

# Application: Academy of Health Sciences CS

Nancy Goethel - nancygoethel@ahscharter.org  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Oct 24 2021

### [Instructions](#)

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

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### **a. SCHOOL NAME**

(Select name from the drop down menu)

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL 261600861153

**a1. Popular School Name**

(No response)

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

ROCHESTER CITY SD

**d. DATE OF INITIAL CHARTER**

11/2018

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2019

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

MISSION STATEMENT

Academy of Health Sciences Charter School provides a learning environment that ensures academic achievement while preparing students for college and career readiness and lives of service in the health sciences.

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

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

KDE 1	Culture of Collective Efficacy: A culture of collective efficacy means that every day and in every relationship and action we take, we all believe that everyone can learn and achieve. WE DO NOT GIVE UP ON ANYONE.
KDE 2	Positive School Culture: A positive culture is established and maintained through authentic relationship building that supports personal and mutual respect, equity, and efficacy aimed at building critical hope to transform trajectories of continued poverty into opportunities for success.
KDE 3	College and Career Readiness: Students are college and career ready when they develop good study habits, learn how to access college and other opportunities, understand the high academic expectations, and embrace risk taking and new ideas.
KDE 4	Middle School Preparation Starting in Grade 5: Grade 5 is the right time to ensure that every student is ready for middle school learning. Students are ready when they get targeted support in concepts from K-4 that they may have missed.

KDE 5	Data and Student-Driven Instruction: Collecting and using data from learning every day along with students own voices about their learning means everyone is focused on what is needed and is celebrating what is learned!
KDE 6	Effective Teaching Strategies: Effective teaching happens when teachers engage in a culture of coaching and practice of effective pedagogical strategies that reflect the the New York State Learning Standards with 21st Century Skills, Thoughtful Classroom Teacher Effectiveness Framework, Gradual Release of Responsibility Framework, and Culturally Responsive Teaching methods.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

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

<https://ahscharter.org/>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

200

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

194

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

5, 6

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

**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	1001 Lake Avenue	(585) 254-1003	Rochester	5-7	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Wanda Perez-Brundage	585-254-1003		<a href="mailto:wandaperezbrundage@ahscharter.org">wandaperezbrundage@ahscharter.org</a>
Operational Leader	Alison Tyler	585-254-1003		<a href="mailto:alison Tyler@ahscharter.org">alison Tyler@ahscharter.org</a>
Compliance Contact	Wanda Perez-Brundage	585-254-1003		<a href="mailto:wandaperezbrundage@ahscharter.org">wandaperezbrundage@ahscharter.org</a>
Complaint Contact	Wanda Perez-Brundage	585-254-1003		<a href="mailto:wandaperezbrundage@ahscharter.org">wandaperezbrundage@ahscharter.org</a>
DASA Coordinator	Jonathan Sharp	585-254-1003		<a href="mailto:jonathansharp@ahscharter.org">jonathansharp@ahscharter.org</a>
Phone Contact for After Hours Emergencies	Wanda Perez-Brundage	585-254-1003		<a href="mailto:wandaperezbrundage@ahscharter.org">wandaperezbrundage@ahscharter.org</a>

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

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

[NYSED C of O 2021-22.pdf](#)

**Filename:** NYSED C of O 2021-22.pdf **Size:** 160.3 kB

**Site 1 Fire Inspection Report**

[Safety inspection report 7-27-2021.pdf](#)

**Filename:** Safety inspection report 7-27-2021.pdf **Size:** 107.1 kB

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

Yes

**n2. Summary of Charter Revisions**

	Category (Select	Specific Revision	Date Approved by	Date Approved by
--	------------------	-------------------	------------------	------------------

	Best Description)	(150 word limit)	BOT (if applicable)	Authorizer (if applicable)
1	Other	<p>Change the local ELA assessments from Fountas and Pinnell to the Individual Reading Level Assessment. Amend the ELA growth goal to: "At least 80% of tested students attending AHS for two or more years will reach the median score on NWEA MAP or make at least 5 percentile points of growth."</p> <p>Amend the math growth goal to read: "At least 80% of tested students attending AHS for two or more years will reach the median score on NWEA MAP or make at least 5 percentile points of growth."</p>	11/23/2020	6/16/2021
2				
3				
4				
5				



**More revisions to add?**

No

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

Yes

**ATTESTATIONS**

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

Name	Wanda Perez Brundage
Position	Principal
Phone/Extension	585-254-1003-3000
Email	<a href="mailto:wandaperez@ahscharter.org">wandaperez@ahscharter.org</a>

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

**Responses Selected:**

Yes

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, starting with a long horizontal stroke on the left and ending with a small loop on the right.

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

A handwritten signature in black ink on a light gray background. The signature is cursive and includes a prominent vertical stroke that loops back to the right.

**Date**

Jul 29 2021

Thank you.



## Entry 3 Progress Toward Goals

Completed Oct 24 2021

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 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”. **Deadline is November 1, 2021.**

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

## Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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, 2021.

**1. ACADEMIC STUDENT PERFORMANCE GOALS**

**For the 2020-2021 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”.**

**2020-2021 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	At least 50% of all students attending AHS for two or more years will read at or above grade level as defined by performance on the American Reading Company IRLA benchmark assessment. At least 65% will read at or above grade level after year three.	IRLA	Met	
				AHS will implement standards-based quarterly interim

Academic Goal 2	80% of students will be at/above the 50th percentile on the NWEA Reading or make at least 5 percentile points of growth per year.	NWEA - MAP ELA Test	Not Met	assessments developed with Illuminate Education. The interim assessments and clearly structured data analysis process with teachers will promote targeted support on NWEA tested skills.
Academic Goal 3	80% of students will be at/above the 50th percentile on the NWEA Math or make at least 5 percentile points of growth per year.	NWEA - MAP Math Test	Not Met	AHS will implement standards-based quarterly interim assessments developed with Illuminate Education. The interim assessments and clearly structured data analysis process with teachers will promote targeted support on NWEA tested skills.
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

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

No

**4. ORGANIZATION GOALS**

**For the 2020-2021 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”.**

**2020-2021 Progress Toward Attainment of Organization Goals**

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

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

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

No

**6. FINANCIAL GOALS**

**2020-2021 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

Thank you.

## Entry 4 - Audited Financial Statements

Completed Oct 24 2021

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

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

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

### **[ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL - 06](#)**

Filename: ACADEMY OF HEALTH SCIENCES CHARTER ScfLLwv.pdf Size: 1.4 MB

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

Completed Dec 20 2021

### **[Instructions - Regents-Authorized Charter Schools ONLY](#)**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.**

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

### **[Academy Health Sciences CS BEDS-261600861153\\_2020-21](#)**

Filename: Academy Health Sciences CS BEDS 2 IHXH4C2.xlsx Size: 75.1 kB

## Entry 4c - Additional Financial Documents



Completed Oct 24 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

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

[ilovepdf\\_merged \(13\)](#)

Filename: ilovepdf\_merged 13.pdf Size: 1.2 MB

## Entry 4d - Financial Services Contact Information

Completed Oct 24 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

# Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Alison Tyler	[REDACTED]	[REDACTED]

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michele Cain, Mengel Metzger Barr & Co	[REDACTED]	[REDACTED]	2

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Freed Maxick	Ryan Caster	424 Main Street, Suite 800, Buffalo, NY 14202	[REDACTED]	[REDACTED]	2

## Entry 5 - Fiscal Year 2021-2022 Budget

**Completed** Oct 24 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

### [Entry 5 AHS Final2021-2022ARBudgetTemplate](#)

**Filename:** Entry 5 AHS Final2021 2022ARBudgetTemplate.xlsx **Size:** 37.7 kB

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

**Completed** Oct 24 2021

## **Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY 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. Note: Docusign is accepted.

### **Dooley, Erika**

**Filename:** Dooley Erika.pdf **Size:** 220.6 kB

### **Lawrence, Michele**

**Filename:** Lawrence Michele.pdf **Size:** 222.0 kB

### **Railey, Kevin**

**Filename:** Railey Kevin.pdf **Size:** 221.3 kB

### **Overton, Kevin**

**Filename:** Overton Kevin.pdf **Size:** 220.8 kB

### **Ferrer, Wendy**

**Filename:** Ferrer Wendy.pdf **Size:** 221.5 kB

### **Turner, Bradley**

**Filename:** Turner Bradley.pdf **Size:** 222.7 kB

### **Hern, Warren**

**Filename:** Hern Warren.pdf **Size:** 220.2 kB

### **Hoggard, Robert**

**Filename:** Hoggard Robert.pdf **Size:** 223.7 kB

### **Vella, Louise**

**Filename:** Vella Louise.pdf **Size:** 221.8 kB

### **Urso, Mario**

[Searles, Joseph](#)

# Entry 7 BOT Membership Table

Completed Oct 24 2021

## Instructions

### Required of All charter schools

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

## Entry 7 BOT Table

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

### 1. 2020-2021 Board Member Information (Enter info for each BOT member)

Trustee Name	Trustee 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 2020-2021
Warren			Executive Finance & Audit, Infrastru			11/6/20	2/1/202	

1	Hern		Chair	cture, Governance, Academic	Yes	1	18	2	12
2	Michelle Lawrence		Vice Chair	Exeutive, Governance, Academic	Yes	1	11/6/2018	2/1/2022	10
3	Mario Urso		Treasurer	Executive, Finance & Audit, Infrastructure	Yes	1	7/29/2019	2/1/2022	10
4	Kevin Railey		Secretary	Executive, Academic	Yes	1	11/6/2018	2/1/2022	9
5	Kevin Overton		Trustee/Member	Infrastructure	Yes	1	11/06/2018	2/1/2022	11
6	Robert Hoggard		Trustee/Member	Finance & Audit, Governance	Yes	1	2/20/2020	2/1/2022	10
7	Wendy Ferrer		Trustee/Member	Infrastructure	Yes	1	7/29/2019	2/1/2022	11

8	Bradley Turner		Trustee/Member	Academic	Yes	1	11/6/2018	2/1/2022	5 or less
9	Erika Dooley		Trustee/Member	ELL/ESL, Charters, Bilingual Education	Yes	1	11/6/2018	2/1/2022	11

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

Yes

**1b. Current Board Member Information**

	Trustee Name	Trustee 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 2020-2021
10	Louise Vella		Trustee/Member	Governance	Yes	1	12/1/2018	2/1/2022	10
11	Joseph Searles		Trustee/Member	Finance	Yes	1	11/6/2018	1/26/2021	5 or less
12									
13									
14									
15									

**1c. Are there more than 15 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, 2021	10
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	20

### 3. Number of Board meetings held during 2020-2021

12

### 4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

## Entry 8 Board Meeting Minutes

**Completed** Oct 24 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.



## [2020-2021 AHS Composite Minutes](#)

Filename: 2020 2021 AHS Composite Minutes.pdf Size: 305.2 kB

### **Entry 9 Enrollment & Retention**

Completed Oct 24 2021

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

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

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

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

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2021-2022.

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

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	Recruitment materials and the "Apply Now" page on our website emphasized services that are important to economically disadvantaged families, including free school supplies, transportation, and meals. In	AHS plans to continue emphasizing free services in

Economically Disadvantaged	<p>addition, we targeted key neighborhoods identified as having high proportions of economically disadvantaged students for in-person, door-to-door outreach and multiple direct mailings. AHS encourages parents of currently enrolled students to refer other parents, helping spread the word within economically disadvantaged neighborhoods.</p>	<p>recruitment materials; targeting key neighborhoods; conducting door-to-door visits; and increasing participation in in-person events in targeted neighborhoods, now that covid safety restrictions are being reduced.</p>
English Language Learners	<p>Recruitment materials were provided in English, Spanish, and Arabic, and we ran advertisements in Spanish on a local Spanish-language radio station. A staff member who is fluent in Spanish reached out to potential families who were identified as Spanish speakers.</p>	<p>AHS plans to continue using multilingual recruitment materials including ads on local Spanish-language radio stations; increase participation in-person activities in community centers, libraries, etc. in neighborhoods identified as having a high number of refugees or multilingual families, now that covid safety restrictions are being reduced; and to increase the number of visits (including virtual visits) by and partnerships with local organizations that work with refugee families. In addition, we continue efforts to recruit and hire multilingual staff in order to support ELL student recruitment/retention and family engagement.</p>
Students with Disabilities	<p>Recruitment materials (including multiple direct mailings, Facebook ads, and radio ads) emphasized that AHS “eagerly welcomes” students with disabilities, and described the services the school offers. In addition, AHS participates in a local charter school coalition called GoodSchoolsRoc that</p>	<p>AHS plans to continue emphasizing services for students with disabilities in all recruitment materials, as well as increasing partnerships with local organizations that serve families and students with disabilities.</p>

emphasizes that charter schools serve students with disabilities.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	<p>AHS continues to place a focus on knowing every parent and building relationships through consistent outreach and engagement. The aim is to understand the needs of each student and by doing so ensure that the school program is adequately and effectively meeting those needs in a way that would encourage parents to see AHS as a good place for their child. In 2020-21 amidst the Covid-19 pandemic this aim and approach became all the more critical. We focused on the empowerment of students and parents in order to build their confidence in themselves and how AHS' program could be a part of their success despite the challenges of remote learning. This was done through a series of individual Zoom remote family meetings with teachers focused on relationship building. Safe home visits (outside only) were conducted by our Deans of Students in order to check in on remote only students, to deliver supplies, and to create a sense of community even until Covid-19 restrictions. AHS also continued its Family Empowerment Meeting structure in order to provide academic data and focus to our</p>	<p>In addition to the actions taken for the 2020-2021 school, AHS will increase its retention strategies by adding several new structures aimed at empowering and engaging students and families in ways that generate belonging and affinity with AHS. These structures are as follows: 1) a Student Voice Committee made up of student leaders and aimed at promoting student-led school improvement 2) monthly Family Feedback Forums and 3) Family Support University education events aimed at meeting parent and caregiver needs. In addition, several school culture based events have been enhanced to create focus weeks across the year including a week for each of the following topics; school spring, diversity college and career, field experiences, and health science fair. AHS will also institute parent/caregiver empowerment incentives for participation similar to the "school store" that mirror student school culture incentives structures.</p>

	entire school community.	
English Language Learners	<p>AHS had six students classified as English learners in 2020-21. Two moved out of district prior to the end of the school year. All others will return for the 2021-22 school year. This is an increase over the first year of the school. Special attention was paid to the needs of these learners and their families through consistent communication, translated materials, and translated, non-threatening family conferences throughout the year. Current projections of newly enrolled students show that the number of English learners will increase in 2021-22 as well.</p>	<p>Based on our previous success, AHS will continue to ensure that non-English speaking families have equal access to information, support, and are invested in through relationship building and translated communication for all interactions.</p>
Students with Disabilities	<p>AHS currently provides and will continue to provide a resource room program level of service. In addition, counseling services are provided through a school-based counselor. Related services are provided by district staff that are welcomed and accommodated for in-school services with AHS students. This allows special education teachers to maximize the learning opportunity for each student. Many of the students who enrolled at AHS from a Integrated Co-teaching, 15:1 or 12:1:1 program in their district school grew academically and socio-emotionally in our less restrictive setting due to the following key actions; 1) intentional rapport building with parents/caregivers 2) maintaining weekly communication between the</p>	<p>In order to retain more students with IEPs in 2021-22, AHS has increased its team of special educators in order to ensure that we can continue to provide as much individual attention to each parent/caregiver in relation to the level of communication and collaboration parents/caregivers need to best understand how their child is growing and AHS</p>

special educator, counselor, and parent/caregiver in order to ensure the parent receives frequent positive feedback on growth and is also aware of challenges. These actions built trust and a sense of teamwork within a community all for the benefit of the student. As a result, the majority of students with IEPs will return to AHS. Those who will not fall into the following categories 1) out of state or out of district move 2) in need of increased level of service.

and how his/her needs are being met.

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

**Completed** Oct 24 2021

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

## **A. TEACH System - Employee Clearance**

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

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

<sup>[1]</sup> Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Oct 24 2021

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category A: 5 or 30% whichever is less	2.0



**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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
<b>Total Category B: not to exceed 5</b>	<b>0.0</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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
<b>Total Category C: not to exceed 5</b>	<b>0.0</b>

**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
<b>Total Category D</b>	<b>2</b>

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

	FTE Count
<b>Total Category E</b>	<b>14</b>

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	16



Thank you.

## Entry 12 Organization Chart

Completed Oct 24 2021

### [Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### [Entry 12 Org chart 2020-21](#)

Filename: Entry 12 Org chart 2020 21.pdf Size: 83.0 kB

## Entry 13 School Calendar

Completed Oct 24 2021

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

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</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, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools 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.

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

## [Master Calendars\\_SY2122](#)

Filename: Master Calendars SY2122.xlsx General .pdf Size: 31.9 kB

# Entry 14 Links to Critical Documents on School Website

Completed Oct 24 2021

## Instructions

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 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 14 Links to Critical Documents on School Website

School Name: Academy of Health Sciences CS

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy**

**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., 2019-20)	<a href="https://ahscharter.org/about/annual-report/">https://ahscharter.org/about/annual-report/</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://ahscharter.org/about/board-of-trustees/">https://ahscharter.org/about/board-of-trustees/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://ahscharter.org/about/board-of-trustees/">https://ahscharter.org/about/board-of-trustees/</a>
3. Link to NYS School Report Card	<a href="https://ahscharter.org/about/annual-report/">https://ahscharter.org/about/annual-report/</a>
4. Lottery Notice announcing date of lottery	<a href="https://drive.google.com/file/d/1Ihogn7w36uuHJMHIiV2f1wPOCgtXd5/view?usp=sharing">https://drive.google.com/file/d/1Ihogn7w36uuHJMHIiV2f1wPOCgtXd5/view?usp=sharing</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://ahscharter.org/families/dasa/">https://ahscharter.org/families/dasa/</a>
6. District-wide Safety Plan	<a href="https://ahscharter.org/about/school-policies/">https://ahscharter.org/about/school-policies/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://ahscharter.org/families/">https://ahscharter.org/families/</a>
7. Authorizer-Approved FOIL Policy	<a href="https://ahscharter.org/contact/">https://ahscharter.org/contact/</a>
8. Subject matter list of FOIL records	<a href="https://ahscharter.org/contact/">https://ahscharter.org/contact/</a>

Thank you.



## **Entry 15 Staff Roster**

**Completed** Jan 17 2022

### **INSTRUCTIONS**

#### **Required of Regents-Authorized Charter Schools ONLY**

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

### **[Final revised staff roster SY2021](#)**

**Filename:** Final revised staff roster SY2021.xlsx **Size:** 45.6 kB



**ACADEMY OF HEALTH SCIENCES  
COMPOSITE MINUTES  
2020-2021**

**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
July 27, 2020, 5:30 pm  
Meeting held via Zoom**

**Attendance**

A quorum of 8 trustees out of 11 total trustees was present as follows.

Board members present: Warren Hern, Michele Lawrence, Mario Urso, Kevin Railey, Wendy Ferrer, Louise Vella, Robert Hoggard, Erika Dooley

Board members absent: Bradley Turner, Joseph Searles, Kevin Overton

Staff present: Wanda Perez-Brundage, Alison Tyler

**I. Call to Order**

The meeting was called to order at 5:33 pm.

**II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the June 27, 2020 meeting.

MOTION CARRIED

- Move: Louise Vella
- Second: Mario Urso
- Aye: Warren Hern, Michele Lawrence, Mario Urso, Kevin Railey, Wendy Ferrer, Louise Vella, Robert Hoggard
- Nay: none

Because Robert Hoggard's Board membership was not approved until Feb. 20, 2020, a motion was made and seconded to amend the minutes of the Jan. 27, 2020 and Feb. 1, 2020 meeting minute attendance to list Robert Hoggard under "Others present" rather than "Board members present". MOTION CARRIED

- Move: Robert Hoggard
- Second: Michele Lawrence
- Aye: Warren Hern, Michele Lawrence, Mario Urso, Kevin Railey, Wendy Ferrer, Louise Vella, Robert Hoggard
- Nay: none

**III. Principal's Report**

- Enrollment: The school currently has 205 students fully enrolled for 2020-2021, out of a maximum of 216. The staff continue recruitment activities to meet maximum enrollment and grow the wait-list.
- Year-end data: In the school's first year, the primary focus was on building a healthy student and staff culture. In the second year, the school plans to continue to build on other key design elements. Wanda reported year-end data in the following categories. In addition, Wanda noted that the school will work on improving quality and transparency for the Board using new data systems in 2020-2021. Finally, Wanda described how the school is already making changes in regard to parent communication, data systems, teacher coaching, and other areas based on this data.
  - Enrollment: The school retained 91% of students throughout the year, and 87% of students over the summer into 2020-2021. Some of the primary reasons for student attrition include: students moving out of the area, joining siblings at another school, or choosing to attend a school that extends through 12th grade.
  - Attendance: Prior to the building closure, the school had an average daily attendance of 92%. The school has a process for working with families in cases of chronic absenteeism, and a clear policy for both remote and in-person attendance for the upcoming school year.
  - Academic achievement: Due to the virtual learning environment at the end of the school year, there were some challenges in obtaining complete, accurate data. In addition, the state assessment was cancelled this year, so there is no data available for this assessment. In ELA, the school attained its goal for students reading on grade-level in the IRLA assessment, and will assess its two-year growth goal on the NWEA MAP next year. In math, the school will assess its two-year growth goal on the NWEA MAP next year.
  - School culture: The school administered end-of-year student surveys, but the results were likely influenced by the virtual learning environment. The baseline results suggest a strong first year with areas for improvement. There was a strong response rate on the end-of-year parent survey. The school anticipates that the Parent Academy will improve parent engagement and empowerment in 2020-2021. The school met all of its staff culture goals, and will now work on incorporating new staff into the staff culture already established.
  - Teacher performance: The school met its teacher performance goals. The goal for next year is to make the evaluation process more robust and focus on progress monitoring.

#### **IV. Reopening Plans**

Wanda noted that over 130 families had responded to a survey asking about their questions, concerns, and preferences for school reopening. Based on this data, the school prepared a plan that provides parents the flexibility to choose between in-person, remote, and hybrid learning. The plan balances consideration of risk, value of parent choice, and evidence of what works best



for student learning. The school hopes that as the risk of infection continues to decline, more parents will opt for in-person learning over time.

For families that choose remote or hybrid learning, students learning from home will be engaged in synchronous learning. The goal is to provide something comparable to an in-person experience, in order to improve engagement and learning. The remote attendance policy will be as rigorous as the in-person attendance policy.

In terms of communication, the school has scheduled a meeting with staff and multiple meetings with families in early August in order to share the reopening plan and answer questions.

A motion was made and seconded to approve the Reopening Plan. MOTION CARRIED

- Move: Michele Lawrence
- Second: Louise Vella
- Aye: Warren Hern, Michele Lawrence, Mario Urso, Kevin Railey, Wendy Ferrer, Louise Vella, Robert Hoggard
- Nay: none

**V. NYSED Desk Audit Report**

The Board reviewed the draft report from the NYSED desk audit and Wanda shared a response noting minor factual inaccuracies for correction.

**VI. Finance Committee**

Mario reported that the school's cash position was strong, with no significant issues with collectability of accounts payable and little in liabilities. There was a lot of recent activity in terms of CSP spending, as the grant period ended June 30. The school continues to track under budget in expenses and close to budget on revenues, and Wanda added that she felt that the educational program was not hurt by working to stay under budget. The school had a surplus at the end of the first year. Mario reported no concerns in terms of the balance sheet or cash flow.

Mario noted that the school anticipates applying for forgiveness of the Paycheck Protection Program loan.

Finally, Mario noted that the school is preparing for the annual audit by an independent accounting firm, Mengel Metzger & Barr.

**VII. Executive Session**

**VIII. Adjournment**

**Academy of Health Sciences Charter School**  
**Board of Trustees**  
**Meeting Minutes**  
**August 31, 2020, 5:30 pm**  
**Meeting held via Zoom**

**Attendance**

A quorum of 7 trustees out of 11 total trustees was present as follows.

Board members present: Warren Hern, Mario Urso, Kevin Railey, Wendy Ferrer, Erika Dooley, Kevin Overton, Bradley Turner

Board members absent: Michele Lawrence, Louise Vella, Joseph Searles

Staff present: Wanda Perez-Brundage, Alison Tyler

**I. Call to Order**

The meeting was called to order at 5:45 pm.

**II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the June 27, 2020 meeting.

MOTION CARRIED

- Move: Kevin Railey
- Second: Erika Dooley
- Aye: Warren Hern, Mario Urso, Kevin Railey, Wendy Ferrer, Erika Dooley, Kevin Overton, Bradley Turner
- Nay: none

**III. Principal's Report**

- Enrollment: There are currently 211 students fully enrolled, and the staff plan to continue enrollment until maximum enrollment of 216 is reached.
- Reopening: The school has already held two parent meetings to share information about the reopening plan, and will hold three more orientation meetings this week. Currently, slightly over 50% of families have selected remote-only learning for their students, which ensures that the school will stay below the maximum capacity for in-person students in each classroom. Families are able to switch their choice from remote to in-person or hybrid, but this change may take up to two weeks to arrange in order to allow the school to monitor the number of students attending in person; if maximum capacity is reached, the school will assign days for each student to attend in person. This week, parents will visit the school to pick up their child's Chromebook and books, as well as complete paperwork. Each remote and hybrid student will be provided with a Chromebook, reading books, paper and pencils.
- Professional development: Staff orientation has focused heavily on unit planning structures this year, as well as ensuring that staff develop comfort with teaching via

Zoom. In addition, the school has identified three priority focus areas for the professional learning community throughout the year: expanding health sciences experiences; maximizing student voice; and teaching critical hope. Finally, staff are learning how to use a new data system called Schoolrunner.

- Discipline policy/code of conduct: Wanda stated that there have been some minor changes to the policy in order to improve processes and clarify roles and responsibilities. These modifications were based on staff feedback from the Strategic Directions Committee. A motion was made and seconded to approve the revised Discipline Policy & Code of Conduct. MOTION CARRIED
  - Move: Kevin Overton
  - Second: Erika Dooley
  - Aye: Warren Hern, Mario Urso, Kevin Railey, Wendy Ferrer, Erika Dooley, Kevin Overton, Bradley Turner
  - Nay: none
- Safety Plan: Alison presented the 2020-2021 district-wide safety plan, which has had minor revisions since last year. A motion was made and seconded to approve the 2020-2021 Safety Plan. MOTION CARRIED
  - Move: Mario Urso
  - Second: Kevin Overton
  - Aye: Warren Hern, Mario Urso, Kevin Railey, Wendy Ferrer, Erika Dooley, Kevin Overton, Bradley Turner
  - Nay: none
- Board Bylaws: Alison noted that the Board bylaws require a “minimum of 10 meetings per year,” and proposed a revision to require monthly meetings in accordance with NYSED guidelines. A motion was made and seconded to approve the revised Board Bylaws. MOTION CARRIED
  - Move: Kevin Overton
  - Second: Kevin Railey
  - Aye: Warren Hern, Mario Urso, Kevin Railey, Wendy Ferrer, Erika Dooley, Kevin Overton, Bradley Turner
  - Nay: none

#### **IV. Finance committee**

Mario stated that based on the most current information available, the school district budget cuts that were recently announced will not affect charter schools. While Wanda and Alison have prepared plans to implement if budget reductions are confirmed, these plans will not be enacted preemptively.

Mario stated that in terms of financial position, the school was in a strong position as of the end of July in terms of cash and assets. On the liabilities side, there is a small amount of accounts payable.

On the statement of activities and budget vs. actual report, Mario stated that the school is tracking well relative to budget. On some line items, the spending is ahead of budget simply due to the timing of when costs were incurred; overall, however, the school is on target with the Board-approved budget. There are no cash flow positions, but the Finance Committee is exploring options for a line of credit.

**V. Facilities Task Force**

Kevin Overton reported that the task force members are reaching out to brokers in order to assist with identifying potential sites for a long-term location for the school.

**VI. Executive Session**

**VII. Adjournment**

**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
Sept. 28, 2020, 5:30 pm  
Meeting held via Zoom**

**Attendance**

A quorum of 8 trustees out of 11 total trustees was present as follows.

Board members present: Warren Hern, Mario Urso, Wendy Ferrer, Erika Dooley, Kevin Overton, Michele Lawrence, Louise Vella, Robert Hoggard

Board members absent: Joseph Searles, Kevin Railey, Bradley Turner

Staff present: Wanda Perez-Brundage, Alison Tyler

**I. Call to Order**

The meeting was called to order at 5:35 pm.

**II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the August 30, 2020 meeting.  
MOTION CARRIED

**III. Principal's Report**

- Beginning-of-year updates: Wanda stated that students have completed diagnostic testing, including a new pre-test in every subject area, and have now started content learning. Teachers and students are adapting to changes this year such as increased use of technology, mask requirements, etc. Students had their first virtual College & Career

Day, and continue to have community meetings every Friday. The first parent-teacher conferences of the year are coming up soon.

- **Remote learning updates:** Parents of students learning remotely are returning to pick up materials for new units (such as new books) this week. Some parents continue to express concerns about the safety of in-person learning, and Wanda noted concern that there are a few families that are keeping students home to assist with care of younger siblings or other family needs. One challenge for remote students is that some struggle to track their own schedule, for instance failing to realize when lunch period is over and they need to log back into class.
- **Enrollment:** The school is close to full enrollment and has a 6th grade wait-list.
- **Attendance:** Overall, average daily attendance stands at approximately 64%. Wanda described this as a concern and a priority that the school is focused on improving, but noted that there is no comparative attendance data from other charter schools as of yet. The school is beginning to send attendance reports/ letters of concern to families, and using attendance data to identify students in need of additional support or intervention.
- **Safety:** The school reports coronavirus data daily for the state school data dashboard. So far, the school has sent home two students with potential symptoms, and they must submit appropriate documentation to return in person. In-person students have their temperatures checked daily and complete health screening questionnaires weekly. In addition, the school maintains a maximum of 50% capacity in classrooms to ensure social distancing; students stay in cohorts throughout the day and do not switch classrooms; and students and staff wear masks.

#### **IV. Finance Committee**

Mario described the school as having very good financial results for the first two months of the year, having ended August with a strong cash position and strong equity position. He noted that there is nothing unusual on the expense side. There are no concerns about collectability of tuition payments including the balance of the 2019-2020 CSP grant and Title funds, and no indications of imminent budget cuts impacting charter schools. The school plans to apply for full forgiveness of its PPP loan.

#### **V. Facilities Task Force**

Kevin Overton stated that in regard to finding a new school site following the expiration of the current lease, the task force has contacted two brokerage companies. The task force will determine which company to work with in order to help find a new location.

#### **VI. Adjournment**

Hearing no further business, the meeting was adjourned at 6:30 pm.

**Academy of Health Sciences Charter School**  
**Board of Trustees**  
**Meeting Minutes**  
**Oct. 27, 2020, 5:30 pm**  
**Meeting held via Zoom**

**Public Notice:** notice and Zoom link provided from Sept. 29 to Oct. 27, 2020 at <https://ahscharter.org/about/board-of-trustees/>

**Attendance**

A quorum of 10 trustees out of 11 total trustees was present as follows.

Board members present: Warren Hern, Michele Lawrence, Mario Urso, Kevin Railey, Louise Vella, Erika Dooley, Wendy Ferrer, Kevin Overton, Bradley Turner, Robert Hoggard

Board members absent: Joseph Searles

Staff present: Wanda Perez-Brundage, Alison Tyler, Sarah Vistocco

**I. Call to Order**

The meeting was called to order at 5:36 pm.

**II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the Sept. 28, 2020 meeting.  
MOTION CARRIED

**III. Finance Committee Report**

Mario Urso reported that the school is in a very strong financial position, with no concerns related to the balance sheet. He noted small amounts of receivables, with no anticipated issues in collecting them, and little in the way of current liabilities. The school has applied for forgiveness of the PPP loan. Finally, Mario noted that at monthly Finance Committee meetings prior to full Board meetings, the committee reviews all monthly financial reports in great detail and asks multiple questions of AHS staff in order to bring any significant concerns to the full Board.

Mario noted that the audit for the year ending June 30, 2020 was complete. The auditors were complimentary, and had no findings of material weaknesses and no adjustments made to the financial statements. A motion was made and seconded to accept the auditors' reports.

MOTION CARRIED

- Move: Mario Urso
- Second: Michele Lawrence
- Aye: All
- Nay: none

Mario noted that Alison Tyler and the Finance Committee had made minor revisions to the Fiscal Policies & Procedures Manual in order to better reflect a proper internal control environment. The specific changes were: stating the roles of two people in processing electronic transfers; stating the Principal's role in reviewing credit card purchases; and clarifying organization of documents in personnel files. A motion was made and seconded to approve the proposed revisions to the Fiscal Policies & Procedures Manual. MOTION CARRIED

- Move: Mario Urso
- Second: Kevin Railey
- Aye: All
- Nay: none

Mario stated that per an earlier Board approval, the school had sought out a line of credit as a safety cushion to be used if needed, although they did not anticipate any cash flow issues. The bank instead offered a loan. Mario presented a resolution to allow the school to proceed with the loan application and agreement, noting that Alison Tyler would communicate with the Finance Committee if the school ever saw a need to draw on the loan. A motion was made and seconded to approve Resolution #AHS-5 for the approval of a loan. MOTION CARRIED

- Move: Mario Urso
- Second: Kevin Railey
- Aye: All
- Nay: none

#### **IV. Facilities Task Force**

Kevin Overton stated that the task force decided to engage a broker to assist with finding and securing a new location for the school. Due to the school's unique needs, the task force pursued two specific brokers and requested proposals for tenant representation services. Only one was responsive to the request, and therefore the task force recommends moving forward with CBRE. Kevin explained the proposal and the task force's proposed revisions, namely: to carve out an exception for the school's current location and another previously identified location; to request reduction of the commission rate; and to request a shorter tail. A motion was made and seconded to approve the tenant representation agreement as-is or with proposed revisions. MOTION CARRIED

- Move: Michele Lawrence
- Second: Louise Vella
- Aye:
- Nay: none

#### **V. Report from AHS Teacher**

Wanda Perez-Brundage introduced Sarah Vistocco, a second-year ELA Teacher. Sarah described how synchronous learning works in her classroom, and how she engages both remote and in-person students the same way with the same expectations for rigor. For example, she projects the faces of remote students onto the board for in-person students to see and engage with, and has in-person students approach her laptop and speak into the microphone when answering questions so that remote students can see and hear their responses. In addition, Sarah described how she incorporates the school's identified priorities ("Big Rocks") such as maximizing student voice into her daily work.

#### **VI. Principal's Report**

- **Enrollment:** There are 204 students fully enrolled. There are some outstanding offers and some students who have recently accepted an offer but not yet enrolled.
- **COVID-19 Safety:** Wanda stated that the school has a good routine for temperature checks and health screenings; as a result, the school has typically sent home one to three students per week with potential symptoms, but no students or staff have had a confirmed case of COVID-19 yet. Parents have been understanding, and students with mild symptoms are able to learn remotely while awaiting a doctor's visit or test result. School staff continue to strictly enforce mask requirements. One update to the school's procedures is that enrichment teachers now rotate between classrooms; however, students continue to stay in one classroom throughout the day, with the exception of P.E. class in the gym.
- **Parent Engagement:** The teachers just finished the first round of parent-teacher conferences. Approximately 85% of parents attended a conference, and staff continue to follow up to try to get 100% of parents to attend. There is a virtual Empowerment Meeting for all families next week.
- **Attendance:** First, Wanda noted that due to the pandemic, each school in the state has been instructed to develop its own attendance policy for this school year; AHS has set a very rigorous attendance policy, which was written to hold remote students to a high standard. The school gave grace at the beginning of the year in response to students having technology challenges at home, but we have been providing hotspots, technology tutorials, and other supports to ensure that remote students are able to access lessons and participate. Currently, the average daily attendance rate is a little over 50%. Wanda discussed the process of working closely with families to improve attendance. One major goal of the recent parent-teacher conferences was to communicate about attendance policy and each student's attendance record so far.
- **NWEA Baseline Results:** Wanda noted that it continues to be challenging to ensure that all students, including remote students, participate in all assessments. There was evidence of growth on the NWEA assessment last year from fall to spring, although with some dip from winter to spring due to some learning lost during school closure. The percentage of students meeting the NWEA goals was lower this fall than in the spring, because of a new cohort of incoming students. These are baseline results and staff are aiming for significant growth. Wanda noted that there are still questions about whether or how schools will be held to pre-pandemic standards in terms of state accountability.



## VII. Adjournment

Hearing no further business, the meeting was adjourned at 7:06 pm.



**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
Nov. 23, 2020, 5:30 pm  
Meeting held via Zoom**

**Public Notice:** notice and Zoom link provided from Oct. 28 - Nov. 23, 2020 at <https://ahscharter.org/about/board-of-trustees/>

### Attendance

A quorum of ~~11~~ 10 trustees out of 11 total trustees was present as follows.

Board members present: Warren Hern, Michele Lawrence, Mario Urso, Kevin Railey, Louise Vella, Erika Dooley, Wendy Ferrer, Kevin Overton, Bradley Turner, Robert Hoggard, Joseph Searles

Board members absent: (none)

Staff present: Wanda Perez-Brundage, Alison Tyler, Dennis Robillard

### I. Approval of Minutes

A motion was made and seconded to approve the minutes of the Oct. 27, 2020 meeting.

MOTION CARRIED

- Move: Kevin Railey
- Second: Kevin Overton
- Aye: All
- Nay: None

### II. Principal's Report

- COVID-19 updates: Wanda confirmed that the school is located in the area designated as an orange zone earlier today, which takes effect on Nov. 26. Under orange zone guidelines, schools are required to close for a minimum of 4 days with the option to reopen with mass testing. Wanda explained that the school would be closed on Nov. 24 in order to allow staff to prepare to transition to remote learning and allow parents to pick up remote learning materials from the school. The school will follow up with families that have not picked up remote learning materials, or distribute materials to students' homes if they do not have transportation. Going forward, Wanda

recommended that the school provide only remote instruction through at least winter break, based on significant concern about the expected rise in community spread of COVID-19 after Thanksgiving as well as other factors including: staff responses to a survey, the low number of families that consented to on-site testing for yellow zone purposes, and the limited number of days between Thanksgiving and winter break to complete testing. Remaining in remote-only mode would allow the school additional time to arrange logistics of mass testing, such as obtaining a limited services laboratory certification, getting consent from more students, etc. The exact date for return to in-person instruction will be determined based on feedback from families and guidance from the state and county. Board members voiced support of this recommendation.

- Data review: Wanda noted that on-time attendance continues to be a concern. The attendance team meets biweekly, and each member has a caseload of students to triage. Unfortunately, due to the pandemic, there is no way to compare attendance rates across schools right now because there is no uniform standard for measuring attendance. In terms of academic assessment data, Wanda noted that getting all students tested remains a challenge. On the most recent NWEA Math assessment, students who returned to AHS from last year had the same level of achievement; but the students who were new to AHS this year had a slightly lower baseline level of achievement than last year's new cohort. On the NWEA ELA assessment, students returning to AHS from last year bounced back to their prior level of achievement last year; overall, students had higher performance in ELA than in math. In terms of standards mastery, the majority of students have mastered fewer than 10% of standards for the year in both ELA and math.

### **III. Report from AHS Staff**

Wanda introduced Dennis Robillard, Data Specialist. Dennis described his roles in operations and academics, and named some of the technology and data challenges faced during the pandemic. Wanda discussed how school leadership works on strengthening the school's data culture, including teachers' mindsets and data transparency.

### **IV. Proposed Revisions to Academic Goals in School Charter**

Wanda explained the proposed changes to clarify ambiguous language in one goal and to update the assessment in another. She stated that the proposed revisions do not alter the rigor of the goals. A motion was made and seconded to approve the proposed revisions. MOTION CARRIED

- Move: Joseph Searles
- Second: Louise Vella
- Aye: All
- Nay: None

**V. Facilities Task Force report**

Kevin Overton stated that the school has officially signed with CBRE as the tenant representative to assist the school with efforts to locate a new facility.

**VI. Finance Committee Report**

Mario stated that the school was in a strong position as of the end of October with a strong cash position, strong asset position, little in the way of liabilities, a small amount of accounts payable, and no anticipated collection issues in accounts receivable. The school's Paycheck Protection Program loan has been fully forgiven.

He also described the school's spending as favorable to the expense budget in most categories, with the exception of salaries where the school hired staff members with high levels of experience than originally anticipated. The committee reviews such updates to the forecast monthly.

Overall, he stated that there were no concerns to raise to the Board.

**VII. Adjournment**

Hearing no further business, the meeting was adjourned at 7:08 pm.



**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
Dec. 21, 2020, 5:30 pm  
Meeting held via Zoom video conference**

**Public Notice:** notice and Zoom link provided from Nov. 24 - Dec. 21, 2020 at <https://ahscharter.org/about/board-of-trustees/>

**Attendance**

A quorum of 9 trustees out of 11 total trustees was present as follows.

Board members present: Warren Hern, Michele Lawrence, Mario Urso, Kevin Railey, Louise Vella, Erika Dooley, Wendy Ferrer, Kevin Overton, Robert Hoggard

Board members absent: Joseph Searles (excused), Bradley Turner (excused)

Staff present: Wanda Perez-Brundage, Alison Tyler, Joyce Akwaa, Jonathan Sharp

**I. Call to Order**

The meeting was called to order at 5:31 PM.

**II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the Nov. 23, 2020 meeting.

MOTION CARRIED

- Move: Louise Vella
- Second: Kevin Railey
- Aye: All
- Nay: None

**III. Principal's report**

Events this week: Parents are visiting the building to pick up a free mascot t-shirt for completing a recent parent-teacher conference and a gift card as a holiday gift from the Board of Trustees.

Professional development: Wanda described the overall program of professional development for instructional staff. New staff started professional development in the first week of August, then all staff completed three weeks of professional development together prior to the first day of school. During the school year, teachers participate in coaching and team meetings throughout the week, and professional development on Friday afternoons after early dismissal. Professional development topics so far this year have included distance and synchronous learning, culture of collective efficacy, data-driven instruction, diversity, and subject-specific topics. In the last two weeks, the professional development has focused on think-alouds and checks for understanding, and teachers have filmed themselves using these instructional strategies for analysis later. A teacher recently led a critical friends group about students discussing their own data. In addition, professional development time is sometimes used to prepare for testing, parent conferences, and other events; as well as for planning and coaching conversations. Wanda described how she has adapted live coaching for remote teaching.

Enrollment: The school currently has 200 students enrolled, and is now accepting applications for the 2021-22 school year.

Coronavirus Safety: The Finger Lakes 14-day rolling average is 8.2%, significantly above the 5% virtual-only threshold set in the school's reopening plan. The school has submitted an application for our limited services laboratory certification so that we will be prepared to conduct required on-site testing when open in person. However, the school has not committed to a firm reopening date yet because there is likely to be a spike in cases after winter break. There has been no specific information about the process for vaccinating school staff.

**IV. Microscope Minute**

Jon Sharp is a second-year Dean of Students at AHS, and Joyce Akwaa is a first-year Dean of Students. They summarized their roles as helping to make sure that students are engaged, holding them accountable, having conversations with parents, serving on the attendance team, running school store, and maintaining behavior data in Schoolrunner. The most common student behavior issues are off-task behaviors (such as conversations with peers or not staying on camera during remote learning). During remote learning, they try to keep virtual learning as similar to in-person learning as possible, but have spent more time troubleshooting issues with technology and attendance. Both Deans are also working with outside organizations to provide tutoring, and to establish after-school mentoring and athletics programs next year.

**V. Facilities Task Force**

Kevin Overton stated that CBRE is actively searching for properties. In addition, the school recently had a conversation with a charter school developer who may be able to help plan renovations and provide financing through bonds for facility acquisition. The task force will explore whether they may be a good partner in the search for a longer-term facility.

**VI. Finance Committee report**

Mario Urso stated that the school is in a good cash position with no concerns about cash flow. Operationally, the school is at or near budget in most categories. The school is slightly worse than budget in personnel expenses due to hiring teachers with more years of experience than originally anticipated.

**VII. Retreat Planning**

Warren Hern presented a draft agenda for the virtual retreat focused on the mid-charter renewal process, and stated that a third-party facilitator has been engaged to lead discussions.

**VIII. Adjournment**

Hearing no further business, the meeting was adjourned at 7:05 PM.



**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
March 22, 2021, 5:30 PM  
Meeting held via Zoom video conference**

**Public Notice:** notice and Zoom link provided from Feb. 28 - March 22, 2021 at <https://ahscharter.org/about/board-of-trustees/>

## **Attendance**

A quorum of 8 out of 10 total trustees was present as follows.

Board members present: Warren Hern, Louise Vella, Kevin Railey, Wendy Ferrer, Kevin Overton, Michele Lawrence, Bradley Turner, Robert Hoggard

Board members absent: Mario Urso (excused), Erika Dooley (excused)

Staff present: Wanda Perez-Brundage, Alison Tyler

### **I. Call to Order**

The meeting was called to order at 5:35 PM.

### **II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the Feb. 27, 2021 retreat and meeting. MOTION CARRIED

- Motion: Louise Vella
- Second: [Kevin Railey](#)
- Aye: All
- Nay: None

### **III. Principal's Report**

- Enrollment: The school staff is now focused on enrollment for next year. Recruitment activities including targeted mailings, online events, and Facebook ads. The lottery will be held on April 6.
- Coronavirus safety: This marks the fifth week back to in-person learning since the fall. The school has been made aware of one positive case, but there is no evidence of spread within the school; in addition, students in quarantine but asymptomatic can still attend remotely. Attendance continues to be a concern for several students, so the staff sends weekly attendance reports to all parents and uses more targeted interventions for a limited number of students of concern.
- Family engagement: Another round of family conferences is coming up. Staff will meet anytime the parent is available, including evenings. At these conferences, teachers will inform parents of possible grade-level retentions.
- Hiring: The goal is to be fully staffed by June 1. At this point, several applicants have made it to stage 2 or 3.
- Testing: The federal government has announced it will not grant any state testing waivers, but there are waivers of accountability. AHS will administer state tests beginning in late April. NYSED has announced extended testing windows and shortened the number of sessions per subject area. Remote-only students are not expected to come into the school only for testing.

- NYSED: NYSED will conduct a remote site visit on April 15 including meetings with the leadership team and observations of virtual classes.

#### **IV. Executive Session**

The Board moved into executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

#### **V. Approvals**

Alison Tyler explained a required amendment to the safety plan, an appendix that outlines the school's continuity of operations plan in the event of a future public health emergency. A motion was made and seconded to approve the amendment. MOTION CARRIED

- Motion: Louise Vella
- Second: [Michele Lawrence](#)
- Aye: All
- Nay: None

Wanda Perez-Brundage explained that the school proposes to temporarily amend the teacher performance evaluation process by removing the achievement data factor. This revision will align with the federal recommendations regarding accountability for student achievement data during the pandemic, in order to ensure that teachers' compensation is not unfairly influenced by pandemic-related factors. A motion was made and seconded to approve the amendment to the teacher performance evaluation policy. MOTION CARRIED

- Motion: [Kevin Overton](#)
- Second: [Kevin Railey](#)
- Aye: All
- Nay: None

#### **VI. Academic Committee Report**

Kevin Railey explained that the committee has identified its goals for the next year, key questions, and what types of data they will monitor. He noted that the committee will discuss issues including the possibility of an extended school year and the Response to Intervention process.

#### **VII. Governance Committee Report**

Louise Vella stated that the Governance Committee will have its first meeting to establish its purpose and goals.

**VIII. Finance and Audit Committee Report**

Warren Hern reported that the school was in a strong cash position at the end of February, with no concerns about receivables. In terms of the income statement, the school is doing well with regards to revenue. An updated forecast also shows a surplus due to increased revenue from emergency stimulus funds.

**IX. Infrastructure Committee Report**

Kevin Overton reported that the committee has identified potential locations for a future site and have involved consultants to help us assess those sites for suitability and compliance with NYSED regulations.

**X. Adjournment**

Hearing no further business, the meeting was adjourned at 6:41 p.m.

**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
April 26, 2021, 5:30 PM  
Meeting held via Zoom video conference**

**Public Notice:** notice and Zoom link provided at <https://ahscharter.org/about/board-of-trustees/>

**Attendance**

A quorum of 8 out of 10 total trustees was present as follows.

Board members present: Warren Hern, Louise Vella, Kevin Railey, Wendy Ferrer, Kevin Overton, Michele Lawrence, Mario Urso, Erika Dooley

Board members absent: Bradley Turner (excused), Robert Hoggard (excused)

Staff present: Wanda Perez-Brundage, Alison Tyler

**I. Call to Order**

The meeting was called to order at 5:37 PM.

**II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the March 22, 2021 Board meeting. MOTION CARRIED

- Motion: Louise Vella
- Second: Michele Lawrence
- Aye: All



- Nay: None

### III. **Approval of 990**

Mario Urso presented the school's 2019 990 and stated that the Finance & Audit Committee had reviewed it in detail. A motion was made and seconded to approve the 990. MOTION CARRIED

- Motion: Mario Urso
- Second: Kevin Overton
- Aye: All
- Nay: None

### IV. **Principal's Report**

- Current Events: Wanda Perez-Brundage reported that NYSED completed a virtual site visit of the school. This week, students are participating in a virtual field experience week with guest speakers and activities. The ELA testing window began last week, and math testing begins next week.
- Covid updates: Wanda explained that the state had updated social distancing rules, decreasing the distance between students to 3 feet. This allowed the school to raise the maximum number of students allowed in each classroom. Adults and students continue to be required to wear masks.
- Planning for next school year: Wanda stated that interviews continue with the goal of being fully hired by June 1. The number of applications for next year has been lower than usual because of the pandemic, and enrollment of new fifth grade students has been a challenge. Wanda discussed the possibility of offering a remote learning option for students in the new school year, to be finalized based on additional data.

### V. **Academic Committee**

Kevin Railey and Erika Dooley reported that the committee is currently focused on understanding the school's benchmark assessments in detail. This will help support analysis of professional development topics and annual performance assessment of the Principal. In addition, the committee discussed ways to support students who are significantly below grade level.

### VI. **Governance Committee**

Louise Vella presented the committee's new statement of purpose and committee responsibilities.

### VII. **Finance & Audit Committee**

Mario Urso stated that the school is in a good financial position, with no concerns about the balance sheet. From a liability perspective, the school has typical accounts payable. Alison Tyler stated that the school expects to see an increase in per-pupil funding in the 2021-22 school year and some additional allocation of emergency funds.

**VIII. Infrastructure Committee**

Kevin Overton stated that the school has engaged a consultant to assess one potential property as a long-term location, and continues work with a charter school facility developer to assess another potential property.

**IX. Adjournment**

Hearing no further business, the meeting was adjourned at 6:23 pm.

**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
May 24, 2021, 5:30 PM  
Meeting held via Zoom video conference**

**Public Notice:** notice and Zoom link provided at <https://ahscharter.org/about/board-of-trustees/>

**Attendance**

A quorum of 9 out of 10 total trustees was present as follows.

Board members present: Warren Hern, Louise Vella, Kevin Railey, Wendy Ferrer, Kevin Overton, Michele Lawrence, Mario Urso, Erika Dooley, Robert Hoggard

Board members absent: Bradley Turner (excused)

Staff present: Wanda Perez-Brundage, Alison Tyler

**I. Call to Order**

The meeting was called to order at 5:35 PM.

**II. Approval of Minutes**

A motion was made and seconded to approve the minutes of the April 26, 2021 Board meeting.

MOTION CARRIED

- Motion: Louise Vella
- Second: Kevin Overton
- Aye: All
- Nay: None

**III. Principal's Report**

- Enrollment: The school currently has 195 students. For 2021-2022 enrollment, staff continue to work with families to obtain all needed documentation to fully enroll their

students. The school is hiring additional staff for door-to-door recruitment visits during the summer.

- Coronavirus updates: There has been no evidence of transmission within the school. Some students continue to experience hardships due to family members who have been sick recently. The state has not changed social distancing and masking requirements in schools. After the state announces guidance for school safety in the fall, AHS will finalize its plan.
- Attendance and academics: Attendance went up slightly since last month. Students are preparing for online portfolio presentations in June. In addition, teachers will be conducting the final round of parent-teacher conferences shortly.
- Staffing and hiring: Wanda presented the revised 2021-2022 staffing plan. The school is in the final stages of hiring for new positions for the new school year.

#### **IV. Approval: 2021-2022 School Calendar**

Wanda and Alison presented the proposed 2021-2022 school calendar. Compared to the Rochester City School District, AHS will have one additional full day of school and two full days where the city has half-days. A motion was made and seconded to approve the 2021-2022 calendar. MOTION CARRIED

- Motion: Kevin Overton
- Second: Michele Lawrence
- Aye: All
- Nay: None

#### **V. Infrastructure Committee**

Kevin Overton reported that the school leadership holds regular meetings with Highmark regarding a potential facility available for purchase.

#### **VI. Finance & Audit Committee**

Mario Urso reported that the school is in a very good financial position and projects a surplus at the end of the year.

#### **VII. Approval: 2021-2022 Annual Budget**

Alison Tyler presented the proposed budget for the 2021-2022 fiscal year. She explained the school's allocation of stimulus funds under the federal Coronavirus Response and Relief Supplemental Appropriations and American Rescue Plan Acts including requirements for funds to be used to address learning loss. Alison also explained the enrollment projections and updated estimates of expenses. Overall, the proposed budget has a surplus at the end of the year.

A motion was made and seconded to approve the 2021-2022 budget. MOTION CARRIED

- Motion: Mario Urso
- Second: Michele Lawrence

- Aye: All
- Nay: None

**VIII. Governance Committee**

Louise reported that at the committee's last meeting, they discussed how to prioritize the responsibilities listed in the statement of purpose. The committee reorganized the list of responsibilities into 3 focus areas, and assigned them to committee members.

**IX. Academic Committee**

Erika Dooley reported that at the last committee meeting, school staff provided overviews of the major assessments used, IRLA and NWEA. One challenge has been that there were no state assessments in the school's first year, and this year the state assessment data is limited. The committee discussed the best ways to report the data back to the Board, how this data will be used to evaluate the school during its charter renewal process, and what goals the school has set for itself. The committee also discussed a long-term goal to measure the impact of AHS on students' academic growth.

**X. Executive Session**

The Board moved into executive session at 6:57 PM to discuss proposed, pending or current litigation.

**XI. Adjournment**

Hearing no further business, the meeting adjourned at 7:10 P.M.

**Academy of Health Sciences Charter School  
Board of Trustees  
Meeting Minutes  
June 28, 2021, 5:30 PM  
Meeting held at 1001 Lake Ave., Rochester, NY 14613**

**Public Notice:** notice provided at <https://ahscharter.org/about/board-of-trustees/>

**Attendance**

Board members present: Warren Hern, Kevin Overton, Erika Dooley, Robert Hoggard

Board members absent: Mario Urso (excused), Michele Lawrence (excused), Louise Vella (excused), Kevin Railey (excused), Wendy Ferrer (excused), Bradley Turner (excused)

Staff present: Wanda Perez-Brundage

**I. Call to Order**

The meeting was called to order at 5:35 PM. As a quorum was not met, the meeting was held as an opportunity to hear reports only, with no action taken by the Board.

**II. Principal's Report**

Current focus: Wanda Perez-Brundage described end-of-year events, including a virtual family celebration. She discussed the results of the end-of-year staff survey, identifying strengths and areas for growth. She explained the online summer program, and stated that most students are signed up to participate.

Preparation for 2021-22 school year: Wanda explained preparations for the new school year, with a focus on routines and traditions. She stated that the staff is fully hired, with the possibility of filling one more position. She outlined ongoing student recruitment efforts. The state Department of Health has not yet released new COVID guidance for schools for the 2021-22 school year, so final decisions have not yet been made.

School goals: Wanda summarized attendance and academic achievement data. The school met its individual reading level goal, but did not meet goals on the NWEA Math and Reading tests. She described plans to help students understand the purpose of the assessments, set their own goals, and improve their stamina on assessments. Wanda also described interventions to address students who are below grade level, including grade-level retention and targeted small-group support from an Academic Support Teacher next year.

**III. Academic Committee**

Erika Dooley reported on the committee's recent meeting, at which the group discussed professional development for teachers next year. Wanda also noted that the academic leadership team will have a new structure and focus for weekly meetings next year.

**IV. Infrastructure Committee**

Kevin Overton reported that the school continues to work with a developer to pursue a potential site, while also continuing to seek other options.

**V. Finance Committee**

Warren Hern reported that the school maintains a strong financial position. The school has a good cash position with no concerns about cash flow at this point. Expenses continue to run generally under budget. The committee has no concerns.

**VI. Adjournment**

Hearing no further business, the meeting adjourned at 6:35 P.M.



## Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Academy of Health Sciences Charter School
Date (Report is due Nov. 1):	November 1, 2021
Primary District of Location (If NYC select NYC DOE):	Rochester City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Alison Tyler, Director of Operations
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr & Co.LLP
School Audit Contact Name:	Michelle Cain
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2020-21
Prior Year:	2019-20

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

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

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

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	N/A - management letter responses were not required
Form 990	N/A - 990 not due until a later date in time
Federal Single Audit (A-133)	N/A - AHS did not expend federal funds in excess of \$750,000
Corrective Action Plan	N/A - not deemed necessary

**Academy of Health Sciences Charter School**  
**Statement of Financial Position**  
**as of June 30**

	<u>2021</u>	<u>2020</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 957,567	\$ 329,187
Grants and contracts receivable	134,965	224,887
Accounts receivables	-	-
Prepaid Expenses	37,338	48,041
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>1,129,870</b>	<b>602,115</b>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 171,860	\$ 61,851
Restricted Cash	50,000	25,000
Security Deposits	14,513	14,513
Other Non-Current Assets	-	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>236,373</b>	<b>101,364</b>
<b>TOTAL ASSETS</b>	<b><u>1,366,243</u></b>	<b><u>703,479</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 76,502	\$ 14,070
Accrued payroll, payroll taxes and benefits	166,625	87,678
Current Portion of Loan Payable	-	81,028
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	32,620
Other Current Liabilities	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>243,127</b>	<b>215,396</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ -	\$ 101,284
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>-</b>	<b>101,284</b>
<b>TOTAL LIABILITIES</b>	<b><u>243,127</u></b>	<b><u>316,680</u></b>
<b><u>NET ASSETS</u></b>		
Unrestricted	\$ 1,123,116	\$ 386,799
Temporarily restricted	-	-
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<b><u>1,123,116</u></b>	<b><u>386,799</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>1,366,243</u></b>	<b><u>703,479</u></b>

**Academy of Health Sciences Charter School**  
**Statement of Activities**  
as of June 30

	2021			2020
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 2,888,895	\$ -	\$ 2,888,895	\$ 1,413,723
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	-	-	-	-
State and City Grants	387,409	-	387,409	656,007
Other Operating Income	233,445	-	233,445	141,729
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>3,509,749</b>	<b>-</b>	<b>3,509,749</b>	<b>2,211,459</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 1,387,652	\$ -	\$ 1,387,652	\$ 932,190
Special Education	296,798	-	296,798	139,626
Other Programs	88,657	-	88,657	79,471
Total Program Services	1,773,107	-	1,773,107	1,151,287
Management and general	1,000,325	-	1,000,325	673,373
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2,773,432</b>	<b>-</b>	<b>2,773,432</b>	<b>1,824,660</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>736,317</b>	<b>-</b>	<b>736,317</b>	<b>386,799</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Assets Released from Restrictions / Loss on Disposal of Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE IN NET ASSETS</b>	<b>736,317</b>	<b>-</b>	<b>736,317</b>	<b>386,799</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 386,799</b>	<b>\$ -</b>	<b>\$ 386,799</b>	<b>\$ -</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 1,123,116</b>	<b>\$ -</b>	<b>\$ 1,123,116</b>	<b>\$ 386,799</b>



**Academy of Health Sciences Charter School  
Statement of Cash Flows**

as of June 30

	<u>2021</u>	<u>2020</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 736,317	\$ 386,799
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	51,100	17,199
Grants Receivable	89,922	(224,887)
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	10,703	(48,041)
Accounts Payable	62,432	14,070
Accrued Expenses	78,947	87,678
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	(32,620)	32,620
Interest payments	-	-
Paycheck Protection Program loan forgiveness	(182,312)	-
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 814,489</b>	<b>\$ 265,438</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(161,109)	(79,050)
Other	-	(14,513)
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (161,109)</b>	<b>\$ (93,563)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	-	(200,000)
Other	-	382,312
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ -</b>	<b>\$ 182,312</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 653,380</b>	<b>\$ 354,187</b>
Cash at beginning of year	354,187	-
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 1,007,567</b>	<b>\$ 354,187</b>

**Academy of Health Sciences Charter School**  
**Statement of Functional Expenses**  
**as of June 30**

	No. of Positions	2021				2020				
		Program Services		Fundraising	Supporting Services		Total	Total		
		Regular Education	Special Education		Other Education	Total			Management and General	Total
<b>Personnel Services Costs</b>		\$	\$	\$	\$	\$	\$	\$	\$	
Administrative Staff Personnel	8.00	-	-	-	-	639,174	639,174	-	639,174	398,857
Instructional Personnel	17.00	646,610	236,513	-	883,123	-	-	-	883,123	507,985
Non-Instructional Personnel	1.00	-	-	56,346	56,346	-	-	-	56,346	56,179
Total Salaries and Staff	26.00	646,610	236,513	56,346	939,469	-	-	-	939,469	963,021
Fringe Benefits & Payroll Taxes		85,426	31,247	7,444	124,117	-	-	-	124,117	135,772
Retirement		14,982	5,471	1,300	21,753	-	-	-	21,753	14,172
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	9,450	9,450	9,450	1,212
Accounting / Audit Services		-	-	-	-	-	70,612	70,612	70,612	56,500
Other Purchased / Professional / Consulting Services		52,150	3,259	3,259	58,668	-	6,519	6,519	65,187	26,623
Building and Land Rent / Lease		194,611	12,163	12,163	218,937	-	24,326	24,326	243,263	174,155
Repairs & Maintenance		25,832	1,615	1,615	29,062	-	3,229	3,229	32,291	37,099
Insurance		24,059	1,504	1,504	27,067	-	3,007	3,007	30,074	24,281
Utilities		37,595	2,350	2,350	42,295	-	4,699	4,699	46,994	30,623
Supplies / Materials		82,451	-	-	82,451	-	-	-	82,451	61,486
Equipment / Furnishings		15,515	-	-	15,515	-	-	-	15,515	26,637
Staff Development		70,066	-	-	70,066	-	30,028	30,028	100,094	67,560
Marketing / Recruitment		-	-	-	-	-	36,507	36,507	36,507	58,124
Technology		63,353	-	-	63,353	-	36,011	36,011	99,364	45,001
Food Service		-	-	-	-	-	-	-	-	-
Student Services		32,183	-	-	32,183	-	-	-	32,183	59,685
Office Expense		-	-	-	-	-	32,291	32,291	32,291	16,670
Depreciation		40,880	2,555	2,555	45,990	-	5,110	5,110	51,100	17,199
OTHER		1,939	121	121	2,181	-	243	243	2,424	8,840
<b>Total Expenses</b>		\$ 1,387,652	\$ 296,798	\$ 88,657	\$ 1,773,107	\$ -	\$ 1,000,325	\$ 1,000,325	\$ 2,773,432	\$ 1,824,660

**ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2021**

October 19, 2021

Finance Committee  
Academy of Health Sciences Charter School

We have audited the financial statements of Academy of Health Sciences Charter School as of and for the year ended June 30, 2021, and have issued our report thereon dated October 19, 2021. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated May 1, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Academy of Health Sciences Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced Director of Operations and outsourced accountant who review the draft financial statements prior to issuance and accept responsibility for them.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Academy of Health Sciences Charter School is included in Note A to the financial statements. There have been no changes in significant accounting policies or their application during fiscal year 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

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

The most sensitive accounting estimates affecting the financial statements are the allocations of operating expenses to program expenses, management and general expenses, and fundraising expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Academy of Health Sciences Charter School's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

### **Significant Difficulties Encountered during the Audit**

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. No such misstatements were identified during our audit.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Academy of Health Sciences Charter School's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with Academy of Health Sciences Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Academy of Health Sciences Charter School's auditors.

**Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Internal Control Matters**

We did not identify any deficiencies in internal control that we considered to be material weaknesses.

\* \* \* \* \*

Should you desire further information concerning these matters, Michelle Cain or Kevin Kopp will be happy to meet with you at your convenience.

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

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP

**ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2021**

**(With Comparative Totals for 2020)**



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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Academy of Health Sciences Charter School

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Academy of Health Sciences Charter School, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

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

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

### **Auditor's Responsibility**

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

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

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

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Academy of Health Sciences Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Academy of Health Sciences Charter School's June 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 21, 2020. In our opinion, the summarized comparative information presented herein as of June 30, 2020 and for the period from November 6, 2018 (date of inception) to June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

**Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2021 on our consideration of Academy of Health Sciences Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Academy of Health Sciences Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 19, 2021

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021

(With Comparative Totals for 2020)

		<u>June 30,</u>	
	<u>ASSETS</u>	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>			
Cash		\$ 957,567	\$ 329,187
Grants and other receivables		134,965	224,887
Prepaid expenses and other current assets		<u>37,338</u>	<u>48,041</u>
	TOTAL CURRENT ASSETS	1,129,870	602,115
 <u>OTHER ASSETS</u>			
Cash in escrow		50,000	25,000
Property and equipment, net		171,860	61,851
Deposits		<u>14,513</u>	<u>14,513</u>
		<u>236,373</u>	<u>101,364</u>
	TOTAL ASSETS	<u>\$ 1,366,243</u>	<u>\$ 703,479</u>
 <u>LIABILITIES AND NET ASSETS</u>			
<u>CURRENT LIABILITIES</u>			
Accounts payable and accrued expenses		\$ 76,502	\$ 14,070
Accrued payroll and benefits		166,625	87,678
Current-portion of long term debt		-	81,028
Deferred revenue		<u>-</u>	<u>32,620</u>
	TOTAL CURRENT LIABILITIES	243,127	215,396
 <u>LONG TERM DEBT</u>			
		<u>-</u>	<u>101,284</u>
	TOTAL LIABILITIES	243,127	316,680
 <u>NET ASSETS, without donor restrictions</u>			
		<u>1,123,116</u>	<u>386,799</u>
	TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,366,243</u>	<u>\$ 703,479</u>

The accompanying notes are an integral part of the financial statements.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	<u>Year ended June 30, 2021</u>	<u>Period from November 6, 2018 (date of inception) to June 30, 2020</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 2,888,895	\$ 1,413,723
Government grants	387,409	656,007
Contributions	32,789	139,437
Paycheck Protection Program loan forgiveness	182,312	-
Other income	<u>18,344</u>	<u>2,292</u>
TOTAL OPERATING REVENUE AND SUPPORT	3,509,749	2,211,459
Expenses:		
Program:		
Regular education	1,387,652	932,190
Special education	296,798	139,626
Other programs	88,657	79,471
Management and general	<u>1,000,325</u>	<u>673,373</u>
TOTAL EXPENSES	<u>2,773,432</u>	<u>1,824,660</u>
CHANGE IN NET ASSETS	736,317	386,799
Net assets at beginning of year	<u>386,799</u>	-
NET ASSETS AT END OF YEAR	<u>\$ 1,123,116</u>	<u>\$ 386,799</u>

The accompanying notes are an integral part of the financial statements.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	No. of Positions	Year ended June 30, 2021						Total	Period from November 6, 2018 (date of inception) to June 30, 2020
		Program Services			Supporting Services				
		Regular Education	Special Education	Other Programs	General	Sub-total	Sub-total		
Personnel services costs:									
Administrative staff personnel	8	\$ -	\$ -	\$ -	\$ -	\$ 639,174	\$ 639,174	\$ 398,857	
Instructional personnel	17	646,610	236,513	-	883,123	-	883,123	507,985	
Non-instructional personnel	1	-	-	56,346	56,346	-	56,346	56,179	
Total salaries and wages	26	646,610	236,513	56,346	939,469	639,174	1,578,643	963,021	
Fringe benefits and payroll taxes		85,426	31,247	7,444	124,117	84,444	208,561	135,772	
Retirement		14,982	5,471	1,300	21,753	14,675	36,428	14,172	
Legal service		-	-	-	-	9,450	9,450	1,212	
Accounting and audit services		-	-	-	-	70,612	70,612	56,500	
Other purchased/professional/and consulting services		52,150	3,259	3,259	58,668	6,519	65,187	26,623	
Building and land rent		194,611	12,163	12,163	218,937	24,326	243,263	174,155	
Repairs and maintenance		25,832	1,615	1,615	29,062	3,229	32,291	37,099	
Insurance		24,059	1,504	1,504	27,067	3,007	30,074	24,281	
Utilities		37,595	2,350	2,350	42,295	4,699	46,994	30,623	
Supplies and materials		82,451	-	-	82,451	-	82,451	61,486	
Equipment and furnishings		15,515	-	-	15,515	-	15,515	26,637	
Staff development		70,066	-	-	70,066	30,028	100,094	67,560	
Marketing and recruitment		-	-	-	-	36,507	36,507	58,124	
Technology		63,353	-	-	63,353	36,011	99,364	45,001	
Student services		32,183	-	-	32,183	-	32,183	59,685	
Office expense		-	-	-	-	32,291	32,291	16,670	
Depreciation		40,880	2,555	2,555	45,990	5,110	51,100	17,199	
Other		1,939	121	121	2,181	243	2,424	8,840	
		\$ 1,387,652	\$ 296,798	\$ 88,657	\$ 1,773,107	\$ 1,000,325	\$ 2,773,432	\$ 1,824,660	

The accompanying notes are an integral part of the financial statements.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2021  
(With Comparative Totals for 2020)

	Year ended June 30, 2021	Period from November 6, 2018 (date of inception) to June 30, 2020
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 736,317	\$ 386,799
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation	51,100	17,199
Paycheck Protection Program loan forgiveness	(182,312)	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	89,922	(224,887)
Prepaid expenses and other current assets	10,703	(48,041)
Accounts payable and accrued expenses	62,432	14,070
Accrued payroll and benefits	78,947	87,678
Deferred revenue	(32,620)	32,620
NET CASH PROVIDED FROM OPERATING ACTIVITIES	814,489	265,438
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(161,109)	(79,050)
Deposits	-	(14,513)
NET CASH USED FOR INVESTING ACTIVITIES	(161,109)	(93,563)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Repayments on long term debt	-	(200,000)
Borrowings on long term debt	-	382,312
NET CASH PROVIDED FROM FINANCING ACTIVITIES	-	182,312
NET INCREASE IN CASH AND RESTRICTED CASH	653,380	354,187
Cash and restricted cash at beginning of year	354,187	-
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 1,007,567</u>	<u>\$ 354,187</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Cash paid during the year for interest	<u>\$ -</u>	<u>\$ 6,108</u>
Reconciliation of cash and restricted cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash	\$ 957,567	\$ 329,187
Cash in escrow	50,000	25,000
Total cash and restricted cash shown in the statement of cash flows	<u>\$ 1,007,567</u>	<u>\$ 354,187</u>

The accompanying notes are an integral part of the financial statements.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Academy of Health Sciences Charter School (the “Charter School”) is an independent public school established under the provisions of the New York State Charter School Act of 1998, enacted as Article 56 of the Education Law. The Charter School was chartered by the Board of Regents of the New York State Education Department (NYSED) in 2018 and its current charter is valid through June 30, 2024 and renewable upon expiration.

It is the Charter School’s mission to provide students in Rochester, New York with a safe, supportive, and intellectually engaging educational environment. The central philosophy of the Charter School is that strong student-teacher-parent relationships are essential to student motivation and achievement. The Charter School’s health science focus means that its students learn reading, writing, math, social studies, science and the arts through the lens of Health Sciences preparing the students to choose the best college and career path for them. Health Sciences is about life, service, science and innovating to help others thrive. The 2019-20 school year represents the Charter School’s first year of operation. The Charter School is approved to provide educational instruction to students in the fifth through eighth grades.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

These classes of net assets are defined as follows:

Net Assets Without Donor Restrictions – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current net assets without donor restrictions for specific purposes, projects or investment.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2021 and 2020.

Revenue and support recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition. The Charter School’s state and local per pupil operating revenue qualifies as exchange transactions and the revenues are recognized over time.



ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

State and local per pupil operating revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns state and local per pupil revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the Charter School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Charter School and the districts and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED. The Charter School began operations during the 2020 fiscal year and accounts receivable at June 30, 2021 and June 30, 2020 were \$14,371 and \$28,970, respectively.

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. The school had no deferred revenue at June 30, 2021. Deferred revenue at June 30, 2020 was \$32,620 which was taken into revenue as the conditions were met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position. Grant funds of approximately \$22,000 and \$23,000 at June 30, 2021 and 2020, respectively, are available for use in future years.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The agreement requires \$25,000 be placed in escrow each of the first four years of operations and a balance of \$100,000 be maintained to fund any audit and legal expenses incurred should the Charter School cease operations and dissolve.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2021 and June 30, 2020.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant at which time it is recognized as revenue.

Contributed services

Volunteers have donated significant amounts of time in support of the Charter School's activities. However, the value of these services is not reflected in the accompanying statements, as they do not meet the criteria for recognition as set forth under generally accepted accounting principles.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2019 through June 30, 2021 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$37,000 and \$58,000 for the year ended June 30, 2021 and for the period from November 6, 2018 (date of inception) to June 30, 2020, respectively.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

New accounting pronouncements

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and will be applied on a retrospective basis. The Charter School is currently evaluating the provisions of this update to determine the impact it will have on the Charter School's financial statements.

Comparatives for period ended June 30, 2020

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the period ended June 30, 2020, from which the summarized information was derived.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 19, 2021, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Cash	\$ 957,567	\$ 329,187
Grants and other receivables	<u>134,965</u>	<u>224,887</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 1,092,532</u>	<u>\$ 554,074</u>

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash accounts. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service, as well as the conduct of services undertaken to support those activities, to be general expenditures. In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash and shows positive cash generated by operations for the year ended June 30, 2021 and for the period from November 6, 2018 (date of inception) through June 30, 2020.

In addition, as described in Note L, the Charter School has a Multiple Disbursement Term Note available which allows for aggregate draws up to a maximum principal of \$200,000 until December 11, 2021, at which point all outstanding principal and interest are due. There was no outstanding balance on the note at June 30, 2021.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Furniture and fixtures	\$ 59,950	\$ 32,269
Computers equipment	<u>180,209</u>	<u>46,781</u>
	240,159	79,050
Less: accumulated depreciation	<u>68,299</u>	<u>17,199</u>
	<u>\$ 171,860</u>	<u>\$ 61,851</u>

NOTE D: SCHOOL FACILITIES

The Charter School leases its facility from a third party from July 1, 2019 through June 30, 2022 with current monthly payments of \$20,272, whereby monthly payments and square footage occupied escalate through June 2022. Rent expense incurred under this lease was approximately \$243,000 and \$174,000 for the years ended June 30, 2021 and 2020, respectively. A security deposit of \$14,513 was paid by the Charter School relative to this lease and is included in deposits on the accompanying statement of financial position at June 30, 2021 and 2020.

The future minimum payments required under the agreements are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	<u>\$ 336,900</u>

NOTE E: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE F: CONCENTRATIONS

The Charter School's primary source of funding is obtained from the Rochester City School District and is reported as state and local per pupil operating revenue in the accompanying statement of activities and changes in net assets. This funding is received on a per pupil basis and was approximately 82% and 64% of the Charter School's total operating revenue and support for the year ended June 30, 2021 and the period from November 6, 2018 (date of inception) to June 30, 2020, respectively. Approximately 27% of the Charter School's total operating revenue and support for the period from November 6, 2018 (date of inception) to June 30, 2020 related to a federal grant.

At June 30, 2021, approximately 89% of grants and other receivables are due from the Federal government relating to certain grants and approximately 11% is due from New York State relating to per pupil funding. At June 30, 2020, approximately 87% of grants and other receivables are due from the Federal government relating to certain grants and approximately 13% is due from New York State relating to per pupil funding.

NOTE G: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. All employees are immediately eligible to participate in the Plan. The Plan allows for the Charter School to make a matching contribution to the Plan. The Charter School contributed approximately \$36,000 and \$14,000 to the Plan for the year ended June 30, 2021 and the period from November 6, 2018 (date of inception) to June 30, 2020, respectively.

NOTE H: OPERATING LEASE

The Charter School leases office equipment under a non-cancelable lease agreement at a monthly cost of approximately \$372 plus maintenance and other costs through August 2024. The future minimum payments on this agreement is approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2022	\$ 4,500
2023	4,500
2024	4,500
2025	<u>700</u>
	<u>\$ 14,200</u>

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE I: FUNCTIONAL EXPENSES

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses represents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Included in regular and special education are the salaries, occupancy and other services allocated to these programs based on the student population served. Other program expenses include social worker salaries at the Charter School and student support staff salaries. All other expenses are management and general expense. Depreciation expenses have been allocated based upon the use of the related assets.

NOTE J: RELATED PARTY TRANSACTIONS

In February 2019, the Charter School received a \$110,000 unrestricted donation from Academy of Health Sciences Foundation. The mission of Academy of Health Sciences Foundation in their bylaws refers to financially supporting the formation and operation of charter schools. ASC-958-810 states that a not for profit must consolidate with a related party if there is both common board control and economic interest. As the Charter School has neither common board control nor an economic interest with Academy of Health Sciences Foundation as their financial involvement was limited to supporting the Charter School during formation, Academy of Health Sciences Foundation is not to be consolidated with the Charter School and is instead a related party transaction. The Charter School received no such donations during the year ended June 30, 2021.

NOTE K: NET ASSETS

Net assets without donor restrictions consist of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Undesignated net assets	\$ 951,256	\$ 324,948
Invested in property and equipment	<u>171,860</u>	<u>61,851</u>
	<u>\$ 1,123,116</u>	<u>\$ 386,799</u>

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative Totals for 2020)

NOTE L: LONG TERM DEBT

In response to the COVID-19 outbreak, in April 2020 the Charter School applied for and was approved by a bank for a loan of \$182,312 through the Paycheck Protection Program established by the Small Business Administration. The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded on April 20, 2020 and was included as long term debt in the accompanying statement of financial position at June 30, 2020. In November 2020, the Small Business Administration approved the forgiveness of the loan and all accrued interest, which is reported as Paycheck Protection Program loan forgiveness on the accompanying statement of activities and changes in net assets for the year ended June 30, 2021.

In December 2020, the Charter School entered into a Multiple Disbursement Term Note which allows for aggregate draws up to a maximum principal of \$200,000 until December 11, 2021 at which point all outstanding principal and interest are due. The note bears interest at prime plus 1% (effective rate of 4.25% at June 30, 2021) with a minimum floor rate of 4.00% per annum. The note is secured by all business assets of the Charter School. There was no outstanding balance on the note at June 30, 2021.

NOTE M: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2022.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$59,475 of revenue relative to ESSER grants during the year ended June 30, 2021.



**ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Academy of Health Sciences Charter School

We have audited the financial statements of Academy of Health Sciences Charter School as of June 30, 2021 and have issued our report thereon dated October 19, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Activities hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2021.

We have also audited the financial statements of Academy of Health Sciences Charter School as of June 30, 2020 and for the period from November 6, 2018 (date of inception) to June 30, 2020, and our report thereon dated October 21, 2020, expressed an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the 2020 financial statements as a whole. The 2020 Schedule of Activities hereinafter is presented for purposes of additional analysis and is not a required part of the 2020 financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2020 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2020 financial statements or to the 2020 financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our report as of the same date, on the 2020 supplemental financial information stated that, in our opinion, such information was fairly stated in all material respects in relation to the financial statements for the period November 6, 2018 (date of inception) to June 30, 2020.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 19, 2021

ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEARS ENDED JUNE 30, 2021 AND 2020,

AND THE PERIOD FROM NOVEMBER 6, 2018 (DATE OF INCEPTION) TO JUNE 30, 2019,

AND THE PERIOD FROM NOVEMBER 6, 2018 (DATE OF INCEPTION) TO JUNE 30, 2020

	<u>Year ended June 30,</u>		<u>Period from</u>	<u>Period from</u>
	<u>2021</u>	<u>2020</u>	<u>November 6,</u>	<u>November 6,</u>
			<u>2018 (date of</u>	<u>2018 (date of</u>
			<u>inception) to</u>	<u>inception) to</u>
			<u>June 30, 2019</u>	<u>June 30, 2020</u>
Operating revenue and support:				
State and local per pupil				
operating revenue	\$ 2,888,895	\$ 1,413,723	\$ -	\$ 1,413,723
Government grants	387,409	463,572	192,435	656,007
Contributions	32,789	29,437	110,000	139,437
Paycheck Protection Program loan				
forgiveness	182,312	-	-	-
Other income	18,344	2,292	-	2,292
TOTAL OPERATING REVENUE				
AND SUPPORT	3,509,749	1,909,024	302,435	2,211,459
Personnel services costs:				
Administrative staff personnel	639,174	320,463	78,394	398,857
Instructional personnel	883,123	507,985	-	507,985
Non-instructional personnel	56,346	56,179	-	56,179
Total salaries and wages	1,578,643	884,627	78,394	963,021
Fringe benefits and payroll taxes	208,561	127,658	8,114	135,772
Retirement	36,428	12,480	1,692	14,172
Legal services	9,450	192	1,020	1,212
Accounting and auditing services	70,612	49,000	7,500	56,500
Other purchased/professional/and consulting				
services	65,187	20,939	5,684	26,623
Building and land rent	243,263	174,155	-	174,155
Repairs and maintenance	32,291	32,150	4,949	37,099
Insurance	30,074	23,083	1,198	24,281
Utilities	46,994	30,192	431	30,623
Supplies and materials	82,451	61,486	-	61,486
Equipment and furnishings	15,515	11,457	15,180	26,637
Staff development	100,094	47,415	20,145	67,560
Marketing and recruitment	36,507	29,939	28,185	58,124
Technology	99,364	39,562	5,439	45,001
Student services	32,183	59,685	-	59,685
Office expense	32,291	15,752	918	16,670
Depreciation	51,100	17,042	157	17,199
Other	2,424	7,273	1,567	8,840
TOTAL EXPENSES	2,773,432	1,644,087	180,573	1,824,660
CHANGE IN NET ASSETS	\$ 736,317	\$ 264,937	\$ 121,862	\$ 386,799

**ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**

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

Board of Trustees  
Academy of Health Sciences Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Academy of Health Sciences Charter School, which comprise the statement of financial position as of June 30, 2021 and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 19, 2021.

**Internal Control over Financial Reporting**

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

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

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

### **Compliance and Other Matters**

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

### **Purpose of This Report**

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

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 19, 2021

# New York State Education Department

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

## **2021-2022 Budget & Cash Flow Template**

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

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

Academy of Health Sciences Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 165. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	3,158,219	2,837,894	4,000	5,000	-	6,005,113
Total Expenses	4,191,441	431,392	-	-	-	4,622,833
Net Income	(1,033,222)	2,406,502	4,000	5,000	-	1,382,280
Actual Student Enrollment	228	39	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
REVENUES FROM STATE SOURCES						
Per Pupil Revenue						
District of Location						
School District 2 (Enter Name)	3,026,915	531,610	-	-	-	3,558,525
School District 3 (Enter Name)	110,304	12,256	-	-	-	122,560
School District 4 (Enter Name)	-	-	-	-	-	-
School District 5 (Enter Name)	-	-	-	-	-	-
	3,147,219	544,066	-	-	-	3,691,285
Special Education Revenue	-	195,000	-	-	-	195,000
Grants	-	-	-	-	-	-
Stimulus	-	-	-	-	-	-
Other	-	-	-	-	-	-
Other State Revenue	-	1,883,000	-	-	-	1,883,000
	3,147,219	2,627,066	-	-	-	5,774,285
TOTAL REVENUE FROM STATE SOURCES						
REVENUE FROM FEDERAL FUNDING						
IDEA Special Needs	-	210,828	-	-	-	210,828
Title I	-	-	-	-	-	-
Title Funding - Other	-	-	-	-	-	-
School Food Service (Free Lunch)	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-
Other	-	-	-	-	-	-
Other Federal Revenue	-	210,828	-	-	-	210,828
	-	210,828	-	-	-	210,828
TOTAL REVENUE FROM FEDERAL SOURCES						
LOCAL and OTHER REVENUE						
Contributions and Donations, Fundraising	-	-	-	5,000	-	5,000
Erate Reimbursement	11,000	-	-	-	-	11,000
Interest Income, Earnings on Investments,	-	-	-	-	-	-
NYC-DYCD (Department of Youth and Community Development)	-	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-	-
Text Book	-	-	-	-	-	-
Other Local Revenue	-	-	4,000	-	-	4,000
	11,000	-	4,000	5,000	-	20,000
TOTAL REVENUE FROM LOCAL and OTHER SOURCES						
	3,158,219	2,837,894	4,000	5,000	-	6,005,113
TOTAL REVENUE						

EXPENSES	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
ADMINISTRATIVE STAFF PERSONNEL COSTS						
Executive Management	154,000	-	-	-	-	154,000
Instructional Management	104,500	-	-	-	-	104,500
Deans, Directors & Coordinators	283,500	-	-	-	-	283,500
CFO / Director of Finance	99,220	-	-	-	-	99,220
Operation / Business Manager	45,000	-	-	-	-	45,000
Administrative Staff	175,950	-	-	-	-	175,950
	862,170	-	-	-	-	862,170
TOTAL ADMINISTRATIVE STAFF						
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	659,792	-	-	-	-	659,792
Teachers - SPED	-	431,392	-	-	-	431,392
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-
Specialty Teachers	221,004	-	-	-	-	221,004
Aides	-	-	-	-	-	-
Therapists & Counselors	57,000	-	-	-	-	57,000
	937,796	431,392	-	-	-	1,369,188
TOTAL INSTRUCTIONAL PERSONNEL COSTS						

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL REVENUE	3,158,219	2,837,894	4,000	5,000	-	6,005,113
TOTAL EXPENSES	937,796	431,392	-	-	-	1,369,188
Net Income	2,220,423	2,406,502	4,000	5,000	-	4,635,925

List exact titles and staff FTE's ( Full time equivalent)

Principal & CEO (1.0)	154,000	-	-	-	-	154,000
Assistant Principal (1.0)	104,500	-	-	-	-	104,500
Dean of Students (2.0), Instructional Coach (2.0)	283,500	-	-	-	-	283,500
C.O.O. (1.0)	99,220	-	-	-	-	99,220
Business Manager (25), H.R. Manager (.375)	45,000	-	-	-	-	45,000
Office Manager (1.0), Operations Assistant (1.0), Data Specialist (1.0)	175,950	-	-	-	-	175,950
	862,170	-	-	-	-	862,170
Grade 6 Math Teacher (2.0), Grade 7 ELA Teacher (1.0), Grade 7 Math Teacher (1.0), Grade 7 Special Education Teacher (2.0), Academic Support Teacher (1.0)	659,792	431,392	-	-	-	1,091,184
	-	-	-	-	-	-
	221,004	-	-	-	-	221,004
	-	-	-	-	-	-
	-	-	-	-	-	-
	57,000	-	-	-	-	57,000



Academy of Health Sciences Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

PROJECTED BUDGET FOR 2021-2022							Assumptions
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 165. This will populate the data in row 10.							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,158,219	2,837,894	4,000	5,000	-	6,005,113	
Total Expenses	4,191,441	431,392	-	-	-	4,622,833	
Net Income	(1,033,222)	2,406,502	4,000	5,000	-	1,382,280	
Actual Student Enrollment	228	39	-	-	-	-	
Total Paid Student Enrollment	-	-	-	-	-	-	
<b>PROGRAM SERVICES</b>							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Stipends	20,600	-	-	-	-	20,600	
<b>TOTAL INSTRUCTIONAL</b>	<b>958,396</b>	<b>431,392</b>	-	-	-	<b>1,389,788</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>1,820,566</b>	<b>431,392</b>	-	-	-	<b>2,251,958</b>	
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes	172,275	-	-	-	-	172,275	
Fringe / Employee Benefits	279,309	-	-	-	-	279,309	
Retirement / Pension	68,613	-	-	-	-	68,613	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>520,197</b>	-	-	-	-	<b>520,197</b>	Includes Reimbursement for Unused PTO
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>2,340,763</b>	<b>431,392</b>	-	-	-	<b>2,772,155</b>	
<b>CONTRACTED SERVICES</b>							
Accounting / Audit	109,950	-	-	-	-	109,950	
Legal	5,000	-	-	-	-	5,000	
Management Company Fee	-	-	-	-	-	-	
BOCES	5,500	-	-	-	-	5,500	
Managed I.T. Services	57,900	-	-	-	-	57,900	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	
Payroll Services	15,000	-	-	-	-	15,000	
Special Ed Services	-	-	-	-	-	-	
Substitute Teachers	13,000	-	-	-	-	13,000	
Titlement Services (i.a. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	1,000	-	-	-	-	1,000	
<b>TOTAL CONTRACTED SERVICES</b>	<b>207,350</b>	-	-	-	-	<b>207,350</b>	
<b>SCHOOL OPERATIONS</b>							
Board Expenses	5,340	-	-	-	-	5,340	
Professional Development	50,000	-	-	-	-	50,000	
Curriculum, Assessments, & Classroom Libraries	100,000	-	-	-	-	100,000	
Classroom Supplies	100,000	-	-	-	-	100,000	
Summer Program	10,000	-	-	-	-	10,000	
Field Trips	16,000	-	-	-	-	16,000	
Athletics	40,000	-	-	-	-	40,000	
Tutoring	40,000	-	-	-	-	40,000	
Family Engagement	80,000	-	-	-	-	80,000	
Uniforms	14,200	-	-	-	-	14,200	
Transportation	26,730	-	-	-	-	26,730	
Student Recruitment / Marketing	30,000	-	-	-	-	30,000	
Classroom Furniture	30,000	-	-	-	-	30,000	
Office Furniture	10,000	-	-	-	-	10,000	
Cafeteria Furniture	-	-	-	-	-	-	
Telephone & Internet	15,000	-	-	-	-	15,000	
Student & Classroom Technology	95,000	-	-	-	-	95,000	
Staff Technology	24,500	-	-	-	-	24,500	
I.T. Infrastructure	15,000	-	-	-	-	15,000	
Student Data Systems	25,000	-	-	-	-	25,000	
Website Maintenance & Development	5,000	-	-	-	-	5,000	
Office Supplies	23,000	-	-	-	-	23,000	

Academy of Health Sciences Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	3,158,219	2,837,894	4,000	5,000	-	6,005,113
Total Expenses	4,191,441	431,392	-	-	-	4,622,833
Net Income	(1,033,222)	2,406,502	4,000	5,000	-	1,382,280
Actual Student Enrollment	228	39	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Staff Recruitment	8,000	-	-	-	-	8,000
Staff Culture	29,500	-	-	-	-	29,500
<b>TOTAL SCHOOL OPERATIONS</b>	<b>792,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>792,270</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>	<b>44,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,100</b>
Insurance	60,000	-	-	-	-	60,000
Janitorial	490,308	-	-	-	-	490,308
Building and Land Rent / Lease	14,000	-	-	-	-	14,000
Repairs & Maintenance	100,000	-	-	-	-	100,000
New Facility Setup	1,000	-	-	-	-	1,000
Security	26,650	-	-	-	-	26,650
Utilities	736,058	-	-	-	-	736,058
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90,000</b>
DEPRECIATION & AMORTIZATION	25,000	-	-	-	-	25,000
DISOLUTION ESCROW & RESERVES / CONTINGENCY	4,191,441	431,392	-	-	-	4,622,833
<b>TOTAL EXPENSES</b>	<b>(1,033,222)</b>	<b>2,406,502</b>	<b>4,000</b>	<b>5,000</b>	<b>-</b>	<b>1,382,280</b>
<b>NET INCOME</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

placed under Cash Flow Adjustment in the renewal application.

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Rochester City School District	217	38	255
Greece Central School District	9	1	10
School District 3 (Enter Name)	-	-	-
School District 4 (Enter Name)	-	-	-
School District 5 (Enter Name)	-	-	-
<b>TOTAL ENROLLMENT</b>	<b>226</b>	<b>39</b>	<b>265</b>
<b>REVENUE PER PUPIL</b>	<b>13,974</b>	<b>72,787</b>	<b>15</b>
<b>EXPENSES PER PUPIL</b>	<b>16,546</b>	<b>11,051</b>	<b>-</b>

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

**Name:**

Erika Dooley

---

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

**Academy of Health Sciences Charter School**

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

**Trustee**

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?

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?

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

**No**

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

**Yes**  **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
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				

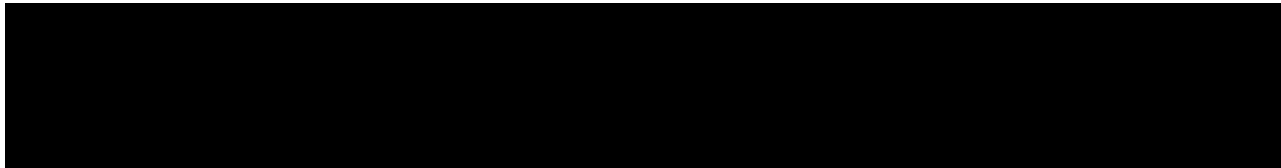
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Signature

Date

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





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

**Name:**

Wendy Ferrer

---

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

**Academy of Health Sciences Charter School**

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

**Trustee**

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?

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

**No**

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

**Yes**  **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>
<b>None</b>			



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

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

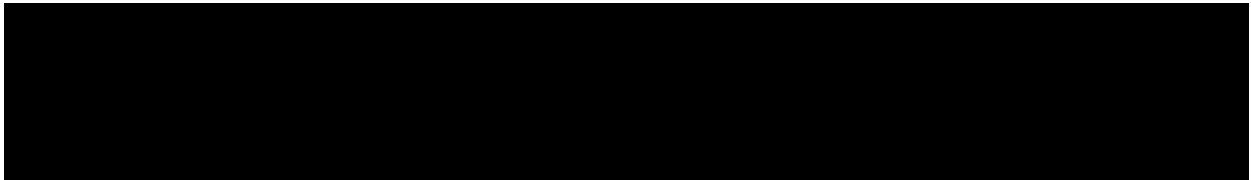
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Signature

Date

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





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

**Name:** Warren Hern

---

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

**Academy of Health Sciences Charter School**

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?

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?

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

**No**

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

**Yes**  **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>
<b>None</b>			

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

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

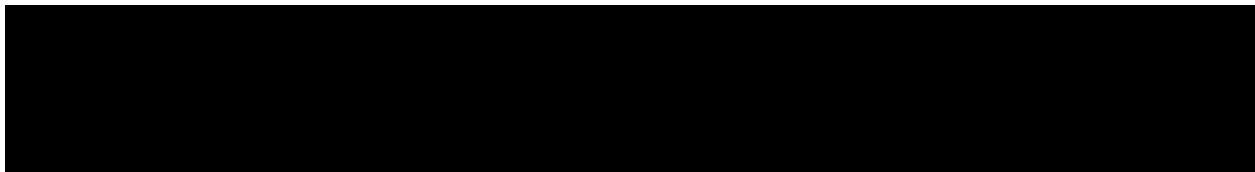
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Signature

Date

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

**Name:** Robert Hoggard

---

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

**Academy of Health Sciences Charter School**

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

**Trustee**

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?

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

**No**

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

**Yes**  **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>
<b>None</b>			



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

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

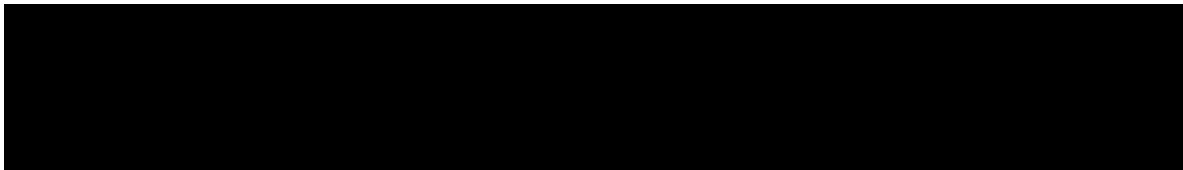
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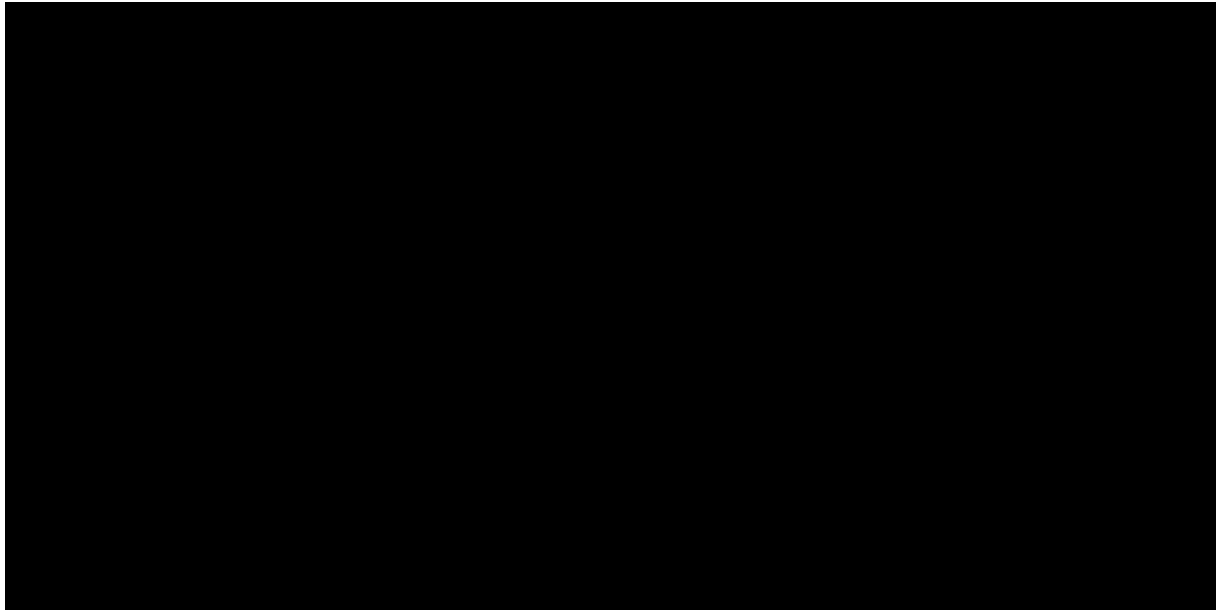
/27/2021

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.*







**Academy of Health Sciences Charter School  
2020-2021 Annual Report  
Entry 4C: Additional Financial Documents**

1. Advisory and/or Management letter: Enclosed.
2. Federal Single Audit: A federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 threshold.
3. CSP Agreed-Upon Procedure Report: Enclosed.
4. Evidence of Required Escrow Account: Enclosed.
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations: Not applicable as there were no findings of internal deficiencies considered material weaknesses.

**ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2021**

October 19, 2021

Finance Committee  
Academy of Health Sciences Charter School

We have audited the financial statements of Academy of Health Sciences Charter School as of and for the year ended June 30, 2021, and have issued our report thereon dated October 19, 2021. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated May 1, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Academy of Health Sciences Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced Director of Operations and outsourced accountant who review the draft financial statements prior to issuance and accept responsibility for them.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Academy of Health Sciences Charter School is included in Note A to the financial statements. There have been no changes in significant accounting policies or their application during fiscal year 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

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

The most sensitive accounting estimates affecting the financial statements are the allocations of operating expenses to program expenses, management and general expenses, and fundraising expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Academy of Health Sciences Charter School's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

### **Significant Difficulties Encountered during the Audit**

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. No such misstatements were identified during our audit.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Academy of Health Sciences Charter School's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with Academy of Health Sciences Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Academy of Health Sciences Charter School's auditors.

**Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Internal Control Matters**

We did not identify any deficiencies in internal control that we considered to be material weaknesses.

\* \* \* \* \*

Should you desire further information concerning these matters, Michelle Cain or Kevin Kopp will be happy to meet with you at your convenience.

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

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP



**ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL**

**AGREED UPON PROCEDURES**

**YEAR ENDED JUNE 30, 2021**

INDEPENDENT ACCOUNTANT’S REPORT ON CSP FUNDING

To the Board of Trustees of Academy of Health Sciences Charter School:

We have performed the procedures enumerated below, which were agreed to by the management of Academy of Health Sciences Charter School (the “Charter School”) and the New York State Education Department (“NYSED”) solely to assist the specified parties in evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant. The Charter School’s management is responsible for these procedures.

Academy of Health Sciences Charter School has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result**

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software. We observed that the CSP revenue reported was \$860 more than the CSP grant expenditures. The final FS-10F that was filed exceeded total CSP grant expenditures by \$860.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

**Result**

We observed the Charter School’s approved FS-10 and FS-10A and it appears that revenue and expenditures in the period are reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

**Result**

We selected a sample of seven other expenses and no payroll expenses as there were no payroll expenses incurred and charged to the CSP grant during the 2020-21 school year. Based on our testing, we noted the other expenditures fall into the appropriate budget category and were charged to the appropriate fiscal period. For all selections, we noted other expenditures were in accordance with the purpose of the grant.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the year under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within one month following the date of the request.

**Result**

We obtained the Charter School's FS-25's and noted the selected items were appropriately included in the request for reimbursement. The requests for reimbursement appear to be in the appropriate period. The Charter School had one FS-25 during the period which did not have a balance on Line 4 (Cash Expenditures Anticipated During Next Month).

**Procedure No. 5:** For schools with a weighted lottery during the period under review we will:

- a. Obtain documentation the school received permission from the NYSED Charter School Office for the weighted lottery.
- b. Obtain the results of the weighted lottery.
  - Note weighted lotteries must be conducted using the NYSED Weighted Lottery Generator (WLG). When the WLG is used, a copy of the “lottery PDF” should be observed. (This PDF is generated after the WLG has conducted the lottery.)

**Result**

The Charter School did not hold a weighted lottery during the period under review.

We were engaged by Academy of Health Sciences Charter School to performed this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, on these procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Academy of Health Sciences Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon-procedures engagement.

This report is intended solely for the use of Academy of Health Sciences Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Bar & Co. LLP*

Rochester, New York  
October 14, 2021



FOR INQUIRIES CALL: GREECE TOWNE MALL OFFICE  
(585) 720-5000

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ACADEMY OF HEALTH SCIENCES CHARTER  
SCHOOL  
1001 LAKE AVE  
ROCHESTER NY 14613

ACCOUNT TYPE	
NON-PROFIT CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
██████████	09/01/21 - 09/30/21
BEGINNING BALANCE	\$50,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$50,000.00

**ACCOUNT ACTIVITY**

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
09/01/2021	BEGINNING BALANCE			\$50,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

DEPOSIT ACCOUNT CUSTOMERS - WE HAVE REVISED OUR COMMERCIAL DEPOSIT ACCOUNT AGREEMENT ("CDAA"). EFFECTIVE SEPTEMBER 16, 2021, YOUR USE OF COMMERCIAL DEPOSIT ACCOUNTS WILL BE GOVERNED BY THE REVISED CDAA. TO REVIEW ADDITIONAL DETAILS AND THE REVISED CDAA, VISIT MTB.COM/CDAA.

# HOW TO BALANCE YOUR M&T BANK ACCOUNT

**TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1,2, & 3.**

**STEP 1** Place a checkmark ( ✓ ) beside each item listed on this statement which has a corresponding entry in your register.  
Also place a checkmark next to the item in your register.

**STEP 2** Add to your register:  
(a) Any deposits and other credits shown on this statement which you have not already entered.  
(b) Any interest this statement shows credited to your account.

**STEP 3** Subtract from your register:  
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.  
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.  
(c) Any service charges shown on this statement which you have not already subtracted.

## TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

**STEP 4** List any outstanding checks or debits written in your register, but not yet appearing on your statement.

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
1	\$
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
<b>SUBTOTAL OF COLUMN 1</b>	<b>\$</b>

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
13	\$
14	
15	
16	
17	
18	
19	
20	
21	
22	
<b>SUBTOTAL OF COLUMN 2</b>	
<b>SUBTOTAL OF COLUMN 1 +</b>	
<b>TOTAL OUTSTANDING CHECKS AND DEBITS</b>	<b>\$</b>

**STEP 5** Enter on this line the **Ending Balance** shown in the summary on the front of this statement.

\$	
----	--

**STEP 6** Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

\$	
----	--

**STEP 7** Enter the total of **STEPS 5 & 6**.

\$	
----	--

**STEP 8** Enter **TOTAL OUTSTANDING CHECKS & DEBITS** (from **STEP 4**).

\$	
----	--

**STEP 9** Subtract **STEP 8** from **STEP 7** and enter the difference here.

\$	
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This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.



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

**Name:** Michele Lawrence

---

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

**Academy of Health Sciences Charter School**

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

vice chair

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?

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

**No**

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

Yes  No

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

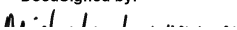
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Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			



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

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

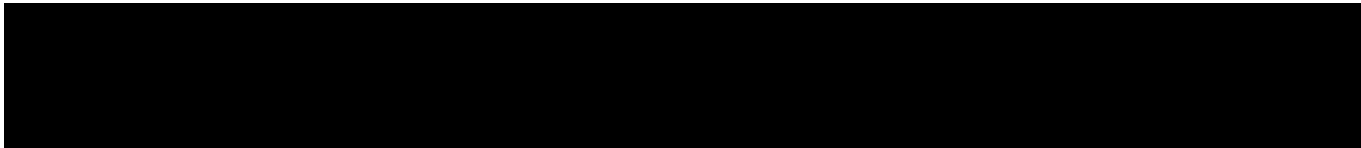
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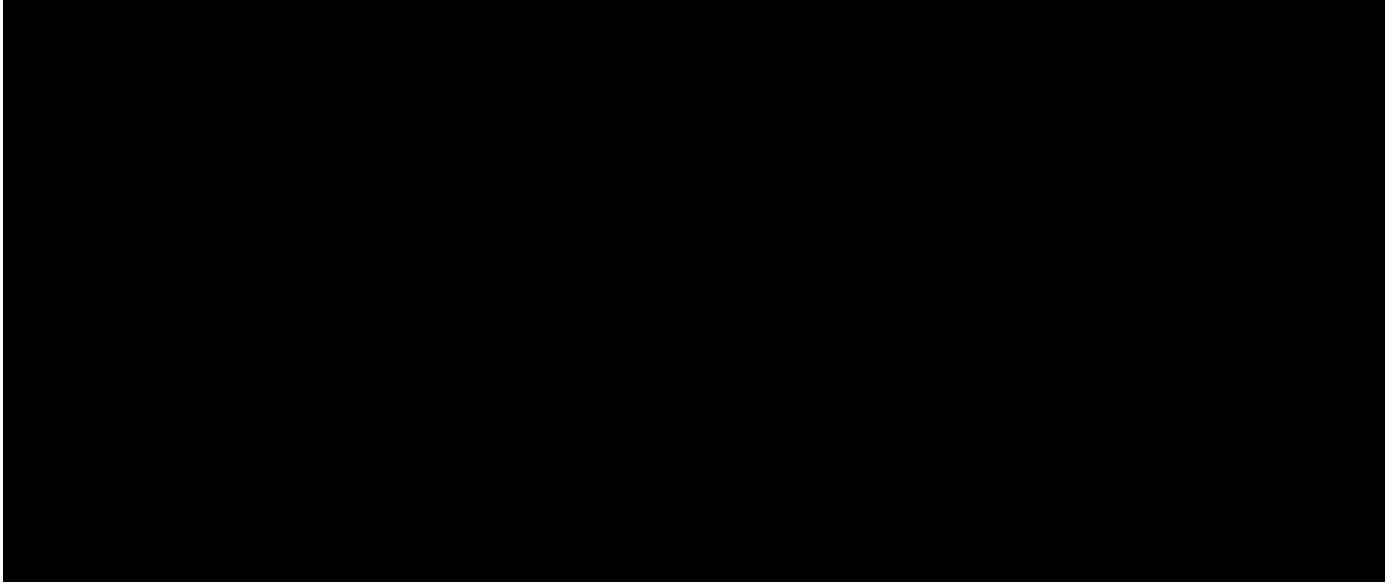
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Signature

Date

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





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

**Name:** Kevin Overton

---

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

**Academy of Health Sciences Charter School**

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

**Trustee**

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?

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

**No**

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

Yes  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
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				

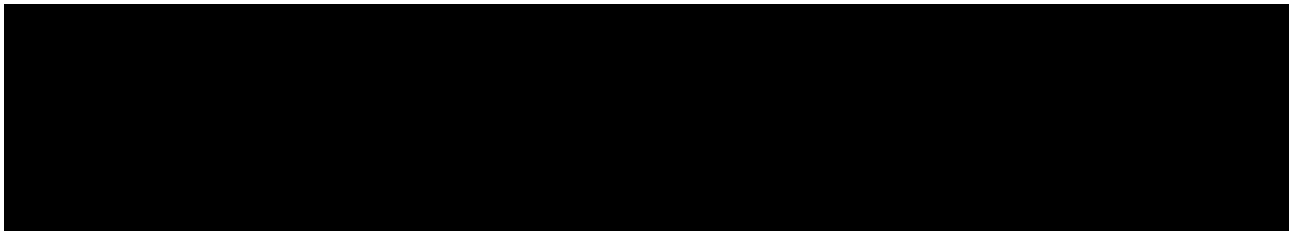
DocuSigned by:  


5/27/2022

Signature

Date

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





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

**Name:** Kevin Railey

---

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

**Academy of Health Sciences Charter School**

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

Secretary

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.

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**No**

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

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

**No**

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

Yes  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
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				

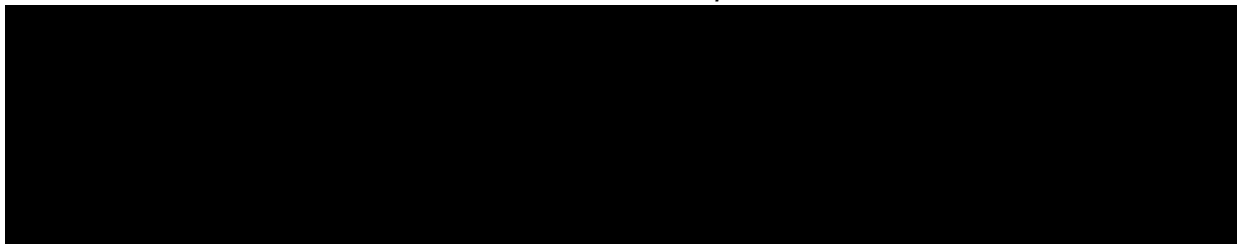
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/27/2021

Signature

Date

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





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

Joseph Searles

---

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

**Academy of Health Sciences Charter School**

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

**Trustee**

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

     Yes   X   No

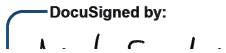
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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
None	None	None	None

5. 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	None	None	None	None

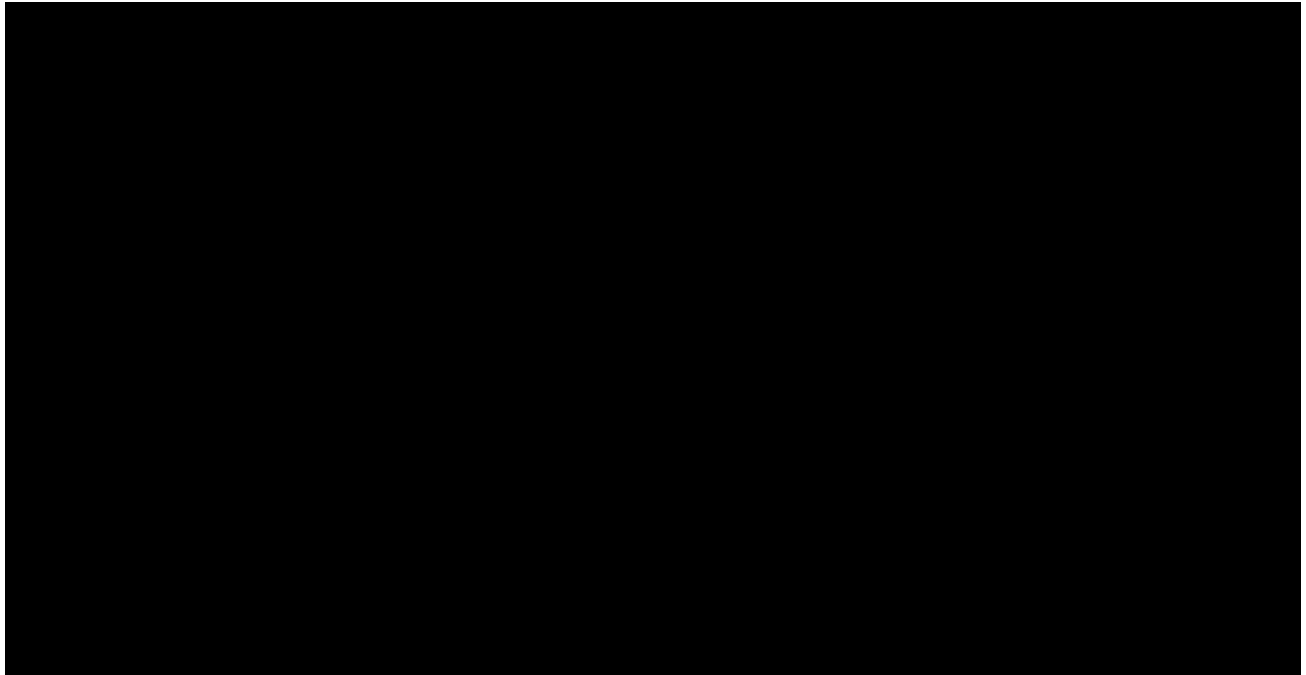
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2/3/202

Signature

Date

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



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

**Name:**       Bradley Turner

---

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

**Academy of Health Sciences Charter School**

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

**Trustee**

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?

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?

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

**No**

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

**Yes**  **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>
<b>None</b>			

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				

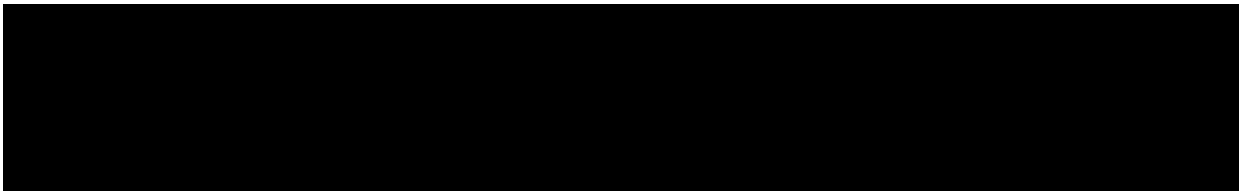
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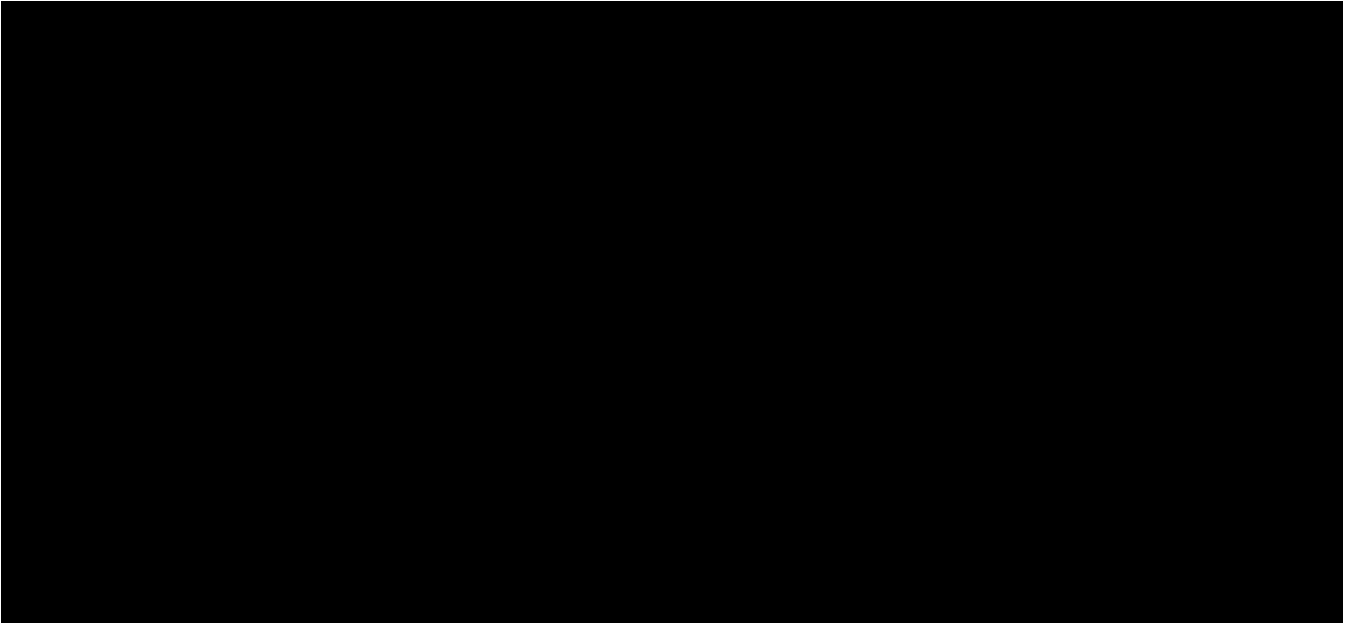
Signature

Date

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

**Name:** Mario Urso

---

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

**Academy of Health Sciences Charter School**

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?

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?

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

**No**

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

Yes  No

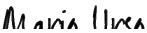
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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None			

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None				

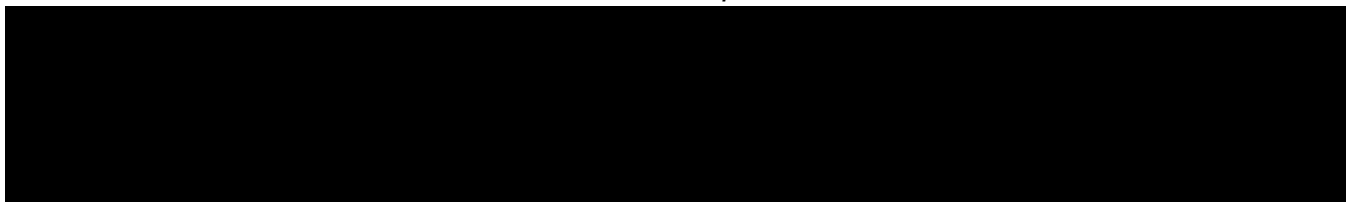
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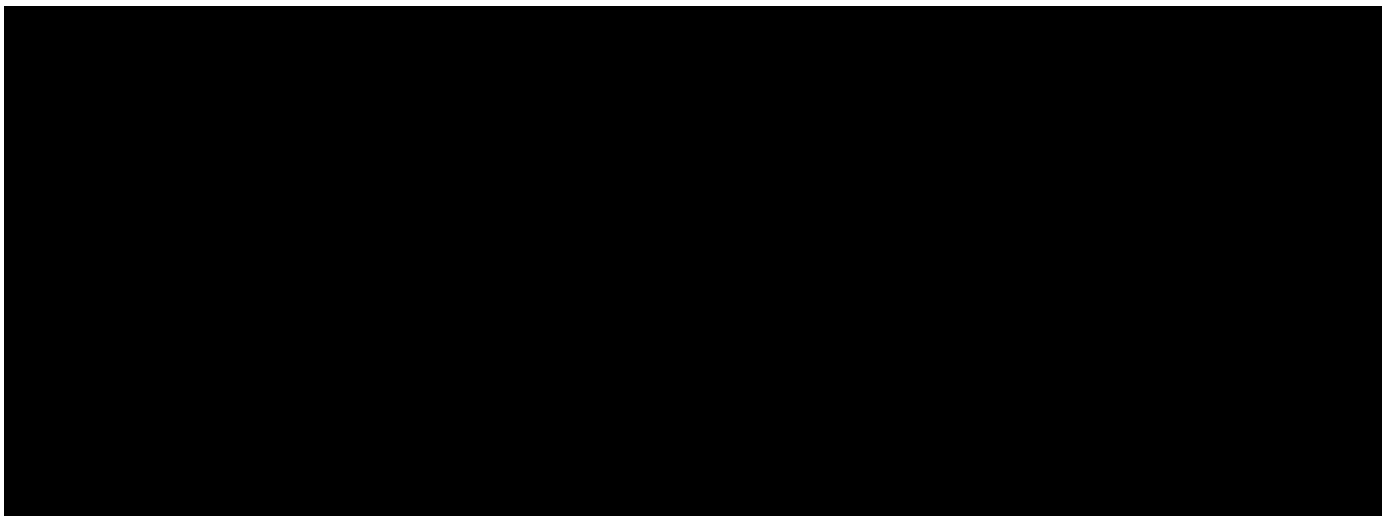
5/27/202

Signature

Date

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

**Name:**        Louise Vella

---

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

**Academy of Health Sciences Charter School**

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

**Trustee**

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?

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?

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**No**

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

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

**No**

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

Yes  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
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None				

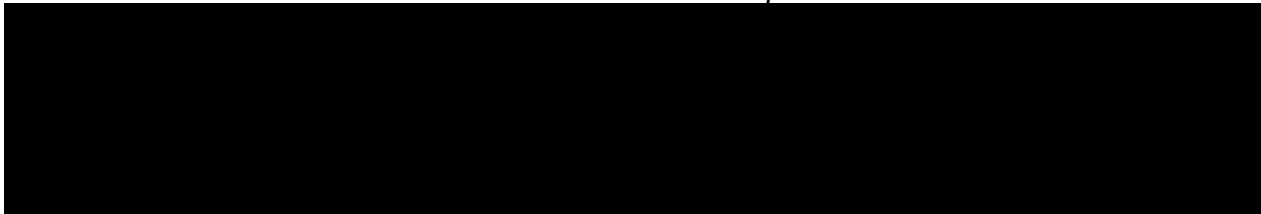
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Signature

Date

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## General Information and Fire/Life Safety History

---

**Inspection Date:**

7/27/21

**1. Primary Use:**

INSTRUCTIONAL

**2. Fire Sprinkler System?**

No

**2a. Sprinkler alarm?**

No

**3. Fire Hydrant System?**

Yes

**3a. Hydrant Ownership:**

Public owned

**4. Building Ownership:**

Leased

**4a. Owner Name:**

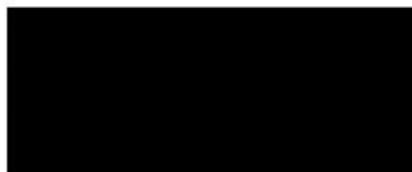
Education Success Foundation

**4a. Owner Address:**

4 Lake View Park

**4a. Owner Address2:**

Rochester, NY 14613

**4a. Owner Phone #:****4a. Owner E-Mail address:****5. Leased To Others?:**

No

**6. Square footage:**

47434

**8a. Fire drill manuals distributed?**

Yes

**8d. Average evacuation time:**

3 minutes 38 seconds

**8e. Arson/Fire Prevention?**

Yes

**8f. Prevention/Evacuation Training?**

Yes

**9. Fire Dept. notified via alarm?**

N/A

**10. Any Fires?**

No

**10a. Number of fires:**

Not Applicable

**10b. Number of injuries:**

Not Applicable

**10c. Cost of Damage:**

Not Applicable

**Inspector Notified of previous fire report?**

Yes

**FIRE & EMERGENCY DRILLS**

	Date	Type
1	Sep 17, 2020	Evacuation
2	Sep 24, 2020	Evacuation
3	Oct 14, 2020	Evacuation
4	Oct 23, 2020	Evacuation
5	Nov 10, 2020	Evacuation
6		
7	Mar 25, 2021	Lockdown
8	Apr 13, 2021	Evacuation
9	May 25, 2021	Evacuation
10	Jun 10, 2021	Evacuation
11		
12	Mar 18, 2021	Lockdown

### Insufficient Fire & Emergency Drills Reason

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- Building closed part of the year due to pandemic

### Initial Inspector

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#### Brian Anten

Phone #: (Phone Number) (585) 428-6380

Certification #: (Certification Number) 0916-0218

Email: brian.anten@cityofrochester.gov

### Building Administrator

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#### Dan Conway

Phone #: (Phone Number) (585) 255-0146

### Building Overview

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**ID:**

261600928001

**District Location:**

ACADEMY OF HEALTH SCIENCES CHARTER

**Building Type:**

INSTRUCTIONAL

**Name & Address:**

NAZARETH ACADEMY  
1001 LAKE AVENUE  
ROCHESTER, NY 14613

### Inspection History

---

**Date Created:**

Jul 28, 2021

**Created By:**

alison.tyler

**Date Modified:**

Jul 28, 2021

**Modified By:**

wanda.perezbrundage

**Date Certified:**

Jul 28, 2021

**Certified By:**

wanda.perezbrundage

**Certificate History**

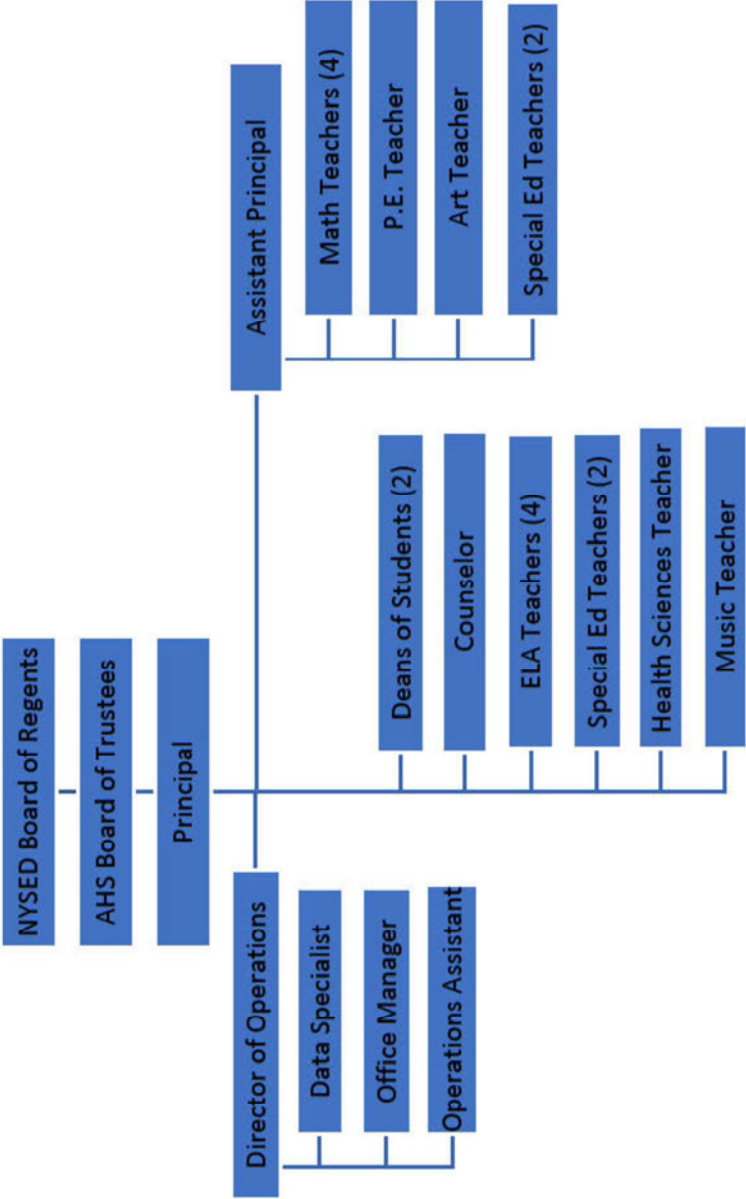
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Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Jul 28, 2021	wanda.perezbrundage

**Non-conformances**

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No non-conformances reported.



NYSED Board of Regents	

## ACADEMY OF HEALTH SCIENCES CHARTER SCHOOL Calendar 2021-2022

WELCOME to the 2021-2022 SCHOOL YEAR AT AHS!

This calendar provides all school days and school closures.  
Closure dates may change and any changes will be communicated to all families.  
Please use the calendar key below for more information.

A separate calendar of family conferences, meetings, celebrations, school assessments, and report card grading periods will be provided to all families at the start of the school year.

February 2022

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

February 4, 11, 18: Student Dismissal at 12:30 pm  
February 21-25: President's Day & February Break, No School for Students/Staff

September 2021

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

September 6: Labor Day; No School for Staff  
September 9: School Opens for All Students 9:00 AM (\*Board-approved change due to transportation emergency)  
September 10, 17, and 24: Student Dismissal at 12:30PM

October 2021

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

October 1, 8, 15, 22, and 29: Student Dismissal at 12:30PM  
October 11: Indigenous Peoples' /Columbus Day, No School for All

November 2021

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

November 5, 12, and 19: Student Dismissal at 12:30PM  
November 11: Veteran's Day, No School for Students/Staff  
November 24-26: Thanksgiving Break, No School for Students/Staff

December 2021

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

December 3, 10, and 17: Student Dismissal at 12:30PM  
December 24-31: Winter Break, No School for Students & Staff

January 2022

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

January 3: School Resumes for Students & Staff  
January 7, 14, 21, and 28: Student Dismissal at 12:30pm  
January 17: Dr. Martin Luther King, Jr. Day, No School for Students/Staff

March 2022

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

March 4, 11, 18, and 25: Dismissal at 12:30PM  
March 29-31: NYS Testing - ELA Assessment

April 2022

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

April 1, 8, and 29: Dismissal at 12:30PM  
April 15: Spring Break - No School for Students/Staff  
April 18-22: Spring Break - No School for Students/Staff  
April 26-28: NYS State Testing - Math Assessment

May 2022

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

May 6, 13, 20, 27: Dismissal at 12:30PM  
May 30: Memorial Day, No School for Students or Staff

June 2022

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

June 3, 10, and 17: Dismissal at 12:30PM  
June 20: Juneteenth - No school for students and staff  
June 23: Last Day for Students  
June 24: Last Day for Staff

CALENDAR KEY

Student Learning Hours	1,144.5
Instructional Days	181
Staff Learning Days Aug 2021-June 2022	27
First and Last Day of the School Year	New York State Assessment Days
Dismissal for All Students at 12:30PM	No School for Students - Learning for Staff
No School for Students or Staff	No School for Students or Staff

School Day: 9:00 am -4:00 pm  
Fridays: Early dismissal 12:30 pm  
All dates subject to change





**University of the  
Education**

**State of New York  
Department**

## CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**  
NAZARETH ACADEMY  
1001 LAKE AVENUE  
ROCHESTER, NEW YORK 14613

**DISTRICT:**  
ACADEMY OF HEALTH SCIENCES CHARTER  
WANDA PEREZ-BRUNDAGE  
1001 LAKE AVE  
ROCHESTER, NEW YORK 14613

**Building ID:** 261600928001

**Issuance Date:** July 28, 2021  
**Effective Date:** July 01, 2021  
**Expiration Date:** July 01, 2022

  
Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED