutner from Heveron & Company presented the audit summary for 2013-14 fiscal year. Financial statements are fairly stated. Controls and procedures are generally quite good.

#### **Finance Committee Report**

Mustafa Guler explained the cost analysis of the minivan lease. Demir Ozcan went over the minivan policy.

G. Aktas made a motion to approve the leasing minivan for Rochester Academy Charter School.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. Aktas made a motion to approve the budget amendment regarding the purchase of the van.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board members shared their feedback regarding the school minivan policy. Finance Committee will review the recommendations and finalize the policy and then send it to the school attorney. It will be presented to the board in November.

#### **Monthly Financial Report**

Demir presented the monthly financial report to the board. Monthly financial reports indicates that we are financially sound and aligned with the actual budget.

#### **School Safety and Emergency Plans**

Next board meeting.

## III. Academic Excellence

#### **Academic Excellence Committee Report**

Mahmut Gedemenli reminded the meeting norms for conducting efficient board meetings. We will review the

meeting norms at the board meetings and the committee meetings. Mahmut and Yusuf presented the AEC report and the recommendations.

M. Guler made a motion to approve the academic goals and actions recommended by Academic Excellence Committee.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Director's Monthly Report**

Dean of Academics Jennifer Doyle presented two programs that RACS started fully implementing this school year. The programs are Positive Behavior Interventions Supports (PBIS) and Response to Intervention (RTI).

Mehmet Demirtas presented the Director's Report for the month of October.

Mehmet presented the director's report and the first Star Math And Star Reading results to the board and discussed the levels of the students and the action plans.

## **IV. Governance**

### **Governance Committee Report**

#### **Financial Training for newly Elected Board Members**

Gungor will assign the Mandatory Finance training to the new board members after the Charter School Office officially approves the candidates. He will also assign the finance training to all members to refresh their knowledge.

#### **Trustee Appraisal**

All the board members filled out the Trustee evaluation forms. Governance committee will review the results and plan Board training accordingly.

## **V. Other Business**

### **Staffing**

G. Aktas made a motion to approve the new hire list.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VI. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:39 pm.

Respectfully Submitted,

Y. Bilgic

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Nov 21, 2014 @ 6:00 PM at Portland

#### **Board Members Present**

G. Aktas, J. Santos, M. Gedemenli, M. Guler, Y. Bilgic

#### **Board Members Absent**

J. Calder, W. Middleton

#### **Guests Present**

D. Ozcan, M. Demirtas

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Nov 21, 2014 @ 6:04 PM at Portland .

#### **Approve Minutes**

M. Guler made a motion to approve minutes from the Board Meeting on 10-17-14.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Update by Justin from NECSN**

Justin introduced himself and updated the board on some recent issues. He informed the board about the equity in funding for charter schools lawsuit, inviting local legislators to engage them in supporting the budget for local facility funding, and advocacy day at the Capitol on February 3rd.

## II. Finance, Facilities & Audit

#### **Finance Committee Report**

The Finance Committee recommends closing 6 additional –temporary- bank accounts at Citizens Bank, approving the vehicle ( school minivan policy) and approving the tuition cost for the IT manager as it is presented in the attachments.

M. Guler made a motion to approve the recommendations from the Finance Committee Meeting.

J. Santos seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Monthly Financial Report**

Demir presented the financial report to the board. All the budget items are aligned with the actual budget.

#### **School Safety and Emergency Plans**

Mehmet Demirtas presented the safety and emergency plans to the board. The board decided to work with a professional possibly someone from public safety training center to evaluate our safety plan through conduct several scenarios.

M. Guler made a motion to approve the school safety and emergency plan.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

## III. Academic Excellence

#### **Academic Excellence Committee Report**

The academic excellence committee decided to meet with the administrative team to review the first benchmark results and intervention plans to meet the needs of the students who are at risk academically. The meeting will be held on December 6, 2014 at Portland building.

### **Director's Monthly Report**

Mr. Demirtas presented his monthly report.

## **IV. Governance**

### **Governance Committee Report**

Mr. Aktas presented the Governance Committee report to the board. The committee will create a succession plan for trustees and CEO. In addition, the committee analyzed the self assessment results and found out that the fundraising task is an area to improve for all the board members. There will be a coaching call regarding the fundraising for all board members in December.

### **Financial Training for newly Elected Board Members**

The governance committee assigned the new board members the mandatory finance training using the financial webinar and recommended all board members to go to the same webinar.

### **Discuss Financial Tool Kit at [http://pages.boardontrack.com/13toolkit\\_index.html](http://pages.boardontrack.com/13toolkit_index.html)**

The governance committee recommended to get familiar with the financial tool kit.

## **V. Other Business**

### **Staffing**

M. Guler made a motion to approve the hiring of the new staff.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VI. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:51 pm.

Respectfully Submitted,

Y. Bilgic

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Dec 19, 2014 @ 6:00 PM at Portland Building

#### **Board Members Present**

G. Aktas, J. Calder, J. Santos, M. Gedemenli, M. Guler, W. Middleton , Y. Bilgic

#### **Guests Present**

D. Ozcan, M. Demirtas

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Dec 19, 2014 @ 6:04 PM at Portland Building .

#### **Approve Minutes**

D. Ozcan made a motion to approve minutes from the Board Meeting on 11-21-14.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### **Finance Committee Report**

Presented report on 990 finance committee will review and report back with their recommendation.

Changes in some of the budget items reflecting changes in student tuition.

Genesee building needs some flooring replaced for asbestos abatement. We are only paying for new tiles. May be postponed till summer.

M. Guler made a motion to Approve finance committee recommendations.

J. Calder seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Monthly Financial Report**

Actual revenue exceeded budget, actual expenses were less than budget.

Balance of almost 2 million.

Surplus balance in part due to planned expense that have not yet been expended.

Overall financial status is good.

There continue to be some issues with the Portland building. Documented attempts to contact them have not been successful.

Executive session.

New accounting program has been put into use.

## III. Academic Excellence

#### **Academic Excellence Committee Report**

The school will implement an individual student evaluation system to assess student progress over a four to five week period.

Faculty and administration will be trained in the star math and reading program.

The focus for academic excellence should be on student progress rather than test scores.

M. Demirtas made a motion to Approve AE recommendations.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **Director's Monthly Report**

Enrollment has dropped by two, but we are still able to make our enrollment goal.

Some modifications made to our attendance policy.

Plan outlined has various calls before a stronger measure is taken- if the students' parents haven't been contacted after three calls there will be a home visit.

Mehmet will revise policy and present at next board meeting.

Mehmet presented a plan for developing a marketing strategy from Rochester business alliance. Mehmet will get references.

Our grad rate is 92% state is 76%.

## **IV. Other Business**

### **Staffing**

A substitute resigned.

## **V. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:25 pm.

Respectfully Submitted,  
W. Middleton

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Jan 16, 2015 @ 6:00 PM at Portland

#### Board Members Present

G. Aktas, J. Calder, J. Santos, M. Gedemenli, M. Guler, W. Middleton , Y. Bilgic

## I. Opening Items

#### Call the Meeting to Order

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Jan 16, 2015 @ 6:11 PM at Portland .

#### Approve Minutes

G. Aktas made a motion to approve minutes from the Board Meeting on 12-19-14.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### Finance Committee Report

Our 990 form was reviewed by Finance Committee. It was recommended for approval.

M. Guler made a motion to to approve the 990 form.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Monthly Financial Report

Operations are lower than budgeted.

We may have some extra expenses at the end of the year.

We should have almost \$600K at the end of the year.

We have received about 2 million based on an enrollment of 320 students.

We will be paying about \$9k Monroe county tax for the high school building.

We have been trying to negotiate with the city to acquire a plot at the Kodak parking lot to build a new building but the city has not been responding to our inquiries.

Several city schools are being closed, we might be able to acquire one.

## III. Academic Excellence

#### Academic Excellence Committee Report

We lost two students from 10th grade, but another came back and reenrolled, so our current enrollement is 350.

Attendance policy was updated as per our discussion at last meeting.

Marketing program has been initiated.

STAR test have been administered-average scores have improved since August for both 7th and 8th graders, but they are still below our target.

Number of tutors has been increased, and Admin will be meeting with faculty to discuss individual students.

Executive session.

#### Director's Monthly Report

## IV. Governance

#### Governance Committee Report

The Governance Committee delegated the creation of a succession plan for principal and vice principal to the

faculty, this has been done.

Succession for the board members will use "junior" members to serve as candidates for newly opened vacancies on the board.

A draft plan is being developed with specific details for each position.

Governance Committee will come up with several potential candidates by the March board meeting.

## V. Other Business

### **Staffing**

There was one resignation.

Two new hires will be approved at the next board meeting.

## VI. Closing Items

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:06 pm.

Respectfully Submitted,  
W. Middleton

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Feb 20, 2015 @ 6:00 PM at Portland

#### **Board Members Present**

G. Aktas, J. Calder, J. Santos, M. Gedemenli, M. Guler, Y. Bilgic

#### **Board Members Absent**

W. Middleton

#### **Guests Present**

D. Ozcan, M. Demirtas

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Feb 20, 2015 @ 6:22 PM at Portland .

#### **Approve Minutes**

M. Guler made a motion to approve minutes from the Board Meeting on 01-16-15.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Academic Excellence

#### **Academic Excellence Committee Report**

M. Guler made a motion to approve the academic excellence committee recommendations.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Director's Monthly Report**

Board members decided to sign and send a letter to Governor Cuomo to ask support in two areas; facilities relief and charter school funding. Board decided to learn more about the MOA proposed by Dr. Wilkens. Board decided to focus on students' progress in math in the next academic excellence meeting.

M. Guler made a motion to sign MOU with the research foundation SUNY Oswego toward summer research program.

J. Santos seconded the motion.

The board **VOTED** unanimously to approve the motion.

## III. Finance, Facilities & Audit

#### **Finance Committee Report**

M. Guler made a motion to move funds \$15,000 from salary to athletic.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Monthly Financial Report**

Board recommended a better presentation of the monthly fiscal information from the accounting program.

## IV. Other Business

**Staffing**

G. Aktas made a motion to approve new hire list.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

**V. Closing Items****Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:55 pm.

Respectfully Submitted,

G. Aktas

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Mar 20, 2015 @ 6:00 PM at Portland

#### Board Members Present

G. Aktas, J. Santos, M. Gedemenli, M. Guler, W. Middleton , Y. Bilgic

#### Board Members Absent

J. Calder

#### Guests Present

D. Ozcan, M. Demirtas

## I. Opening Items

#### Call the Meeting to Order

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Mar 20, 2015 @ 6:06 PM at Portland .

#### Approve Minutes

J. Santos made a motion to approve minutes from the Board Meeting on 02-20-15.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### Finance Committee Report

##### Monthly Financial Report

Revenues are on track, expenses are under budget.

Our spending is less than our budget.

Next meeting Demir will tell us where the spending has been under budget and will provide reasons for the surplus. He will also provide budget revision work if needed.

Insurance was less than anticipated.

##### School Internal Phone System

There have been problems with our internal phone system; we have bids in from three companies.

There is no voice mail, no local service (tech support), both buildings have different system.

New service will cover both buildings, there will be voice mail, can be externally administered, calls can be routed to either location, calls can be recorded and sent to email.

Three vendors: Northland, Carousel Industries, and Avaya.

Northland was the best quote in terms of price, local tech service, and completeness of service . They also will move the equipment and service to a new building if needed.

M. Guler made a motion to accept the bid from Northland and go ahead with the conversion.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion. Motion made on the part of the finance committee.

##### Monthly Fiber Internet Service

We need to upgrade our internet service-plan to convert to fiber-both buildings will be served by the single service.

We received four quotes and 3 options.

A variety of quotes were from services that didn't have their own networks, some are very expensive. Fibertech

Networks had the best quote in terms of price, service provided, and having local tech support.

M. Guler made a motion to accept the bid from Fibertech Networks.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Networking parts-cabling-installation**

We will need a new network system within the building-we have been using routers for the wifi and they have a tendency to get overloaded.

We will have one access point per classroom which can serve up to 30 connections.

Only two bids from companies that applied for E-rate.

Finger Lakes Technologies Group gave the best quote based on services provided, cost, and local tech support.

M. Guler made a motion to accept the bid from Finger Lakes Technologies Group.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **New copy machine lease**

The copy machine in the Portland building does not have the necessary capacity and is breaking down on a regular basis and the outages are causing problems-recommend that we lease a second machine.

M. Guler made a motion to approve the lease of a backup copier.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Budget Revision for Internal Phone System**

We will need to move \$40,000 from payroll to IT Supplies for the new internal phone system.

M. Guler made a motion to move \$40,000 from Payroll to IT Supplies.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

Demir will provide details on the budget and why we have extra funds in payroll at the next meeting.

## **III. Academic Excellence**

### **Academic Excellence Committee Report**

Academic Excellence committee did not meet this month, so no report.

### **Director's Monthly Report**

Two students fewer-Five students unenrolled and two enrolled.

Research agreement between Dr. Christian Wilkens and RACS-research on student success in in charter schools.

Many charter schools are participating.

We will consider the partnership.

Meeting with Mayor Lovely Warren about a new building-students went as well.

There are a number of possible buildings but still no solid leads.

We have been working with a marketing company and have a new brochure.

mailed out 10K brochures twice.

Website has been updated and we will be tracking visits to the website.

We need to change some of the wording on the web page about charter schools being "like" public schools.

Charter Schools ARE public schools.

School Introduction Video: introduction to RACS for parents.

program of studies has been updated.

Program of studies will go next to the academic excellence committee.

Two of our students were awarded the Princeton Prize for minimizing race problems in Rochester.

### **STEP Updates**

STEP program- arrangement between RACS and MCC Funded by NYS-there is a New York part and a Federal part-STEP has been around for 28 years and it has been at MCC for 27 years.

We need a new memorandum of understanding with MCC.

Joann has provided the new agreement-the application is due in four weeks.

Everything is already in place from the previous agreement.

Y. Bilgic made a motion to sign memorandum of understanding with MCC and the STEP program.

W. Middleton seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## IV. Governance

### **Governance Committee Report**

Training for new board members-Gungor working on a training plan that will become a new board member's handbook and all board members will review the book once per year.

Each board member should attend meetings for another committee once or twice a year so they know what is going on.

Fundraising-Gungor reached out to Nancy Sarles about fundraising, hasn't heard anything back from her.

We have a goal of raising 2 million dollars for a new building.

Gungor will continue to attempt to reach her.

Succession Plans-each committee will come up with names of possible candidates for junior board members-all committees need to get their names in by next Board Meeting.

Board Retreat will be held in August for one two to days-agenda will include training on Board On Track.

Board Meeting Effectiveness-we need to assess meetings and communication on meetings.

## V. Other Business

### **Staffing**

We hired a part time IT person and a new science teacher and dismissed one teacher.

G. Aktas made a motion to approve hire list.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## VI. Closing Items

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:59 pm.

Respectfully Submitted,  
W. Middleton

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Apr 17, 2015 @ 6:00 PM at Portland

#### **Board Members Present**

G. Aktas, J. Calder, M. Gedemenli, M. Guler, Y. Bilgic

#### **Board Members Absent**

J. Santos, W. Middleton

#### **Guests Present**

D. Ozcan, M. Demirtas

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Apr 17, 2015 @ 6:00 PM at Portland.

#### **Approve Minutes**

M. Guler made a motion to approve minutes from the Board Meeting on 03-20-15.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### **Finance Committee Report**

Board recommended to have smart boards in every classroom.

G. Aktas made a motion to approve the budget revisions.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Monthly Financial Report**

## III. Academic Excellence

#### **Academic Excellence Committee Report**

Board recommended to finalize the data plan before board meeting in May 2015.

#### **Director's Monthly Report**

Y. Bilgic made a motion to approve the 2015-16 school calendar.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Y. Bilgic made a motion to approve the Program of Studies for 2015-16 school year.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

Y. Bilgic made a motion to approve the proposed changes to be made in the strategic plan Engage RACS.

J. Calder seconded the motion.

The board **VOTED** unanimously to approve the motion.

## IV. Other Business

**Staffing**

Y. Bilgic made a motion to approve the new hire list.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

**V. Closing Items****Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:00 pm.

Respectfully Submitted,

M. Demirtas

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday May 15, 2015 @ 6:00 PM at Portland

#### Board Members Present

J. Santos, M. Gedemenli, M. Guler, Y. Bilgic

#### Board Members Absent

G. Aktas, J. Calder, W. Middleton

#### Guests Present

D. Ozcan, M. Demirtas

## I. Opening Items

#### Call the Meeting to Order

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday May 15, 2015 @ 6:02 PM at Portland.

#### Approve Minutes

M. Guler made a motion to approve minutes from the Board Meeting on 04-17-15.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### Finance Committee Report

##### Monthly Financial Report

##### Cleaning Company Selection

Board recommended to do the reference check for the selected Highland cleaning company. In order to see the quality of the work, board also suggested to sign a one-month contract for this school year.

M. Guler made a motion to approve to sign a contract with Highland cleaning company.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### Budget Revision

M. Guler made a motion to approve the proposed budget revisions.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### Genesee Rent

M. Guler made a motion to sign the contract to extend the lease agreement for the Genesee building until 2018 pending lawyer's approval.

J. Santos seconded the motion.

The board **VOTED** unanimously to approve the motion.

## III. Academic Excellence

#### Academic Excellence Committee Report

The academic excellence committee (AEC) recommends opening college guidance position with academic background and a full time STEM coordinator with physics background position for next year. AEC suggests to

hire an external evaluator who can do site visits to provide feedback regarding the implementation of the DDI plan.

Y. Bilgic made a motion to approve the academic excellence committee's recommendations.

M. Guler seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Director's Monthly Report**

The board recommended to do a cost analysis of the school buildings that are available. It was also recommended to share our building plans with the Charter School Office.

## **IV. Development/Community Outreach**

### **Determine the members**

The board suggested Mrs. Santos to be the chair of the Outreach committee. Mr. Gedemenli, Ms. Calder and Mr. Demirtas were recommended to be other members of the committee.

## **V. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:37 pm.

Respectfully Submitted,  
Y. Bilgic

# Minutes

## Rochester Academy Charter School

### Board Meeting

Friday Jun 19, 2015 @ 6:00 PM at Portland

#### **Board Members Present**

G. Aktas, M. Gedemenli, M. Guler, W. Middleton , Y. Bilgic

#### **Board Members Absent**

J. Calder, J. Santos

#### **Guests Present**

D. Ozcan, M. Demirtas

## I. Opening Items

#### **Call the Meeting to Order**

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Jun 19, 2015 @ 6:07 PM at Portland.

#### **Approve Minutes**

G. Aktas made a motion to approve minutes from the Board Meeting on 05-15-15.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance, Facilities & Audit

#### **Finance Committee Report**

##### **Monthly Financial Report**

Financial Summary: Revenues are within budget, expenses are less than budget. The less amount is reserve for final paychecks.

We have positive balance projected (year end).

##### **15-16 Contracts Renewal List**

Six faculty are not being renewed (performance) or resigning.

The rest of the faculty are being renewed.

M. Guler made a motion to that the board approve contract renewals.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **15-16 Budget Approval**

15-16 Budget is based on the 14-15 revised actuals.

2% increase in the Gen Ed tuition (+100 per student). E-rate has a 500% increase.

Medical expenses have increased by 30% Dental by 38%.

Internet has increased by 327%, but this is offset by Erate.

Nearly everything else stays the same or only changes by a small amount.

At present budget for 15-16 appears to be sound.

M. Guler made a motion to to approve 15-16 budget.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Student Database Renewal**

M. Guler made a motion to approve renewal for the Student Database System-estimated cost \$13,650.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **Budget Revision**

Increase of \$1000 to interest income; property tax and rent decreased by \$55,996; extra curricular expense increased by \$3000.

M. Guler made a motion to approve budget revisions.

G. Aktas seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **III. Academic Excellence**

### **Academic Excellence Committee Report**

#### **Director's Monthly Report**

Over the past year student enrollment has varied between 359-339; most of the attrition was due to students moving out of the district.

We are interested in purchasing a new building in West Irondequoit-but this change is contingent on getting permission to do this from the charter school commission.

We will need a detailed plan on building purchase to be presented to the board at a future meeting.

## **IV. Other Business**

### **Staffing**

August meeting will be in Livonia.

Board retreat will be in August.

## **V. Closing Items**

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:54 pm.

Respectfully Submitted,

W. Middleton

## ***Student Enrollment and Retention Targets Plan***

RACS will continue to use its current practices in order to retain its free and reduced lunch eligible students and to improve its LEP and SWD student enrollment rate. RACS has implemented multi-channel marketing approach for student recruitment during the terms of its charter.

- Visit feeder schools and meet with guidance counselors
- Create a website that provides information in multiple languages
- Conduct family events
- Attend community events
- Advertise in local publications that focus on our target population
- Mail flyers and brochures
- Meet local advocates and politicians
- Provide school tour opportunities
- Advertisement via social media

We have increased our ELL and SWD student body over the last three years by preparing flyers and lawn-signs in Spanish. Another strategy has been to approach community and faith-based organizations and recent immigrant support services. We hired bilingual staff to better serve our ELL students and offered extended hours of instruction.

In order to increase our numbers even further, the school will reach out to the significant refugee populations and disseminate informational materials regarding the school in different languages. This information will be available at the school, delivered through targeted mailings, and distributed by hand in refugee housing locations and community centers. In addition, the school is in the process of having its web application form in other languages. Through parents, we disseminated applications directly to the refugee population. We believe that having staff members from different minority groups will increase our ELL student body in the near future. RACS realizes the fact that it is a challenge to meet and exceed its local district in terms of the number of students who need special education services. In our flyers and informational meetings and show cases, special education services will be emphasized even further to attract students with disabilities.

In order to retain its students from these populations, the most important factors, which are mainly provided by RACS, are to create a safe and supportive environment for the students to be included in the general school body, and to provide necessary services needed to increase students' academic performance. As a new strategy to gauge our success in these terms and in retaining these students, we will color code our parent surveys in order to assess the parental satisfaction from each of these three populations in addition to measuring general satisfaction regarding school's academic programs, safety, and teachers. This strategy may expose any areas of problem in specific population, which might be lost otherwise in the overall satisfaction data.



# Appendix I: Teacher and Administrator Attrition

Last updated: 07/29/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

## Instructions for completing the Teacher and Administrator Attrition Tables

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

### 2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	27	7	7

### 2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	4	1	1

Thank you



# Appendix J: Uncertified Teachers

Last updated: 07/28/2015

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

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

Page 1

**Charter School Name:**

**Note Definition of FTE:**

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

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

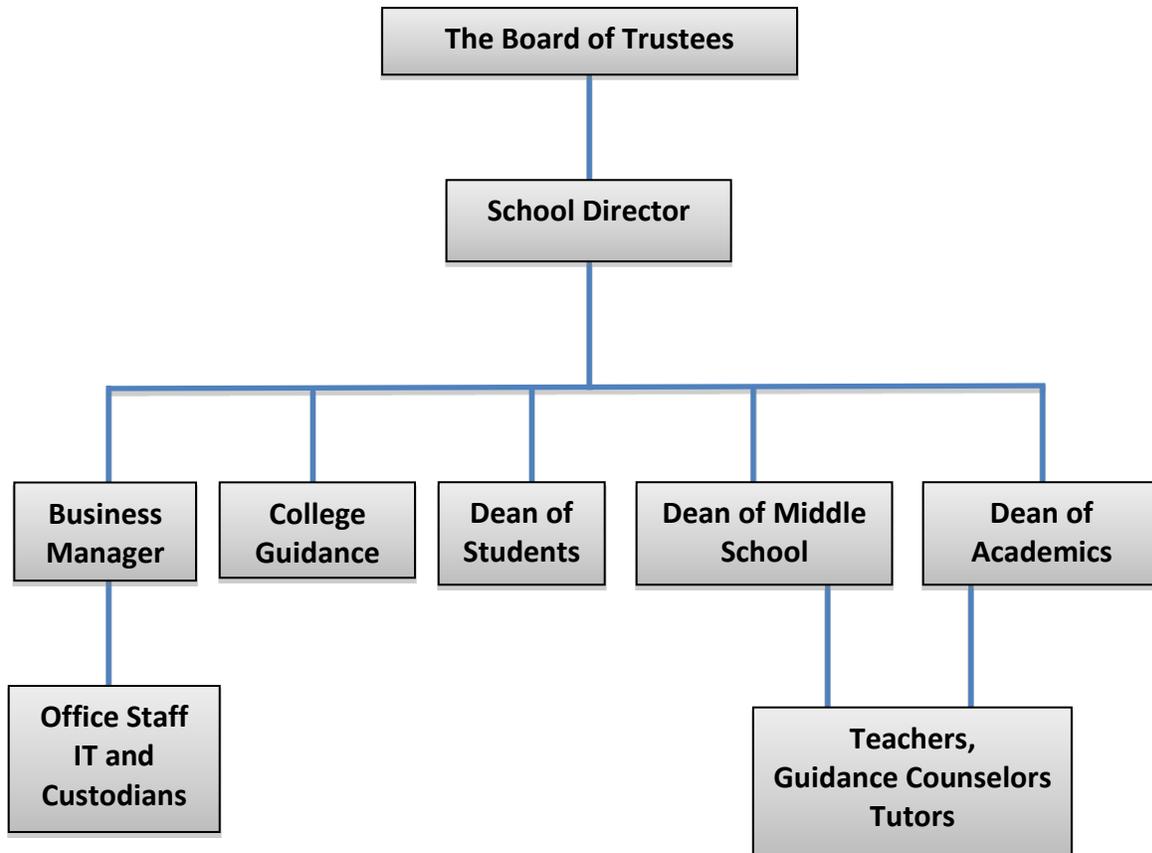
**For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.**

	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	4
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
<b>Total</b>	<b>4.0</b>

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

23

Thank you.



## **Rochester Academy Charter School**

### **Mission:**

The mission of the Rochester Academy Charter School (RACS) is to provide students with rigorous, challenging academics through hands-on, meaningful learning opportunities that will provide them with the skills necessary to be successful academically, socially, and emotionally.

### **Key Design Elements:**

- Provide students with the skills and experiences necessary that will help them master the knowledge detailed in the New York State Core Curriculum Content Standards
- Provide a strong focus on Mathematics and Science
- Use national competitions and science fairs to motivate students
- Build a strong supervisory and monitoring system that will provide individualized attention to each student
- Provide broad tutoring services that will help students address learning needs and/or issues with specific content
- Build strong parent/student/school relationships
- Require enhanced professional development for staff members
- Build partnerships with community organizations and other educational institutions

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, August 19, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/e2656660e5f2261b50>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Joann	Santos

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	268 Bromley Road
2. *Your Home Address:   City/State	Churchville/NY
2. *Your Home Address:   Zip	14428

### 3. \*Your Business Address

3. *Your Business Address   Street Address	1000 East Henrietta Road
3. *Your Business Address   City/State	Rochester/NY
3. *Your Business Address   Zip	14623

### 4. \*Daytime Phone Number:

585-292-2584

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

*jsantos@monroecc.edu*

### 6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

### 7. Select the name of the education corporation that operates a single charter school.

*ROCHESTER ACADEMY CS (REGENTS) 261600860910*

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

(check all that apply)

- 
- Other, please specify...: At Large
- 

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

No

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

No

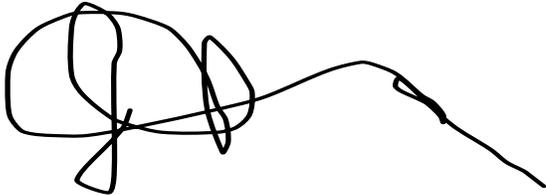
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, October 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/6d19aefdb03a62d181>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	MAHMUT	Gedemenli

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	4 Old Kings Ln
2. *Your Home Address:   City/State	Pittsford
2. *Your Home Address:   Zip	14534

### 3. \*Your Business Address

3. *Your Business Address   Street Address	190 Longridge Ave
3. *Your Business Address   City/State	Rochester, NY
3. *Your Business Address   Zip	14616

### 4. \*Daytime Phone Number:

585-576-4394

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

*mgedemenli@yahoo.com*

### 6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

### 7. Select the name of the education corporation that operates a single charter school.

*ROCHESTER ACADEMY CS (REGENTS) 261600860910*

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

(check all that apply)

- 
- Chair/President
- 

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

*No*

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

No

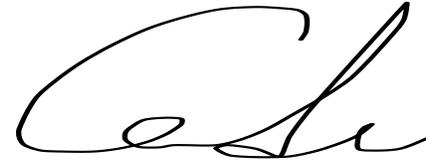
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee



**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/829c1a4204cf902af7>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Yusuf	Bilgic

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	40 Woodbine Pk
2. *Your Home Address:   City/State	Geneseo
2. *Your Home Address:   Zip	14454

### 3. \*Your Business Address

3. *Your Business Address   Street Address	1 College Cr
3. *Your Business Address   City/State	Geneseo
3. *Your Business Address   Zip	14454

### 4. \*Daytime Phone Number:

585-245-5484

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

yusuf.k.bilgic@gmail.com

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

ROCHESTER ACADEMY CS (REGENTS) 261600860910

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: Chait of Ed Committee
- 

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/d52616892a99a240c>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Mustafa	Guler

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	1196 Long Pond Rd
2. *Your Home Address:   City/State	Rochester
2. *Your Home Address:   Zip	14626

### 3. \*Your Business Address

3. *Your Business Address   Street Address	150 Verona St
3. *Your Business Address   City/State	Rochester
3. *Your Business Address   Zip	14626

### 4. \*Daytime Phone Number:

585-627-6524

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

mustafa.guler@carestream.com

### 6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

### 7. Select the name of the education corporation that operates a single charter school.

ROCHESTER ACADEMY CS (REGENTS) 261600860910

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

(check all that apply)

---

- Vice Chair/Vice President

---

- Treasurer

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

*No*

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

No

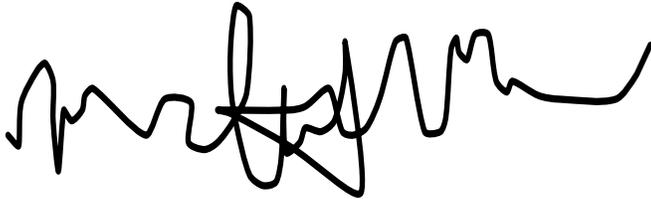
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Saturday, October 31, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/97f903ebe77b0bd94>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	D. Jean	Calder

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	177 Spruce Ave
2. *Your Home Address:   City/State	Rochester NY
2. *Your Home Address:   Zip	14611

### 3. \*Your Business Address

3. *Your Business Address   Street Address	901 Portland Ave
3. *Your Business Address   City/State	Rochester NY
3. *Your Business Address   Zip	14621

### 4. \*Daytime Phone Number:

585-415-4439

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

Calderd@ymail.com

### 6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

### 7. Select the name of the education corporation that operates a single charter school.

ROCHESTER ACADEMY CS (REGENTS) 261600860910

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

(check all that apply)

- 
- Other, please specify...: Board member trustee
- 

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "D. [unclear] [unclear]". The signature is written in a cursive style with a large initial "D" and a long horizontal flourish.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, November 10, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/409393b787c354888>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	William	Middleton

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	5848 Old Orchard Point
2. *Your Home Address:   City/State	Livonia NY
2. *Your Home Address:   Zip	14487

### 3. \*Your Business Address

3. *Your Business Address   Street Address	Dept. of Sociology and Anthropology 18 Lomb Memorial Drive
3. *Your Business Address   City/State	Rochester NY
3. *Your Business Address   Zip	14623

### 4. \*Daytime Phone Number:

585-402-8133

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

wdmgss@rit.edu

### 6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

### 7. Select the name of the education corporation that operates a single charter school.

ROCHESTER ACADEMY CS (REGENTS) 261600860910

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

(check all that apply)

---

- Secretary
- 

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

No

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

No

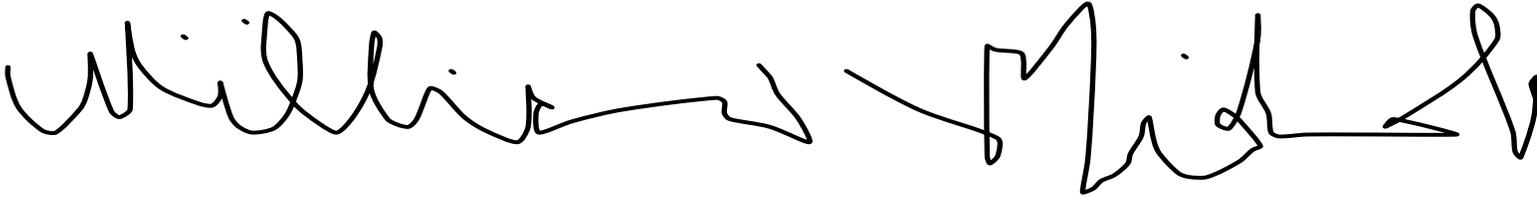
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "William Mitchell". The signature is written in a cursive style with a long horizontal stroke at the end.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 11, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/194338bcaec3e0fb57>

## Page 1

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

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	D. Jean	Calder

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	177 Spruce Avenue
2. *Your Home Address:   City/State	Rochester, NY
2. *Your Home Address:   Zip	14611

### 3. \*Your Business Address

3. *Your Business Address   Street Address	259 Monroe Avenue
3. *Your Business Address   City/State	Rochester, NY
3. *Your Business Address   Zip	14607

### 4. \*Daytime Phone Number:

585-415-4439

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

calderd@ymail.com

### 6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

### 7. Select the name of the education corporation that operates a single charter school.

ROCHESTER ACADEMY CS (REGENTS) 261600860910

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

(check all that apply)

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

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

No

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

No

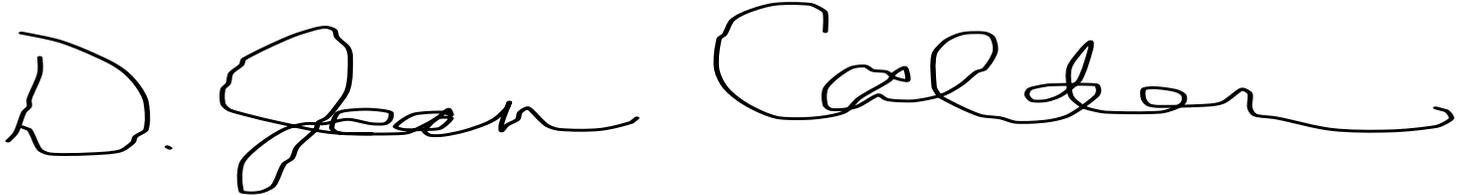
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "D. Jean Calder". The signature is written in a cursive style with a large initial "D" and a long, sweeping underline.

**Thank you.**