

# Application: Academic Leadership Charter School

Leena Varghese - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000257

**Status:** Annual Report Submission

**Last submitted:** Nov 2 2020 12:01 PM (EST)

## Entry 1 School Info and Cover Page

**Completed** Jul 31 2020

### [Instructions](#)

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

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## **BASIC INFORMATION**

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**a. SCHOOL NAME**

(Select name from the drop down menu)

ACADEMIC LEADERSHIP CHARTER SCHOOL 320700860957

**a1. Popular School Name**

(No response)

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

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

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

CSD # 7 - BRONX

**d. DATE OF INITIAL CHARTER**

2/2009

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2009

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

WWW.ALCSBRONX.ORG

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

575

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

543

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

**FACILITIES INFORMATION**

**m. FACILITIES**

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

	Yes, 2 sites
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**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	677 East 141st Bronx NY 10454	718-585-4215	NYC CSD 7	K-4	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Leena Varghese			
Operational Leader	Desiree Howe			
Compliance Contact	Leena Varghese			
Complaint Contact	Leena Varghese			
DASA Coordinator	Leena Varghese			
Phone Contact for After Hours Emergencies	Leena Varghese			

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

Co-located Space

**m1c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	Permanent Co-location					

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

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

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

**Site 1 Fire Inspection Report**

**School Site 2**

**m2. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	470 Jackson Avenue Bronx NY 10455	718-993-1870	NYC CSD 7	5-8	NO

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Leena Varghese			
Operational Leader	Alex Polanco			
Compliance Contact	Leena Varghese			
Complaint Contact	Leena Varghese			
DASA Coordinator	Leena Varghese			
Phone Contact for After Hours Emergencies	Leena Varghese			

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

Co-located Space

**m2c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	Permanent Co-location					

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

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

No

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

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

Yes

**ATTESTATION**

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

Name	Leena Varghese
Position	Principal
Phone/Extension	
Email	

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature reads "Norma Flunitz" in a cursive, flowing script.

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

A handwritten signature in black ink on a light gray background. The signature reads "James Lander" in a cursive, flowing script.

**Date**

Jul 31 2020

**Thank you.**

## Entry 2 NYS School Report Card

**Completed** Jul 31 2020**Instructions****SUNY-authorized charter schools only**

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

## Entry 2 NYS School Report Card Link

**ACADEMIC LEADERSHIP CHARTER SCHOOL 320700860957****NEW YORK STATE REPORT CARD**

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

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

[https://data.nysed.gov/essa.php?instid=800000064236&year=2019&createreport=1&allchecked=1&OverallStatus=1&section\\_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&38ELA=1&38MATH=1&48SCI=1&nyseslat=1&naep=1&staffqual=1&feddata=1](https://data.nysed.gov/essa.php?instid=800000064236&year=2019&createreport=1&allchecked=1&OverallStatus=1&section_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&38ELA=1&38MATH=1&48SCI=1&nyseslat=1&naep=1&staffqual=1&feddata=1)

## Entry 3 Progress Toward Goals

**Incomplete**

# Instructions

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

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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**2019-20 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

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

(No response)

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

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

(No response)

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess

				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2019-2020 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

### Entry 3 Accountability Plan Progress Reports

Incomplete

#### Instructions

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

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

### Entry 7 Disclosure of Financial Interest Form

Completed Jul 31 2020

#### Instructions - Multiple Uploads Permitted

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

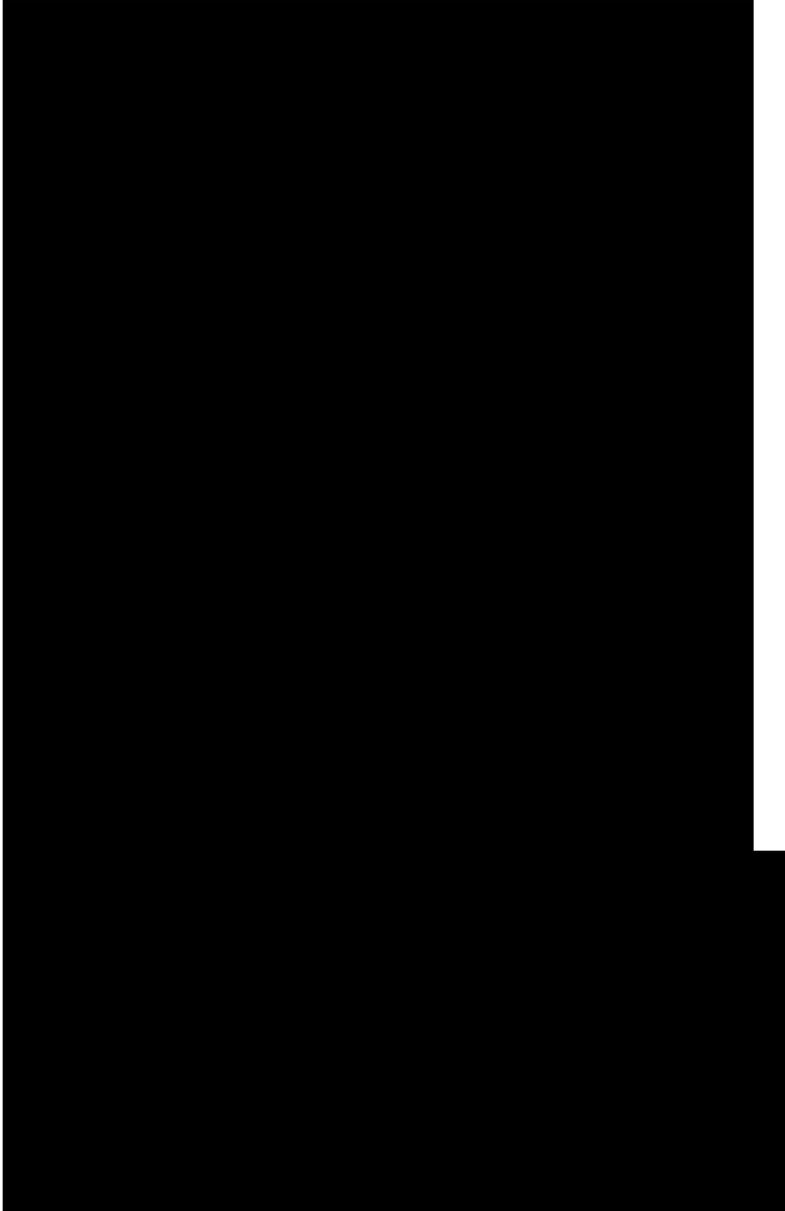
Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

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

- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

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

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



## **Entry 8 BOT Membership Table**

**Completed** Jul 31 2020

### **Instructions**

Required of All charter schools

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

## **Entry 8 BOT Table**

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

**ACADEMIC LEADERSHIP CHARTER SCHOOL 320700860957**

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

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	James Sander [REDACTED]	Chair	Real Estate	Yes	3	04/01/2020	04/01/2022	12
2	Christopher Brignola [REDACTED]	Vice Chair	Education	Yes	3	10/20/2019	10/20/2021	8
3	Lucas Doe [REDACTED]	Treasurer	Finance	Yes	2	12/01/2019	12/01/2021	12
4	Robert Ansbro [REDACTED]	Trustee/Member	Real Estate	Yes	1	09/01/2019	09/01/2021	8
5	Mark Keye	Secretary	Finance	Yes	1	02/01/2019	02/01/2022	7
6								
7								
8								
9								

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

No

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

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

a. Total Number of BOT Members on June 30, 2020	5
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

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

12

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

12

Thank you.

**Entry 9 Board Meeting Minutes**

Completed Jul 31 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

## **[BOT Minutes 2019-2020](#)**

**Filename:** BOT Minutes 2019 2020.pdf **Size:** 657.9 kB

## **Entry 10 Enrollment & Retention**

**Completed** Jul 31 2020

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

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## **Entry 10 Enrollment and Retention of Special Populations**

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

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**ACADEMIC LEADERSHIP CHARTER SCHOOL 320700860957**

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## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	The majority of students in District 7 qualify for free and reduced lunch. We advertised within the local district and economically disadvantaged students in the local district receive preference in our lottery.	We will continue to advertise within the local district and students in this district will continue to receive preference in our lottery.
English Language Learners/Multilingual Learners	An English Language Learner preference was added to our lottery. We also partnered with a local Spanish newspaper to inform families about our school.	We will continue to offer preference to English language Learners and will continue to advertise with local newspapers and agencies
Students with Disabilities	Using various means of advertising has helped us attract different populations of students.	We will continue to use different means of advertising.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	We provide preference to students in the local district which is at over 90% poverty.	We will continue to provide preference to the local district.
English Language Learners/Multilingual Learners	We provide targeted instruction for this population and monitor their growth. We communicate regularly with families about their child's needs.	We will continue to provide staff PD around best practices and provide workshops for parents.
Students with Disabilities	We target instruction to meet the needs of this population and work closely with our local CSE.	We will continue to work with our local CSE to implement IEPs that meet the needs of all students.

# Entry 12 Percent of Uncertified Teachers

Completed Jul 31 2020

## Instructions

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

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

## Entry 12 Uncertified Teachers

School Name: **ACADEMIC LEADERSHIP CHARTER SCHOOL 320700860957**

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## Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
<b>Total Category A: 5 or 30% whichever is less</b>	<b>5.0</b>

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
<b>Total Category B: not to exceed 5</b>	<b>4.0</b>

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	5
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total Category D	0

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

	FTE Count
Total Category E	6

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	20



Thank you.

## Entry 13 Organization Chart

Completed Jul 28 2020

### [Instructions](#)

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

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

### [Organizational Chart Reporting Lines](#)

**Filename:** Organizational Chart Reporting Lines.pdf **Size:** 276.9 kB

## Entry 14 School Calendar

Completed Jul 31 2020

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

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

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

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

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### [2020-2021 School Year Calendar](#)

**Filename:** 2020 2021 School Year Calendar.pdf **Size:** 526.4 kB

# Entry 15 Links to Critical Documents on School Website

Completed Jul 31 2020

## Instructions

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

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

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

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

School Name: Academic Leadership Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
3. Link to NYS School Report Card	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
6. District-wide Safety Plan	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
8. Subject matter list of FOIL records	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>
9. Link to School Reopening Plan	<a href="https://www.alcsbronx.org">https://www.alcsbronx.org</a>

Thank you.



## **Entry 16 COVID 19 Related Information**

**Completed** Jul 31 2020

### **Instructions**

#### **Required of ALL charter schools**

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

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

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

## Entry 16 COVID 19 Related Information

School Name: Academic Leadership Charter School

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	549	549	544

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

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

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

															ting Stud ents
ELA Ass ess me nt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	
Mat h Ass ess me nt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	
Soci al Stu dies Ass ess me nt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	
Scie nce Ass ess me nt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	



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

**Name:**  
**Lucas Doe**

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

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

**Treasurer**

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

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

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

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

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

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

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

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes**  **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
		<i>NONE</i>		

Leena Varghese (Principal on behalf of Lucas DOE)

7/31/2020

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

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**Business Address:**



*last revised 06/8/2020*

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

Name:

ROBERT J ANSARO

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

Academic Leadership Charter School

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

BOARD MEMBER

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

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

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

NO

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

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

NO

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

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

NO

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

NONE

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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

*None*

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

*[Handwritten Signature]* \_\_\_\_\_ *7.28.20*  
 Signature Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

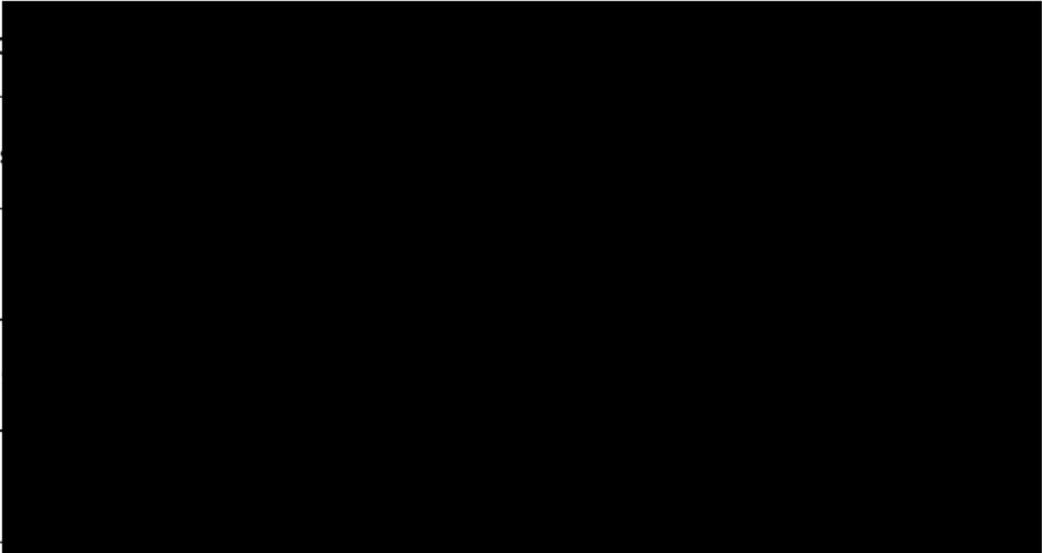
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**Home Telephone:**

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**Home Address:**

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*last revised 06/8/2020*

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

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

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

Name:

MARK FEYZE

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

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

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

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

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

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

NO

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

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

NO

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

NO

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

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-	NONE	-	-	-

  
 \_\_\_\_\_  
 Signature

7/28/20  
 \_\_\_\_\_  
 Date

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

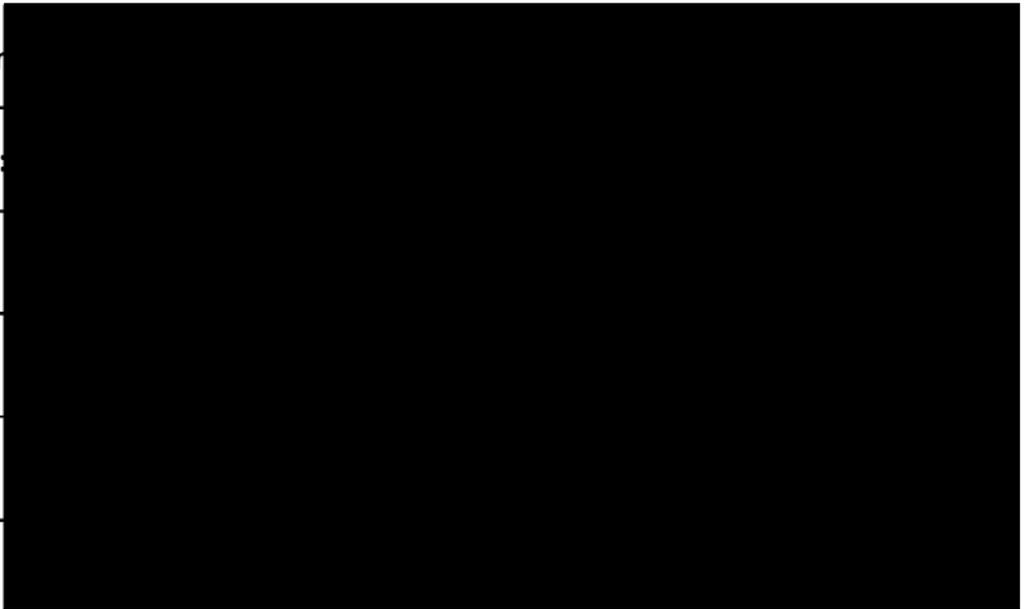
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**Home Telephone:**

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**Home Address:**

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

Name: **James Sander**

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

**Academic Leadership Charter School**

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

**President**

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

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

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

**NO**

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

**NO**

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

**NO**

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

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

**NO**

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Yes  No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

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

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Yes  No

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

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



**Business Telep**

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**Business Addr**

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**E-mail Address**

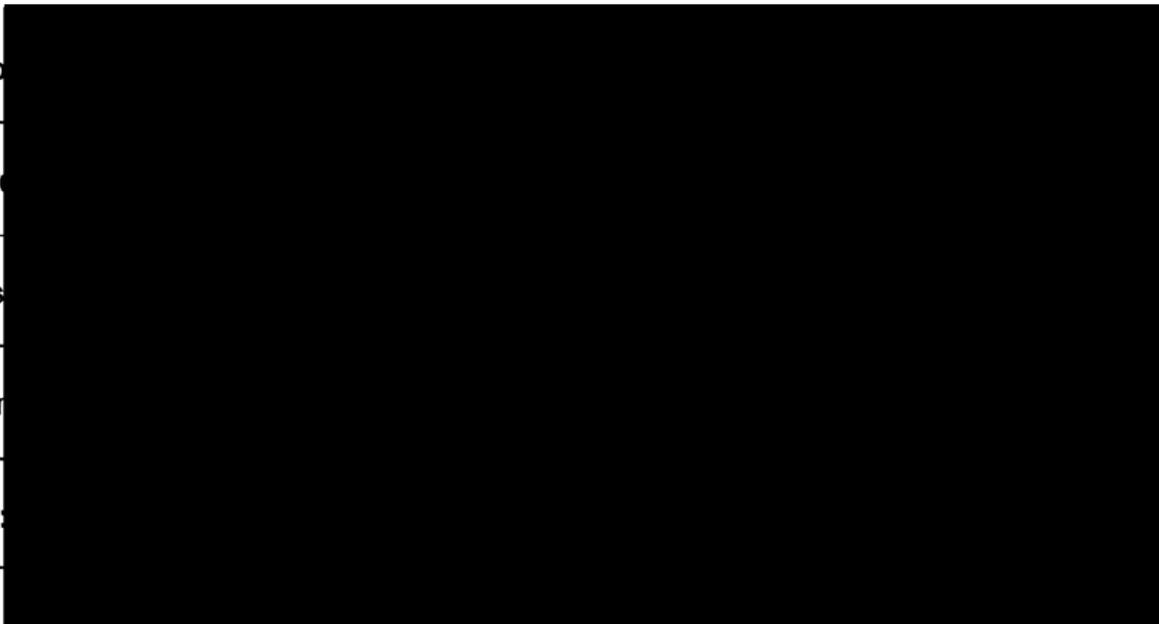
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**Home Telephon**

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**Home Address**

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*last revised 06/01/2020*

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

**Name:**

   chris  
brignola\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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Yes  No

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

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None

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				



Signature

7/30/20

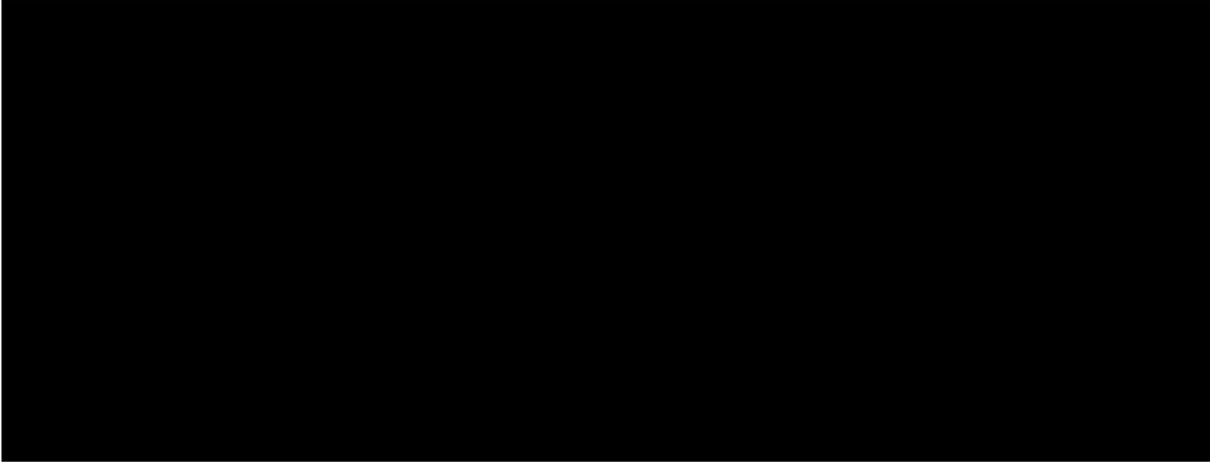
Date

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**Business Telephone:**

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**Business Address: \_**



*last revised 06/8/2020*

## **BOT Meeting, Tuesday July 9<sup>TH</sup> 2019 at 3:00 PM -Minutes**

**Board Members present:** Jim Sander, Lucas Doe, Stephen Wasserman, Christopher Brignola (video conference), Fatoumata Camara, Ted Hurwitz (Ex-officio)

**Administrators Present:** Norma Hurwitz, Leena Varghese

3:26 PM - Call to order by Board Chair James Sander

- I. Approval of Minutes for Thursday, June 20th, 2019  
Jim Sander motions to approve the minutes as corrected. Lucas seconds, all in favor.
  
- II. Discussion- Tuition Reimbursement for high performing teachers, establishing guidelines
  - Christopher Brignola's prior charter school offered \$1,500 for a semester
  - Degree had to be a program that would lead to certification or extension of certification.
  - Receipt/registration form was submitted and reimbursement check issued
  - Higher reimbursement can be offered for high needs areas such as Special Education.
  - Stipulations for years needed to work at the school upon completion of the degree will be embedded
  - We will design a formal contract, for example, teachers must work at the school for 2 years after payment is issued.
  - Retroactive tuition reimbursement will not be issued
  - Up to 2,500 can be issued for high needs areas such as Special Education, Mathematics and Science.
  - Jim Sander suggests having a scholarship fund with criteria which they apply for and it must get accepted before proceeding.
  - Ted Hurwitz suggested reimbursing teachers for prior courses.
  - 2 years of satisfactory experience and rating would be needed
  - Lucas DOE suggests having a broad outline which the leadership team refines
  - Jim Sander suggested creating a budget outline for the project as a whole and then creating the criteria along with teacher input.
  - The board proposes up to \$50,000 a year be budgeted for tuition reimbursement
  - Chris Brignola motions to approve \$50,000 a year for tuition reimbursement, meeting the guidelines discussed, Stephen seconds, all in favor.
  - The school's website will be updated and Christopher Brignola will help refine it. We will take additional pictures and post highlights and stories of students.
  - Norma mentioned that we put out a new mailing for students and we are getting additional applicants.
  - Stephen Wasserman recommends a referral program from existing teachers. If teachers refer someone who gets hired and completes one full school year, teacher gets a bonus. \$500 for the person who referred it and \$500 for the person who signed on.
  -

### III. Committee Reports

#### A. Finance Committee – Lucas Doe

- Stephen requested that we have a meeting once every quarter with Paul for the finance committee.

#### B. Real Estate Committee – Ted Hurwitz

- A meeting will take place tomorrow with the architects at their office at 10:30 a.m.
- This is the advancement of the schematic design phase.

#### C. Education Committee – Christopher Brignola

- The Department of Education released instructional reports that correlate closely to state exam scores and our students went up based on last year's instructional reports.

Motion to adjourn made by Lucas Doe at 4:49 p.m. all in favor.

Next meeting Thursday August 29, 2019 6:00 p.m.

## **BOT Meeting, August 29, 2019 Agenda, 6 PM**

**Meeting Called to order at 6:24 p.m. by Board Chair James Sander**

**Board Members Present:** James Sander, Christopher Brignola, Lucas Doe, Stephen Wasserman ( Video Conference)

- IV. Approval of Minutes for Tuesday, July 9, 2019
- Jim Sander motions to accept minutes, Lucas Doe seconds, all in favor
- V. ALCS has received Official Bond Approval from Build NYC- up to 30 million dollars
- Christopher Brignola knows an architect who would be available to serve as a consultant for our project. The Real Estate Committee will interview him.
- VI. Official 2018-19 NYS ELA & MATH Standardized test results
- ALCS performed at 84 percent in ELA and 78 percent in Mathematics. We are significantly exceeding state, city and local averages. We are also higher than many more affluent districts in the state.
  - Ted proposed a standing ovation for all school administrators, teachers, parents and students.
  - We are very proud of our entire school community
- VII. Robert Ansbro's interest in volunteering to serve as a board member
- Robert shared his experiences working in construction
  - Robert heard a lot about our school from his late brother and former ALCS Board Chair Michael Ansbro. He wants to be able to provide his services to give back, especially as we are working on our construction project.
  - Robert Currently works for Eagle One Roofing as an estimator
  - Jim Sander motions to approve Robert Ansbro as a Board member, Lucas Seconds, Chris Brignola in agreement, Stephen Wassermen abstains. Vote passes.
- VIII. Proposed timeline from Peter Gisolfi for our new building project
- Norma Hurwitz discussed today's phone conference with Baird and Gisolfi. We were disappointed with the timeline of 2022. We need be in the building in 2021.
  - We will move to interview contractors and begin pricing process to come up with a Guaranteed Maximum Price
  - Lucas asked if Stephen Wasserman is familiar with consulting companies that can provide services. Stephen is familiar with two companies.
  - We want to hire a consultant who can come to our meetings/interviews with contractors

IX. Committee Reports

A. Finance Committee – Lucas Doe

- Nothing to report

B. Real Estate Committee – Ted Hurwitz

- Nothing to report

C. Education Committee – Christopher Brignola

- Christopher Brignola will work on the school website. We will work on getting new photos and videos.
- The school will evaluate the use of the I-ready program for the new school year.

Motion to Adjourn, Christopher Brignola at 7:37 p.m., Lucas seconds, all in favor.

## **BOT Meeting Minutes- Thursday, September 26, 2019**

Board Members in Attendance: Jim Sander (Video Conference), Lucas Doe (Video Conference), Robert Ansbro, Fatoumata Camara

6:19 PM - Call to order by Board Chair James Sander

- X. Approval of Minutes for Thursday, August 29th, 2019  
Robert Ansbro motions to approve the minutes, Jim Seconds, all in favor. Jim Sander welcomes our new Board member, Robert Ansbro.
- XI. Vote by the Board to renew Chris Brignola's term of service expiring in October 2019.
- Jim Sander mentioned that terms of office are 3 years and each member comes up every year so that terms are staggered.
  - Jim Sander motions to renew Christopher Brignola's term for another three years, Lucas seconds, all in favor, passes unanimously.
  - Jim Sander applauded Christopher Brignola for his work as a Board Member. Chris has proven to be an invaluable Board member in many ways and shows concern with what we do at the school and has contributed to our success.
  - Norma Hurwitz is very thankful to have Christopher Brignola as a Board member. He understands the charter sector as well as the public sector. He has offered the school valuable guidance. He has chaired our Education committee which we appreciate.
- XII. Committee Reports
- A. Finance Committee – Lucas Doe
- Norma discussed recent conversations with Brian Colon to move our Bond application forward.
  - Andrew Komaromi's office will work on Appendix B of the application, which involves describing the school. His office is working on an underwriter's lawyer and we hope to hear from them next week.
  - Norma mentioned that money from our CD accounts after maturity needs to be available for our down payment.
  - We are asking for 30 million from the Bond and putting down 15 million.
  - Brian Colon confirmed that if we want to make bulk payments once the Bond is issued, we can write that into the Bond agreement. We need greater clarity on this arrangement.
  - Jim Sander clarified the benefits of creating an LLC.

## B. Real Estate Committee – Ted Hurwitz

Summary of meeting held on Wednesday, September 11, 2019 with Peter Gisolfi and Frank Craine on current status of the Development Design plans and projected timeline of the project

- We are having a follow up meeting with Peter Gisolfi and his team on Thursday October 3, 2019 at 11:00 a.m.
- We are hoping to ensure that Peter's team keeps track of all meetings to ensure the changes we discussed are being implemented into revised plans.
- Norma has mentioned that we need notes after each meeting sent to us by the architects to ensure everyone is on the same page.
- Lucas requested the schedule/timeline sent by Baird.
- We should have contractors ready to provide bids in October.
- The school will go through a comprehensive vetting process. We want to speak to the clients of the contractors to get their references.
- The Real Estate Committee will be closely involved with this process. Our plan is to reach out to other charter schools as well to see which contractors they have used.
- Jim Sander discussed concerns over the architect getting the bids and the bids not going to the Board directly. Robert Ansbro mentioned that Peter Gisolfi is trying to ensure that his designs are not over our budget. It is common for architects to get an idea from contractors so ensure the project is in line with the school's needs.
- The first company used was an estimating company and was not a contractor providing a bid.
- Robert Ansbro is concerned with the foundations of the building. We might be able to start the foundations sooner before the full plans are ready. A separate permit can be issued for this. We need approval from the Department of Buildings to do underpinning.
- The survey of the property showed that there is an abutment- a stairway coming out of the adjacent building.
- This should have been in the title report
- Robert Ansbro will get a better understanding of the process we should follow to remediate the situation.
- ALCS will look into an owner's rep before the ground breaking
- Norma discussed Sean Blackwell's proposal. We need everyone to review it and we can discuss it at the next meeting.
- Jim Sander discussed the rate being reasonable but greater clarity is needed in terms of the services being offered and what is not covered.
- We are proposing a change in date of the October meeting to ensure everyone is available.

C. Education Committee

- We are honored to have received the National Blue Ribbon Award. We are thankful to our students, teachers, families, administrators and our entire school community. Thank you to our Board members for volunteering their time to help our school move its mission and vision forward!

Robert Ansbro makes a motion to adjourn, Fatoumata seconds, all in favor.

Meeting Adjourned at 8:03 p.m.

## **BOT Meeting, Thursday, October 24<sup>th</sup> 2019 Minutes**

6:00 PM - Call to order by Board Chair James Sander

**Board Members in Attendance:** Jim Sander , Lucas Doe, Ted Hurwitz

**Absent:** Christopher Brignola, Robert Ansbro

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

Guests: Sean Blackwell (Consultant), Peter Gisolfi (Architect) , Frank Craine (Architect)

Andron Construction, DHI Construction

- XIII. Approval of Minutes for the Board meeting on Thursday, September 26th, 2019
- Pending
  - Fatoumata Camara will no longer be on our board due to work interfering with her ability to attend meetings.
  - Steve Wasserman is also no longer part of our Board for personal reasons.
- XIV. Interviewing DHI Construction Services and Andron Construction, contractors for our building project.
- Andron Construction – Company has been in business for 50 years, based in Goldensbridge NY.
  - Limit work to within 60 miles of office
  - Preconstruction group at Andron: They bring the work in and then turn it over to the operations group.
  - 5-35 million average jobs
  - They are a fiscally sound organization
  - Extensive work with schools and School Construction Authority (PS79-Bronx, Community Health School- Washington Heights, P.S.290- Queens 2017).
  - 3 Jobs with Gisolfi including Middle School at Hackley School
  - Peekskill Middle School, signature project
  - Several projects in the Bronx, including hospitals and nursing homes
  - Lucas Doe asked if they have had cost overrun on any projects: It is not uncommon to have hire costs as you go through the design process. Items are added to the job and during the construction phase, a 5% construction contingency is recommended.
  - A detailed cost estimate will be provided early on.
  - A draft estimate based on initial schematic designs has been presented
  - Next set of drawings would be design development and subcontractors will be involved.
  - Final drawings: construction documents

- Some items from our discussions with the Architect have been taken into account based on discussions with Architects thus far
- Subcontractors are involved early on so price is fairly accurate
- Ted asked about the need for an owner's rep. The company has worked on projects with and without an Owner's rep. They believe an owner's rep is not necessary as long as there is a team available for all communications.
- Jim Sander asked about communication related to progress: Meetings are set up based on agreed upon intervals to communicate progress.
- Construction schedule estimates a 22-month project from start of construction
- Frank Craine mentioned that we have an aggressive schedule and wanted to know if we can work faster than 22 months.
- We might be able to open and have classes on certain floors and continue working on other floors.
- Ted Hurwitz asked if they have any experience with the New York Transit Authority. The company has done some work for the 6 line.
- Frank Craine explained the problem we are facing with MTA duct banks under our property.
- Safety: Site will be secured with fencing, side-walk bridge, crane,
- Lucas asked if there has ever been a major safety issue: No real safety trouble but safety is a focus and the company has a robust safety plan.
- Dust is minimized using proper protocols, safety and cleanliness are maintained.
- Independent safety audits are done on some jobs
- 1.2% liability insurance
- Jim Sander asked about rodent control. The DOB requires it and the building must be exterminated.
- Sean asked if the company has any experience with projects related to 2017 law relating site safety to adjacent property.
- Escalation is the price increase from time price is given to time of actual construction
- Estimate was 39.9
- Owner's costs- Paying for the building permits, surveys, contaminated soil, site borings, fixtures, furnishings, equipment (IT/Phones, etc)
- Soft Costs- fee of architect and consultants
- Fee of company is included in bid
- Senior project manager, superintendent, 2<sup>nd</sup> superintendent
- Sean Blackwell asked if early procurement is factored into timeline: This would be analyzed through the preconstruction phase. GMP will most likely be needed prior to starting this.
- If we can get a GMP by February, we might be able to move faster.
- DOB runs a 6 month lag once you are in queue to get a permit
- We can arrange a site visit and talk to references

- Architects fee 8% of construction costs, any additions would be 5% of overage

## **DHI**

- Howard Dim- President. DHI has been in business for 29 years.
- They have worked on schools, country clubs. Religious institutions and office renovations
- Revenue- 38 million dollars
- All contractors have insurance and school is named on the insurance
- Procure- cloud based construction software is used so all project related items are in one place.
- Submittal process is also uploaded into procure and responsible parties are listed
- The school will be able to review procure and see the status of all submittals
- Peter Gisolfi won an AIA award for work they have done with DHI (Rye Country Day School performing arts center)
- Cohen Center- 2 stories, 14,000 sq feet (11 million)
- **Wild Cat Hall (High School)**
- Web Institute (Glen Cove), finishing up, 3 stories, 30,000 square feet (18 million dollars)
- Fordham Prep, Metal and glass structure, 3 stories,
- Building was shored up to create the existing wing so there were no columns
- Lucas DOE asked about timeline: 22 months. Is it possible to occupy and build at the same time? Probably not.
- Weekly job meetings would be held with the Architect and an owner's rep if there is one. A job schedule with a two week look ahead would be developed.
- Lucas Doe has asked if there have been any safety issues during construction. There have been some trip and falls. No major law suites.
- Company has one of the highest experience modification ratings
- Design Development estimate and Construction Documents will be combined due to aggressive timeline.
- Company buys light fixtures, hardware, windows, etc. to minimize costs and control the schedule
- All sub-contractors receive a schedule attached to their purchase order. They need proper notification and reminders for efficiency.
- Estimate- Package was broken up into trade
- Subcontractors were involved in the bidding process. Some items were estimated in-house.
- Escalation was anticipated in the number
- Estimated price is 34, 392
- Lucas Doe asked about the typical deviation: A 10% contingency was included and as drawings get developed, the price does go up about 10%. Can go up to 37-38 million.

- An estimating service put a figure together which was less than the 34.4 but their unit costs did not seem accurate.
- Peter Gisolfi mentioned that Howard always calls back and is accessible. His company works amicably with DHI. Howard performs first grade work for fair prices.
- Company hires an independent safety company to audit their work.
- CNA, a highly rate insurance company insures DHI
- Sean Blackwell asked who their go to is for Steele Subs: Habacus/Estras.
- George Jackson Academy (Manhattan, renovation), Amani Charter School in Mt.Vernon (renovation, 7-8mil)
- Their company also worked on renovating the Windward School
- The company is fully non-union, Non-union contractors only
- When a GMP is provided, it will have a contingency for the school to use if needed.
- DHI's contingency is in the bid but ALCS's is not
- Jim Sander asked if competitive bidding is completed for each subcontractor: A minimum of three prices are received for each project.
- Sean Blackwell- What is the largest obstacle to construct the building? Site safety/logistics, underpinning on the adjacent building,
- The school should put aside money for special inspections (ex: vibrating monitoring and settlement monitoring)
- Utility company fees, water/sewer connection fees, IT services,
- Leed job: Green certification
- Our building would be comparable to a leed certified building
- Commissioning- Third party entity comes in to ensure that what is in the design has been installed and tested.

## XV. Committee Reports

### A. Finance Committee – Lucas Doe

- Nothing to report

### B. Real Estate Committee – Ted Hurwitz

Update- need to do further borings to address concerns that there is a duct owned by the Metropolitan Transit Authority and we don't know whether it will impede the building of the garage.

### B. Education Committee – Christopher Brignola

- Assessment scores for period 1 will be provided at the next meeting

## **BOT Meeting, Thursday, November 21, 2019 Minutes**

Meeting called to order by Board Chair James Sander at 6:08 p.m.

**Board Members in Attendance:** Jim Sander , Lucas Doe, Ted Hurwitz, Robert Ansbro

**Absent:** Christopher Brignola

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

Guests: Sean Blackwell (Consultant), Dave Haller (visitor), DHI Construction, Daniel Tomai, Signature Construction

- XVI. Approval of Minutes of the Board meeting on Thursday, October 24, 2019
- Jim Sander motions to approve the minutes, Robert Ansbro seconds, all in favor.
- XVII. Resolution Approving the Bond Financing of the New Facility and related Matters
- Approval contingent upon numbers being revised for use of funds
  - Jim Sander motions to adopt the resolution, Lucas seconds it, all in favor.
- XVIII. Second interview with Howard Dym CEO of DHI Construction Services and initial interview with Dan Tomai, CEO of Signature Construction
- How do we avoid change orders? Two types- mistakes in drawings, unforeseen conditions. Peter Gisolfi's drawings rarely result in change orders. They need enough time to complete the drawings thoroughly.
  - DHI provided a budget at the last meeting. This was a schematic design budget. A full bid will be provided once construction documents are ready. The budget was based on schematics and a narrative of finishes (façade, floor/ceiling finishes, heating and cooling, etc.). Final pricing is based on 3 sub-contract pricing from each trade. Then, bids are leveled.
  - No work is performed by DHI other than supervisors, clean-up crews and some general construction work.
  - There is a once a week job meeting with the architect and the architect will be on site during critical junctures. Their engineers will also be on site as needed.
  - Special inspectors will also be on site, hired by ALCS (from a third party special inspector or controlled inspector company). The architect can recommend companies. A lump sum price is recommended.
  - Commissioning agent (Mechanical engineer or hired third party) will test all valves, dampers, light fixtures, controls, etc. Typically for mechanical systems.
  - Contractor's guarantee- 1 year and some that go beyond the one year (Manufacturer's warrantee).

- An owner's rep is recommended on the job. (Andrew Messenger- Shorepath, Mary Hana , Faye Primer- About the Work)
- DHI has a good rating
- 22-month timeline start to finish.
- Procor is the program used for the project. Anything that is part of the project gets a submittal. Subcontractors make the submittals, DHI reviews and architects/engineers approve them. DHI reviews actual items received. Turn- around time for architect is within 2 weeks. Procor provides a submittal log for each meeting.
- Hidden costs- Digging into the ground and adjacent building can be problematic.

XIX. The American Institute of Architect's draft proposal between Peter Gisolfi & Associates and Academic Leadership Charter School- Contract review Sean Blackwell

- Sean's comments- Square footage, start date, end date all need to be finalized
- Schedule and size of project are important. 8% of project cost is a good percentage.
- Contractors have 21 days to inspect and prep for work to begin. If they find anything, this is when a change order happens.
- Eliminate extra charge/5% for overages and leave it open for negotiation at a later date.
- We need to keep the fixed number of 8%
- Get a maximum number for total to be paid out, even after the 8%
- We need to begin construction documents
- Building next door, we need an agreement with them.
- First two pages, all parameters of project need to be included, (Building is designed for 82,000 sq ft and we thought it would be 74,000 sq ft)
- Design needs to be basic programming requirements.
- Who is responsible for payment of consultants and within the 8% fee
- ALCS Needs copies of all agreements with consultants and engineers
- Deliverables to each of these consultants and how they are being paid
- No charge up until change orders/5million of change orders and then add 3% fee from there
- Remove the deadline for project completion
- Construction Fee Schedule
- Take schematics to a level of Design Development drawings which might work as a DOB set.

(Early Release Foundation Package needs to go to DOB)

## XX. Committee Reports

### C. Finance Committee – Lucas Doe

-Nothing new to report

### B. Real Estate Committee – Ted Hurwitz

- Update- We are awaiting a report from Soil Mechanics who will be doing work for the Structural engineer hired by Peter Gisolfi.
- There is a duct 6 feet below ground level containing non-functioning electrical wires owned by the NYC Transit Authority. We have to hire a Real Estate lawyer to communicate with the Metropolitan Transit Authority officially on our behalf before proceeding with excavation gaining their approval to remove the duct bank.
- If the property is not buildable the way we want it, we need to revisit the plans and work around it.

### D. Education Committee – Leena Varghese

- Period 1 results were provided. Overall, students did not perform too well. We are working with teachers to help students master all subjects. Mock assessments are especially difficult for students, especially in younger grades and for new students who have entered the school several years behind.

## XXI. Signature Construction Presentation

- President will be involved multiple times a week
- Having a crane engineer come on board for the duct issue is recommended
- .7 insurance rating, Philadelphia bonding company
- 14-18 months estimated based on all approvals and permits
- Design documents and filing documents go hand-in-hand
- Underpinning, Con Edison, etc. all need to be completed and approved before work begins
- Copies of Phase I and Phase II will be sent to Signature
- Get approved on foundation and excavation through DOB now
- Signature construction has always finished a project on time.
- Can employ union or non-union workers
- We would like feedback on alternate materials based on school's needs
- Who are the early trades identified?

- Signature has a core group of subs for every trade.
- What work do you do on your own? None, all work is subbed out. 3-5 bids on every trade.
- Owner's rep is not mandatory but recommended
- We need to get all of the necessary pieces in order as soon as possible

Meeting Adjourned at 9:00 p.m.

## **BOT Meeting, Thursday, December 5, 2019 Minutes**

Meeting called to order by Board Chair James Sander at 6:08 p.m.

**Board Members in Attendance:** Jim Sander, Lucas Doe, Ted Hurwitz,

**Absent:** Christopher Brignola, Robert Ansbro

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

### **XXII. Approval of Minutes of the Board meeting on Thursday, November 21, 2019**

- Next board meeting has been rescheduled to Monday 1/27/19
- Jim Sander tables approval of minutes for the next meeting

### **XXIII. The American Institute of Architect's draft contract between Peter Gisolfi & Associates and Academic Leadership Charter School- Presentation highlighting various features of the contract from ALCS' legal counsel Jack Martins**

- We are working with Harris Beach and Jack Martins (legal counsel) to communicate with the MTA regarding the duct issue.
- Jack Martins has reached out to the legal counsel of the MTA and we are awaiting a response.
- Soil mechanics has verified that the ducts are electrified
- Sean Blackwell (ALCS consultant) and Jack Martins suggested revisions to the AIA contract.
- Building the garage on ground level and raising the building is not a viable option.
- We need to find out who makes decisions at the MTA.
- Jim Sander will make phone calls and see if we can arrange a meeting with someone at the MTA
- We cannot sign an AIA contract at the time. We will need to wait until next month or when we have more information about the duct issue to revise the schedule.

### **XXIV. Committee Reports**

#### **E. Finance Committee – Lucas Doe**

- Nothing new to Report

#### **F. Real Estate Committee – Ted Hurwitz**

- Nothing new to Report
- We will set up a visit to some of the buildings DHI and Signature construction built

G. Education Committee – Leena Varghese

- ALCS received ratings of excellent and good on the DOE's school quality report.

Meeting Adjourned at 7:11 p.m.

**BOT Meeting, MONDAY, January 27<sup>th</sup>, 2020 at 6 PM- Minutes**

**Board Members in Attendance:** Jim Sander (video conference) , Lucas Doe, Christopher Brignola, Robert Ansbro, Ted Hurwitz,

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

**Guests:** Mark Key (Prospective Board member)

Meeting called to order by Board Chair James Sander at 6:07 p.m.

XXV. Approval of Minutes of the Board meetings for Thursday, November 21 and Thursday, December 5, 2019

- Robert Ansbro motions to approve minutes from November 21, 2019, Christopher Brignola seconds, all in favor
- Robert Ansbro motions to approve minutes from December 5, 2019, Christopher Brignola seconds, all in favor

XXVI. Resolution approving the American Institute of Architect's contract between Peter Gisolfi & Associates and Academic Leadership Charter School.

- We are still awaiting a final AIA contract. Norma and Leena have been in communication with Peter Gisolfi and Frank Craine and in conjunction with our lawyer Jack Martins, we are working on coming up with agreeable final fees and the timeline.
- Bob Ansbro feels 8% is on the higher end
- Soft costs were discussed and Jack Martins mentioned that some items were part of architectural fees. We will have another lawyer at his firm review the soft costs to see which items should be fees paid by the school and which are paid by the architect.
- We will also ask our consultant Sean Blackwell to review the soft costs
- We are not going to ask for another estimate until we have received feedback from the Department of Buildings on plans we will be submitting to them.
- Schedule, soft costs, construction plans and schedule for it

XXVII. Discussion on the status of the building project schedule, the architectural plans and the status of the duct and its impact on the project.

- We have some “good news” related to the duct situation. The MTA wants 84,000 to remove the electrical lines associated with the ducts.
- Jack Martins will be discussing the fees and how to reduce the costs
- Robert Ansbro asked where the duct would be moved to. We need to ensure that power will be cut and ducts will be moved.
- We will be looking to pay an approved contractor directly.

XXVIII. Performance data for Period 3 Mock ELA & Math assessments, Social Studies and Science and three populations we are tracking- English Language Learners, Special Education and new students who entered our school 2019-20

- Pending data, multiple choice scores show some growth across most classes

XXIX. Committee Reports

H. Finance Committee – Lucas Doe, December

- We have more money this year than last year this time. This is due to additional students and additional per pupil funding.

I. Real Estate Committee – Ted Hurwitz

- Jim Sander is still looking into the lot across

J. Education Committee – Christopher Brignola

- We have been utilizing the I-ready program with more students and classes this year. We are using it for both ELA and Mathematics.
- We will be offering two regents exams to our 8<sup>th</sup> graders, Algebra 1 and Earth Science

XXX. Interview with potential Board member Mark Keys

- Mark Keys visited our school after being invited by Ted and was amazed with the work that we are doing.
- Lucas asked about commitment and Mark feels he can commit to our board schedule
- Chris discussed whether fundraising which Mark discussed would be something he can contribute. Mark feel although he has not done any fundraising, he can help look into it and explore options.
- Norma mentioned that public relations and forming more community ties would be helpful.
- Mark is interested in the education field. He coached tennis in the past and enjoyed it.

- A motion to approve Mark Keys as a board member was made by Christopher Brignola, Luca Doe seconds, all in favor, passes unanimously.

Next meeting rescheduled to Monday 2/24/2020 6:00 p.m.

Motion to adjourn 7:31 p.m.

## **BOT Meeting, MONDAY, February 24, 2020 at 6 PM- Minutes**

**Board Members in Attendance:** Jim Sander (video conference) , Lucas Doe, Christopher Brignola, Robert Ansbro, Mark Keye, Ted Hurwitz,

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

6:07 PM - Call to order by Vice Chair Christopher Brignola

XXXI. Approval of Minutes of the Board meeting for Monday, January 27<sup>th</sup>, 2020

- Christopher Brignola motions to approve board minutes, Lucas Doe seconds, all in favor, passes unanimously.

XXXII. Review of lawyer's recommendations on The American Institute of Architect's contract between Peter Gisolfi & Associates and Academic Leadership Charter School.

- The architect's role has been revised to reflect a more passive role within the new contract and comments. We want to architect to have a greater presence.
- 2.8 contract cost, 8% on additional charges above estimated building cost were being requested. ALCS did not want additional charges. Once the architect completed their plans, additional costs in materials, etc. do not reflect additional work for the architect.
- Peter Gisolfi and Associates should also be in charge of proposing all additional contractors and for oversight of them.
- All of architect's responsibilities need to be clarified
- Chris Brignola feels like after architect completes drawings, some items will need to be outsourced.
- Robert Ansbro believe we really need an owner's rep
- Jim Sander suggested splitting the difference of any overages with them and giving architect 4% of difference
- We need to see what is included in the overages and include only basic items
- Furnishings and recommendations on furnishings should be part of Architect's role
- We need to verify whether or not PGA provided furnishings for The Hackley School

XXXIII. Performance data for Period 3 Mock ELA & Math assessments, Social Studies and Science and three populations we are tracking- English Language Learners, Special Education and new students who entered our school 2019-20

- Several classes are making growth with the number of students at 50% and 60% over
- We are working to help all teachers improve their practice. Our approach of content area instruction has helped our students improve.

XXXIV. Committee Reports

K. Finance Committee – Lucas Doe, January 2020

L. Real Estate Committee – Ted Hurwitz

- We have not made any progress with getting additional information on the MTA lot across from our lot.
- Update On MTA duct: If the duct is not electrified, MTA will coordinate getting the duct removed. If the duct is electrified, the cost of the project will be affected because we will need to work the building around it.
- We should investigate why the duct did not show up on the title search. The title company should be involved in mitigating the situation. We will explore putting in a claim through title insurance.
- It is agreed upon that we will proceed as is a pay for fees and explore submitting a claim after.
- Sean Blackwell will review the current AIA contract and comments

M. Education Committee – Christopher Brignola

- Christopher Brignola suggested pulling growth reports for I-ready
- The MAP assessment (NWEA) might be an end of year assessment to look into

Motion to adjourn made by Robert Ansbro 7:35 p.m., Lucas seconds, all in favor.

**BOT Meeting, MONDAY, March 23, 2020 at 6 PM-Minutes**

**(Virtual Meeting Due to Covid-19)**

**Board Members in Attendance:** Jim Sander , Lucas Doe, Christopher Brignola, Robert Ansbro, Mark Keye, Ted Hurwitz,

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

Meeting called to order at 6:10 p.m. by Jim Sander

XXXV. Approval of Minutes of the Board meeting for Monday, February 24, 2020 , 2020

- Jim Sander opened the meeting by discussing the current situation we are facing with COVID-19 and how difficult it is. We have to keep moving forward and focusing on our young people. We have to keep a lot of hope and optimism.
- Bob Ansbro motions to approve Minutes, Chris seconds. All in favor. Passes unanimously.
- 

XXXVI. Discussion on the current status of the MTA duct and the architect's contract

- No major updates- Lawyer was close to getting our final agreement in writing but that has not materialized given the current COVID-19 situation.
- We are awaiting a final contract which we can sign

XXXVII. Committee Reports

A. Real Estate

- We have made some contact with the MTA regarding the building across the street to our property. Jim Sander spoke to a representative who anticipates additional information after April 1<sup>st</sup>. The property seems available.
- Bob Ansbro inquired about the information we received from the MTA regarding the removal of the ducts. Our lawyer Jack Martins informed us that once we sign a contract with the MTA, they will bill us based on what they find. If the duct is electrified, this will require more work.
- We might be able to reach out to our title insurance and submit bills to them for reimbursement

B. Finance Report

- Nothing major to report
- We are concerned about taxes and inability of the city to collect from businesses and the impact it will have on our finances.
- Lucas Doe mentioned that since interest rates are lower now, that might help.
- 

C. Education Report

- Leena Varghese discussed our efforts towards remote learning. We are moving to deliver virtual lessons. We are using a mix of teacher delivered lessons and online platforms such

as I-ready. All teachers call students 2 times a week and families once a week. We use google classroom to upload assignments and for students to upload their work and to get feedback.

- Norma mentioned that the middle school teachers are uploading their own lesson videos and moving to live lessons next week.
- Jim thanked and congratulated everyone for their efforts

Meeting Adjourned at 7:02 p.m.

**BOT Meeting, MONDAY, April 27, 2020 at 6 PM-Minutes**

**(Virtual Meeting Due to Covid-19)**

**Board Members in Attendance:** Jim Sander , Lucas Doe, Christopher Brignola, Robert Ansbro, Mark Keye, Ted Hurwitz,

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

Meeting called to order at 6:07 p.m. by Jim Sander

XXXVIII. Approval of Minutes of the Board's Virtual meeting on Monday, March 23, 2020

- Robert Ansbro motions to accept minutes
- Chris Brignola seconds, all in favor

XXXIX. Update on Virtual Learning and our school's current Educational Plan of Action and the planned Accountability measures- Leena Varghese

- We have been providing students with 4 live lessons daily
- Our teachers and students have transitioned well and we are very proud!
- Our school plans to administer formal assessments and we are currently planning for them. We will use data from the last seven months paired with online participation, work samples, assessments to determine final grades.
- Norma discussed how thankful we were to our teachers and operations staff members for all of their hard work with transitioning us to remote learning. We decided to provide them with a thank you bonus. Teachers especially appreciated this given that Spring Break was taken away.
- Board goes into executive session (6:30 p.m.) to discuss bonus for Norma Hurwitz
- Executive session ends 6:40 p.m. (Vote to provide a bonus to Norma Hurwitz of passes unanimously.)
- Board votes to give Norma bonus that teachers are receiving
- Jim Sander also asked Norma to give Leena Varghese, school principal a bonus as well
- 

XL. Peter Gisolfi & Associates, Architect's contract to be voted on by the Board

- We have been waiting months for a final contract
- The architect has agreed to a set fee of 2.8 million. However, they will not be part of final furnishings and assistance with this. This will be provided at an additional fee (approximately \$40,000)
- Norma hoped that the architect would be part of the inspection process more than once a week but they have agreed to once a week.
- The contract is in a good place now.

- Jack Martins, our lawyer stated that he would be available to answer any questions if needed
- Chris Brignola spoke to our consultant Sean Blackwell and the end date was in question.
- Jack Martins joined the meeting at 7:01 p.m.
- Questions:
  - a) Clarity on the timeline and architect fees associated after
  - The contract extends 30 days beyond a year of substantial completion. The architect will come back with a punchlist of items after substantial completion. (Article 4.3.4)
  - b) Clarity on what happens if we cannot build on the lot. We can terminate if needed and just pay through the period for what was completed and billed. (Article 9 and 11, schedule in 11.1)
  - c) How much do we pay above the 2.8 million? We are paying a flat fee of 2.8. If the prices comes in above the 36mil estimate, architect will provide alternatives to stay within budget. No additional fee to the architect. Cost of furnishings would be about 500,000 and fees associated with recommendations would be 55,000.
  - d) In the event of unforeseen circumstances such as the current pandemic, what would happen? We do not have a particular set date. We are looking for substantial completion.
  - e) Does the contract seem like a fair contract? Jack Martins feels this is a fair contract. We have changed a lot of the language to ensure that the architect is involved and takes responsibility. Frank Craine agreed that the architect would be responsible for overseeing that the project is completed successfully. The only variable is the duct and NYS Transit Authority.
  - f) Robert Ansbro wanted to know about the partnership and division of work at Peter Gisolfi and Associates. Jack Martins mentioned that Frank Craine is the main day to day person and they would decide who is responsible for each part of the project.
- Robert Ansbro motions to vote in favor of the contract to proceed and sign it. Lucas Doe seconds. All in favor, passes unanimously.
- PGA will work on assisting us obtain 6 bids from contractors.
- So far, DHI, Turner, Andron and Signature have been part of the process.
- Once we have construction documents ready for bidding, all of these and additional ones will be part of the bidding process.

XLI. Follow up on the status of the duct and the Letter of Agreement with the MTA

- Jack Martins discussed that we have authorized the NYC transit authority to complete their inspection. It will take about 10 days for them to complete inspection. If they are able to verify that the duct and wires are not live, we can move forward with removing the duct.
- If everything goes well, we can have all final permits by October and begin work in October.
- We signed a letter of agreement with the MTA and we will pay based on their findings.
- Robert Ansbro mentioned that they typically draw up an amount and then ask us to pay first.

## XLII. Committee Reports

### N. Finance Committee – Lucas Doe, March closing

- Finances are in good standing

### O. Real Estate Committee – Ted Hurwitz

- Nothing new to report

### P. Education Committee – Christopher Brignola

- ALCS received the status of Recognition School yet again for the 2019-2020 school year
- Assessments: Grade Cam is a good portal for assessments and something we might want to consider. Chris can help with this program.

Lucas Doe motions to adjourn, Robert Ansbro seconds. Meeting ends at 7:37 p.m.

**BOT Meeting, THURSDAY, MAY 28<sup>TH</sup> 6 PM- Minutes**

**(Virtual Meeting Due to Covid-19)**

**Board Members in Attendance:** Jim Sander , Lucas Doe, Christopher Brignola, Robert Ansbro, Mark Keye, Ted Hurwitz,

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

Meeting called to order at 6:10 p.m. by Jim Sander

- Opened with a moment of silence for those affected by Covid-19
- We also remember all of our soldiers who lost their lives and fought for us in honor of Memorial Day

XLIII. Approval of Minutes of the Board's Virtual meeting held on Monday, April 27th, 2020

- Robert Ansbro motions to approve minutes as amended, Mark seconds, all in favor.  
Minutes approved as amended

XLIV. Virtual Learning update including our Assessment measures-Leena Varghese

- We administered assessments in all subject areas virtually
- There were some technical glitches but we were able to overcome them
- Luas Doe asked if we have seen any trends in terms of performance. Leena clarified and stated that students are falling behind. We are making our Summer Academy program mandatory for all students in order to make up for some of the lost instruction. More teachers are also eager to teach this summer.
- Norma mentioned that we are currently providing more live instruction than just about any other school

XLV. Discussion on Owner's Representative proposals and vetting process

- It is important that we hire an owner's representative soon
- There are many differences in terms of cost
- Norma emailed proposals from prospective owner's representatives
- Jim mentioned that asking Sean Blackwell to help with the selection process would be helpful.
- Norma mentioned that some companies are very large with many staff members and they sent us broad brochures. We need more information.
- Lucas agrees that Sean would be helpful in selecting an owner's rep
- Norma is requesting that each company sends us a brief summary of what they are offering, who is involved, and their pricing.

- Bob Ansbro mentioned that we need to tell them our expectations. They typically don't go on site daily.
- Mark Keye mentioned that those who take a percent of the project's cost have no incentive to save us money. We should have goals that we measure them on in order for them to get paid.
- Jim Sander- We need to discuss next steps.
- Should we interview candidates first or ask for summaries/proposals first?
  - a) Ask for a detailed summary proposal based on our discussions
  - b) Interview each candidate and discuss our expectations (Ask Sean to be part of interview process and to review the proposals) We will need to spread interviews out across two sessions
  - c) If modifications are made at the interview, a revised proposal will be submitted.
  - d) Select a candidate (Conduct follow up interviews if needed)
- We should also ask our architect to look at the key tasks to ensure that everything will be covered.
- We will aim for the week of June 8<sup>th</sup> to conduct interviews based on when we receive proposals

XLVI. MTA response on when the duct on our property which is below grade level is to be inspected by them

- Norma has been in communication with our lawyer Jack Martins. There is no additional information to report at the time. Jack has been trying to communicate with the MTA and will continue to do so.

XLVII. Committee Reports

Q. Finance Committee – Lucas Doe, April Financial closing

- Lucas- Nothing new to report
- Norma- We have spent a lot on technology to support remote learning. Also, we have done additional hiring, particularly for the middle school.

R. Real Estate Committee – Ted Hurwitz – Property across ours, the duct

- Jack Martins is trying to find out more information about the property and was able to communicate with someone. He will keep us posted with new information.
- The DOB has begun reviewing our project and plans and they are submitting feedback

S. Education Committee – Christopher Brignola

- Nothing new at this time. Assessment data is pending.

Meeting Adjourned at 7:48 p.m.

**BOT Meeting, THURSDAY, June 25<sup>TH</sup>, 2020, 2:30 PM- Minutes**

**(Virtual Meeting Due to Covid-19)**

**Board Members in Attendance:** Jim Sander , Lucas Doe, Christopher Brignola, Robert Ansbro, Mark Keye, Ted Hurwitz,

**Administrators in attendance:** Norma Hurwitz, Leena Varghese

Meeting called to order at 2:38 p.m. by Jim Sander

XLVIII. Approval of Minutes for Thursday, May 28, 2020

- Bob Ansbro motions to accept the minutes, Christopher Brignola seconds, all in favor.

XLIX. Approval & Adoption of the fiscal 2021 year ALCS Budget,

Personnel- Executive Director's annual evaluation & salary- Executive Session

- Board enters executive session at 2:41 p.m.
- Executive session ends at 3:09 p.m.
- Christopher Brignola congratulated Norma Hurwitz on her leadership, particularly with the new building and remote learning.
- The board would like to see the school expand its technology infrastructure and leadership capacity, particularly as the school grows. We should provide additional PD around blended learning and the different modalities. Chris can help with resources.
- The board voted to accept Executive Director's Salary
- Norma mentioned that we have agreed to provide most middle school students with a laptop they can take home and bring to school daily to keep technology infused within our curriculum based on the strides we have made with the remote learning process. Pearson Realize, a new curriculum that we purchased also has a large technology component which has been working well.
- It is very difficult to find principals but we will continue to work on this process as it is essential to identify another leader.
- Lucas Doe asked about registration and numbers. We hope to be at 625. How can we get more special education students? This year, through our random lottery, we did end up accepting about 20 new students with IEPs. We are also working to have our current students evaluated more quickly. We usually try intervention methods for a longer period of time than most schools.
- We have bonuses in place for teachers based on performance. We don't always expend the full amount but wanted to be prepared.

- Lucas mentioned that Paul Augello and he discussed budget cuts based on the State's new budget and cuts.
- Robert Ansbro motions to approve the 2020-2021 budget, Lucas Doe approves, all in favor, passes unanimously

L. Election of Officers for the Board of Trustees

- **President:** Christopher Brignola nominates James Sander as Board President. Ted and Norma expressed their gratitude to Jim for his time and efforts. Robert Ansbro seconds, all in favor, passes unanimously.
- **Vice President:** Jim Sander nominates Christopher Brignola, Robert Ansbro seconds, all in favor, passes unanimously
- **Treasurer:** Jim Sander nominates Lucas Doe. Mark Keye seconds, all in favor. Passes unanimously.
- **Secretary:** Robert Ansbro nominates Mark Keye, Christopher Brignola seconds, all in favor.

LI. New building project update

- Sean Blackwell provided comprehensive notes on his take of the Owner's Rep candidates
- Norma spoke to references for Dominic Calgi, we had some nice references for him
- Andy Fox- We did not get anything in writing from his contacts yet. Norma informed Andy about the lack of responses and asked him to reach out to the contacts. We are still waiting. However, Norma did speak to Tom Hegni who is the president of the Greenwich Public Library and he stated that Andy worked on an 18mil project for them and highlighted that Andy is on top of things and meets with all parties involved weekly.
- David Haller- David's references responded very quickly. They all raved about his performance and felt he is an excellent owner's rep. Our initial concern with David was his availability and location. He agreed on a second day if needed. His references confirmed that he was able to accomplish everything in one day. Another concern was his lack of experience with Procor. His references stated that he completed the paperwork using Excel and scans it into Procor and that has worked.
- Jim mentioned that it's important to go online and see how each phase of the project is being carried out. We should confirm with David that he would be ok coming in a second day if needed during particular weeks and be available for Zoom meetings as needed.
- Robert mentioned that David Haller has used Procor before but just has not used it regularly.

- Chris Brignola mentioned that we can ask Sean Blackwell to review our submissions and ensure that Procor is being maintained.
- Bob Ansbrosio motions to hire David Haller as our owner's rep, Lucas Doe seconds, all in favor. Passes unanimously.
- We should have a lawyer review our contract with David Haller.
- Norma has been communicating with various potential lawyers

## LII. Committee Reports

### A. Finance Committee – Lucas Doe

- Nothing new to report

### B. Real Estate Committee – Ted Hurwitz

- No updates regarding the MTA duct bank
- Jack Martins did communicate with someone who feels that the duct is not electrified.
- Jim Sander made an MTA contact back in November and spoke to her person again last week. She gave him contact information for another individual who he will reach out to, to get more information for the property across the street from ours.

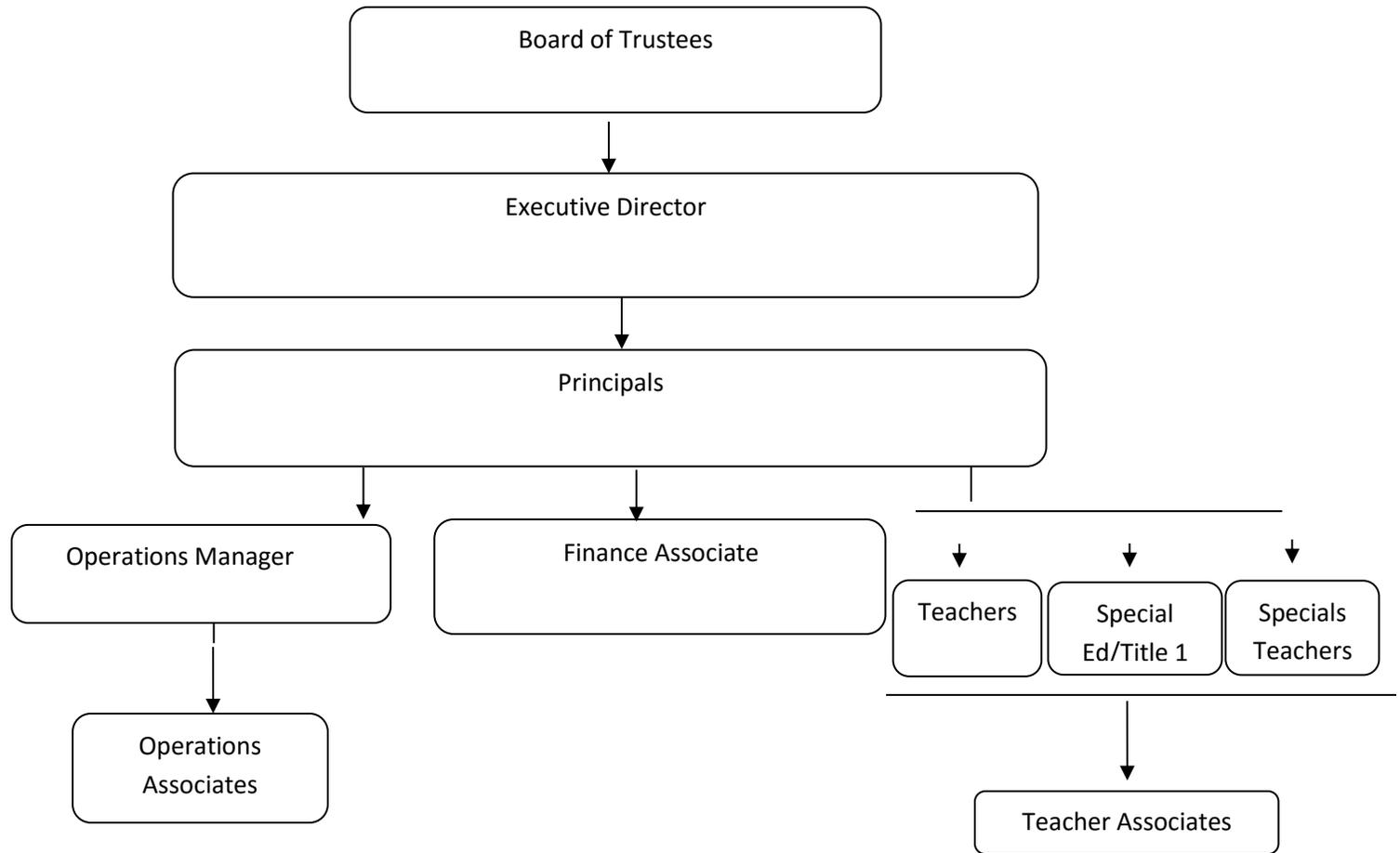
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### B. Education Committee – Christopher Brignola

- We administered end of year assessments and used projects for science and social studies for period 6.
- We are very proud of our students and their accomplishments during our remote learning phase. We begin summer classes on Monday and most students, including grade K will be joining us. We opened it up to all students to make up for any instruction missed due to remote learning.
- Jim discussed the National Charter School Conference which will be held remotely this year and asked that if any Board members wanted to participate, do we have the funding. Norma confirmed that we have the funding. We might have a teacher attend the session and turnkey the information.
- Next meeting Thursday July 9<sup>th</sup> at 2:30 p.m.
- Meeting adjourned at 4:58 p.m.



**Academic Leadership Charter School ORGANIZATIONAL CHART**



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**Academic Leadership Charter School**  
**2020-2021 Calendar (Tentative)**

Monday, September 7- Labor Day School Closed

Tuesday, September 8- First Day of School

Wednesday, September 30-Thursday October 1- Rosh Hashanah School Closed

Friday, October 9- Yom Kippur School Closed

Monday October 12- Columbus Day School Closed

Tuesday, November 3- Election Day. Students do not attend. Staff in attendance

Wednesday, November 11- Veterans Day. School Closed

Wednesday, November 20-Parent Teacher Conference(Afternoon & Evening) HALF-DAY 12:30PM DISMISSAL

Thursday, November 26-Friday, November 27- Thanksgiving Holiday School Closed

Wednesday, December 23-Friday, January 1- Winter Recess School Closed

Monday, January 18- Dr. Martin Luther King, Jr. Day School Closed

Monday, February 15- Friday, February 19- Midwinter Recess School Closed

Thursday, March 12- Parent Teacher Conference (Afternoon & Evening) HALF-DAY 12:30PM DISMISSAL

Wednesday, March 25- Friday, March 27 ELA STATE EXAM

Thursday, April 9-Friday, April 17 Spring Recess (including Passover and Good Friday) School Closed

Tuesday, April 21- Thursday, April 23- MATH STATE EXAM

Monday, May 31- Memorial Day School Closed

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Friday, June 25- Last Day of School HALF-DAY  
12:30PM DISMISSAL

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