

# Application: Albany Leadership Charter School for Girls

Darius Romero - dromero@albanyleadership.org  
2021-2022 Annual Report

## Summary

**ID:** 0000000018

**Last submitted:** Oct 27 2022 07:54 AM (EDT)

**Labels:** SUNY Trustees

## Entry 1 School Info and Cover Page

**Completed** Aug 1 2022

### [Instructions](#)

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

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

## Entry 1 School Information and Cover Page

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

Please be advised that you will need to complete this cover page (including signatures) 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, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS 800000068133

**a1. Popular School Name**

Albany Leadership Charter School for Girls

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

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

SUNY BOARD OF TRUSTEES

**d. DISTRICT / CSD OF LOCATION**

ALBANY CITY SD

**e. DATE OF INITIAL CHARTER**

7/2009

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2009

**c. School Unionized**

Is your charter school unionized?

No

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

<https://www.albanyleadership.org>

**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

350

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

316

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

6, 9, 10, 11, 12

**I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

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## **FACILITIES INFORMATION**

### **m. FACILITIES**

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

Yes, 2 sites

**ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS 800000068133**

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#### **School Site 1 (Primary)**

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**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	19 Hackett Blvd, Albany, NY 12208	518-694-5300	Albany	9-12	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Carina D. Cook	Superintendent /CEO	518-694-5300		<a href="mailto:ccook@albanyleadership.org">ccook@albanyleadership.org</a>
Operational Leader	Nichole Jones	High School Principal	518-694-5300		<a href="mailto:njones@albanyleadership.org">njones@albanyleadership.org</a>
Compliance Contact	Ryan Smith	School Business Administrator	518-694-5300		<a href="mailto:rsmith@albanyleadership.org">rsmith@albanyleadership.org</a>
Complaint Contact	Carina D. Cook	Superintendent /CEO	518-694-5300		<a href="mailto:ccook@albanyleadership.org">ccook@albanyleadership.org</a>
DASA Coordinator	Candice Arnold	Social Worker	518-694-5300		<a href="mailto:carnold@albanyleadership.org">carnold@albanyleadership.org</a>
Phone Contact for After Hours Emergencies	Ryan Smith	School Business Administrator	518-694-5300		<a href="mailto:rsmith@albanyleadership.org">rsmith@albanyleadership.org</a>

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

Private Space

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

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

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

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

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

[Permanent Certificate of Occupancy.pdf](#)

**Filename:** Permanent Certificate of Occupancy.pdf **Size:** 50.4 kB

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**Site 1 Fire Inspection Report**

**Albany Leadership Charter School for Girls**

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**School Site 2**

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## m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	75 Park Ave, Albany, NY 12202	518-694-5300	Albany	6-8	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Carina D. Cook	Superintendent /CEO	518-694-5300		<a href="mailto:ccook@albanyleadership.org">ccook@albanyleadership.org</a>
Operational Leader	Jennie Evans	Middle School Principal	518-694-5300		<a href="mailto:jevans@albanyleadership.org">jevans@albanyleadership.org</a>
Compliance Contact	Ryan Smith	School Business Administrator	518-694-5300		<a href="mailto:rsmith@albanyleadership.org">rsmith@albanyleadership.org</a>
Complaint Contact	Carina D. Cook	Superintendent /CEO	518-694-5300		<a href="mailto:ccook@albanyleadership.org">ccook@albanyleadership.org</a>
DASA Coordinator	Moesha Smith	Social Worker	518-694-5300		<a href="mailto:msmith@albanyleadership.org">msmith@albanyleadership.org</a>
Phone Contact for After Hours Emergencies	Ryan Smith	School Business Administrator	518-694-5300		<a href="mailto:rsmith@albanyleadership.org">rsmith@albanyleadership.org</a>

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2022.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.**
- **If the fire inspection certificate expires after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022. Please note in the portal that this is the case**

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

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**Site 2 Fire Inspection Report**

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

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

Yes



## n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in School Name	Change from Albany Leadership Charter High School for Girls to Albany Leadership Charter School for Girls		5/17/22
2	Change in Maximum Approved Enrollment	Change Maximum Approved Enrollment from 400 to 450		6/29/22
3	Change in Grade Level Configuration	Add Grade 8		6/29/22
4				
5				

### More revisions to add?

No

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

Yes

## ATTESTATIONS

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

Name	Darius Romero
Position	Information Systems and Assessment Administrator
Phone/Extension	518-694-5300-119
Email	<a href="mailto:dromero@albanyleadership.org">dromero@albanyleadership.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**



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



**Date**

Jul 31 2022

**Thank you.**



## **Entry 3 Accountability Plan Progress Reports**

**Incomplete**

### **Instructions**

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

## **Entry 4 - Audited Financial Statements**

**Incomplete**

## **Required of ALL Charter Schools**

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

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

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

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

**Incomplete**

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

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

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

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

**Incomplete** Hidden from applicant

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

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

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<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.**

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

**Incomplete** Hidden from applicant

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

# Form for "Financial Services Contact Information"

## 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

## 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

## Entry 5 - Fiscal Year 2022-2023 Budget

### Incomplete

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

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

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

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

only.

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

Completed Aug 1 2022

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

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

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

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

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

### [EB](#)

Filename: EB.pdf Size: 122.7 kB

### [EH](#)

Filename: EH.pdf Size: 189.1 kB

### [JC](#)

Filename: JC.pdf Size: 184.4 kB

### [MM](#)

Filename: MM.pdf Size: 323.8 kB

### [SB](#)

Filename: SB.pdf Size: 506.5 kB

### [AH](#)

Filename: AH.pdf Size: 1.3 MB

### [ER](#)

Filename: ER.pdf Size: 4.0 MB

# Entry 7 BOT Membership Table

Completed Aug 1 2022

## Instructions

### Required of ALL charter schools

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

## Entry 7 BOT Table

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

**ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS 800000068133**

### Authorizer:

Who is the authorizer of your charter school?

SUNY

### 1. 2021-2022 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 2021-2022
Elizabeth				Ex				

1	h Robertson		Chair	Officio on All, Finance	Yes	5	07/01/2 021	06/30/2 024	10
2	Margaret Moree		Treasurer	Finance, Chair; Account ability	Yes	6	07/01/2 020	06/20/2 023	6
3	Sharon Bowles		Trustee/ Member	None	Yes	1	03/29/2 021	06/30/2 023	6
4	Etwin Bowman		Trustee/ Member	Account ability	Yes	2	07/01/2 019	06/30/2 022	9
5	James J. Celestine		Trustee/ Member	None	Yes	2	07/01/2 020	06/30/2 023	7
6	Eldon Harris		Trustee/ Member	None	Yes	2	07/01/2 020	06/30/2 023	9
7	Arricka Harrison		Parent Rep	None	Yes	2	07/01/2 021	06/30/2 022	8
8									
9									

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

No



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

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

a. Total Number of BOT Members on June 30, 2022	6
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

### 3. Number of Board meetings held during 2021-2022

10

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

9

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

6

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

0

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

7

Thank you.

## Entry 8 Board Meeting Minutes

**Incomplete** Hidden from applicant

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

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

## Entry 9 Enrollment & Retention

**Completed** Aug 1 2022

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

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

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

## Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<ul style="list-style-type: none"> <li>● Distribute recruitment materials to all Albany Housing Authority residents</li> <li>● Place yard signs in strategic areas around the school and in low income neighborhoods</li> <li>● Meal program was covered when talking with families</li> <li>● Include meal program information on recruitment materials</li> </ul>	<ul style="list-style-type: none"> <li>● Distribute recruitment materials to all Albany Housing Authority residents</li> <li>● Place yard signs in strategic areas around the school and in low income neighborhoods</li> <li>● Meal program was covered when talking with families</li> <li>● Include meal program information on recruitment materials</li> </ul>
English Language Learners	<ul style="list-style-type: none"> <li>● All materials to be printed in multiple languages including the schools most frequent languages Spanish and Arabic.</li> <li>● Translators provided at school events</li> <li>● New ELL family open houses</li> <li>● Translation available on school website</li> <li>● Student Support Services area on school website</li> <li>● Specific marketing efforts put out in languages other than English</li> <li>● ELL program review at school open houses</li> <li>● ELL program review mentioned in marketing materials</li> </ul>	<ul style="list-style-type: none"> <li>● ELL program review at school open houses</li> <li>● Outreach by multilingual staff</li> <li>● Outreach to feeder school and programs that discusses ELL program</li> <li>● ELL program review mentioned in marketing materials</li> <li>● Specific marketing efforts put out in languages other than English</li> <li>● Connection with translation company to ensure that materials are available in all languages spoken by families at our ALCS.</li> <li>● Translators provided at school events</li> <li>● Additional minutes provided beyond NYS required minutes.</li> </ul>
Students with Disabilities	<ul style="list-style-type: none"> <li>● SPED program review at school open house</li> <li>● Student Support Services area on school website</li> <li>● Outreach to feeder school and programs that discusses SPED program</li> <li>● SPED program review mentioned in marketing</li> </ul>	<ul style="list-style-type: none"> <li>● SPED program review at school open house</li> <li>● SPED program review mentioned in marketing</li> <li>● SPED program review at school open house</li> <li>● Student Support Services area on school website</li> </ul>

	<p>materials</p> <ul style="list-style-type: none"> <li>● Outreach to feeder school and programs that discusses SPED program</li> </ul>	<ul style="list-style-type: none"> <li>● Outreach to feeder schools and programs that discusses SPED program.</li> </ul>
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**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<ul style="list-style-type: none"> <li>● Provide services at Albany Leadership to connect families with outside resources</li> <li>● Provides free breakfast and lunch to all students</li> <li>● Provides Food Pantry for any student and family in need</li> <li>● Helps support families with purchasing uniforms to not have that be a barrier</li> </ul>	<ul style="list-style-type: none"> <li>● Provide services at Albany Leadership to connect families with outside resources</li> <li>● Provides free breakfast and lunch to all students</li> <li>● Provides Food Pantry for any student and family in need</li> <li>● Helps support families with purchasing uniforms to not have that be a barrier</li> </ul>
English Language Learners	<ul style="list-style-type: none"> <li>● Interviews conducted with students and families prior to the start of the school year. Interviews provide time for parents and families to connect with the ELL team as well as ensure the team has the preferred language and mode in which to communicate with families.</li> <li>● Additional academic support period added to the school day.</li> <li>● Additional instructional minutes</li> <li>● ELL/General Education teachers have designated co-planning time to ensure students are receiving needed accommodations and</li> </ul>	<ul style="list-style-type: none"> <li>● Interviews conducted with students and families prior to the start of the school year. Interviews provide time for parents and families to connect with the ELL team as well as ensure the team has the preferred language and mode in which to communicate with families.</li> <li>● Additional academic support period added to the school day.</li> <li>● Additional instructional minutes</li> <li>● ELL/General Education teachers have designated co-planning time to ensure students are receiving needed accommodations and modifications.</li> <li>● Summer program provided to address summer learning loss.</li> </ul>

	<p>modifications.</p> <ul style="list-style-type: none"> <li>● Summer program provided to address summer learning loss.</li> <li>● Students assigned to case worker to ensure families are informed of students' current academic support. provided to students beyond NYS mandated requirements</li> <li>● Addition of ELL parent night to provide families with the opportunity to share cultures.</li> </ul>	<ul style="list-style-type: none"> <li>● Students assigned to case workers to ensure families are informed of students' current academic support. provided to students beyond NYS mandated requirements</li> <li>● Addition of ELL parent night to provide families with the opportunity to share cultures.</li> <li>● Connection with RBERN to provide professional development.</li> <li>● Providing the opportunity for involvement with the seal of biliteracy.</li> </ul>
<p>Students with Disabilities</p>	<ul style="list-style-type: none"> <li>● Weekly parent phone calls made to ensure parents are aware of their students' progress toward designated goal(s).</li> <li>● Students are assigned caseworkers to ensure families are informed of students' current academic and/or behavior standing.</li> <li>● Co-teaching, counseling, and resource room supports provided as recommended.</li> <li>● SPED teacher/General Education teachers assigned coplanning periods to ensure students are provided with academic rigor and necessary accommodations and modifications.</li> <li>● Assessment data monitored as a student support team so all SPED staff understand the needs of students.</li> </ul>	<ul style="list-style-type: none"> <li>● Weekly parent phone calls made to ensure parents are aware of their students' progress toward designated goal(s).</li> <li>● Students are assigned caseworkers to ensure families are informed of students' current academic and/or behavior standing.</li> <li>● Co-teaching, counseling, and resource room supports provided as recommended.</li> <li>● SPED teacher/General Education teachers assigned coplanning periods to ensure students are provided with academic rigor and necessary accommodations and modifications.</li> <li>● Assessment data monitored as a student support team so all SPED staff understand the needs of students.</li> </ul>

## Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

## Form for "Entry 10 - Teacher and Administrator

# Attrition" Revised to Employee Fingerprint Requirements Attestation

## A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees<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 who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

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

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/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**

### **Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

---

### **Attestation**

#### **Responses Selected:**

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

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

**Incomplete** Hidden from applicant

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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



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

	FTE Count
i. Mathematics	
ii. Science	
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	
<b>Total Category B: not to exceed 5</b>	<b>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, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
<b>Total Category C: not to exceed 5</b>	<b>0</b>

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

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

	FTE Count
Total	

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

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

	FTE Count
Total Category D	

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

	FTE Count
Total Category E	

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

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

**Thank you.**



**Entry 12 Organization Chart**

**Incomplete** Hidden from applicant

## Instructions

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

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

## Entry 13 School Calendar

Completed Aug 1 2022

[Instructions for submitting School Calendar](#)

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

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

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

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

### **22-23 calendar draft**

Filename: 22 23 calendar draft.pdf Size: 161.5 kB

## Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

### Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

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

**School Name: Albany Leadership Charter School for Girls**

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://www.albanyleadershiphigh.org/wp-content/uploads/2022/06/albany-leadership-charter-school-for-girls-2020-2021_redacted.pdf">https://www.albanyleadershiphigh.org/wp-content/uploads/2022/06/albany-leadership-charter-school-for-girls-2020-2021_redacted.pdf</a>
2. Board meeting notices, agendas and documents	<a href="https://www.albanyleadershiphigh.org/board-of-trustees/">https://www.albanyleadershiphigh.org/board-of-trustees/</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000068133">https://data.nysed.gov/profile.php?instid=800000068133</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.albanyleadershiphigh.org">https://www.albanyleadershiphigh.org</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.albanyleadershiphigh.org/wp-content/uploads/2021/10/ALCS-Safety-Plan-2021-2022.pdf">https://www.albanyleadershiphigh.org/wp-content/uploads/2021/10/ALCS-Safety-Plan-2021-2022.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.albanyleadershiphigh.org/wp-content/uploads/2021/07/ALCS-FOIL-Policy.pdf">https://www.albanyleadershiphigh.org/wp-content/uploads/2021/07/ALCS-FOIL-Policy.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.albanyleadershiphigh.org/wp-content/uploads/2021/07/FOIL_subject_matter_list.pdf">https://www.albanyleadershiphigh.org/wp-content/uploads/2021/07/FOIL_subject_matter_list.pdf</a>

Thank you.



## Entry 15 Staff Roster

**Incomplete** Hidden from applicant

### INSTRUCTIONS

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

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

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

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

ALBANY LEADERSHIP  
CHARTER SCHOOL FOR GIRLS

Financial Statements

June 30, 2022 and 2021

(With Independent Auditors' Report Thereon)

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

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## INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Albany Leadership Charter School for Girls

### Report on the Financial Statements

#### Opinion

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Albany Leadership Charter School for Girls as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Responsibilities of Management 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; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audits in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

## Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated February 10, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or

on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the School's internal control over financial reporting and compliance.

EFPR Group, CPAs, PLLC

Williamsville, New York  
February 10, 2023

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
 Statements of Financial Position  
 June 30, 2022 and 2021

<u>Assets</u>	<u>2022</u>	<u>2021</u>
Current assets:		
Cash and equivalents - unrestricted	\$ 1,061,805	2,221,627
Grants and contracts receivable	1,926,943	573,044
Accounts receivable	-	1,854
Prepaid expenses	48,239	44,399
Total current assets	3,036,987	2,840,924
Property and equipment, at cost	11,113,621	11,041,641
Less accumulated depreciation	(1,889,117)	(1,515,677)
Net property and equipment	9,224,504	9,525,964
Other assets:		
Cash and equivalents - board designated	75,419	75,412
Funds held by trustee	817,800	1,034,195
Total other assets	893,219	1,109,607
Total assets	\$ 13,154,710	13,476,495
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable and accrued expenses	338,201	177,524
Accrued payroll and benefits	393,568	329,636
Current installments of bonds payable	185,000	180,000
Total current liabilities	916,769	687,160
Long-term liabilities - bonds payable, excluding current installments, net of premium and unamortized debt issuance costs	9,662,296	9,856,085
Total liabilities	10,579,065	10,543,245
Net assets without donor restrictions:		
General operating	2,500,226	2,857,838
Board designated	75,419	75,412
Total net assets without donor restrictions	2,575,645	2,933,250
Total liabilities and net assets	\$ 13,154,710	13,476,495

See accompanying notes to financial statements.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Statements of Activities  
Years ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Revenue:		
Public school districts:		
Resident student enrollment	\$ 4,940,226	4,425,696
Students with disabilities	67,999	110,650
Grants and contracts:		
Federal	745,766	319,851
Food Service/Children Nutrition Program	193,338	35,874
State and local	<u>53,652</u>	<u>37,897</u>
Total revenue	<u>6,000,981</u>	<u>4,929,968</u>
Expenses:		
Program services:		
Regular education	4,536,802	3,666,920
Special education	510,963	601,478
Other programs	<u>225,365</u>	<u>99,594</u>
Total program services	5,273,130	4,367,992
Management and general	<u>1,127,419</u>	<u>874,857</u>
Total expenses	<u>6,400,549</u>	<u>5,242,849</u>
Loss from school operations	<u>(399,568)</u>	<u>(312,881)</u>
Support and other revenue:		
Loan forgiveness - paycheck protection program	-	654,000
Contributions	20,504	14,915
Fundraising, net	11,759	6,372
Miscellaneous income	<u>9,700</u>	<u>1,635</u>
Total support and other revenue	<u>41,963</u>	<u>676,922</u>
Change in net assets without donor restrictions	(357,605)	364,041
Net assets without donor restrictions at beginning of year	<u>2,933,250</u>	<u>2,569,209</u>
Net assets without donor restrictions at end of year	<u>\$ 2,575,645</u>	<u>2,933,250</u>

See accompanying notes to financial statements.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

Statement of Functional Expenses

Year ended June 30, 2022

with comparative totals for 2021

	Program Services					Supporting Services	Total	
	No. of positions	Regular education	Special education	Other programs	Total	Management and general	2022	2021
Personnel services costs:								
Instructional personnel	38	\$ 1,758,104	216,226	-	1,974,330	-	1,974,330	1,768,945
Administrative personnel	12	252,880	72,690	-	325,570	543,026	868,596	846,827
Non-instructional personnel	9	-	-	53,042	53,042	50,501	103,543	58,166
Total salaries and staff	<u>59</u>	2,010,984	288,916	53,042	2,352,942	593,527	2,946,469	2,673,938
Fringe benefits and payroll taxes		418,409	60,112	11,036	489,557	123,490	613,047	578,876
Retirement		38,081	5,471	1,004	44,556	11,239	55,795	60,453
Legal services		17,711	2,545	-	20,256	5,110	25,366	10,034
Accounting and audit services		7,681	1,103	-	8,784	2,216	11,000	10,800
Other purchased, professional and consulting services		180,921	25,993	4,772	211,686	53,398	265,084	202,319
Rent expense		228,204	3,452	25,917	257,573	35,830	293,403	3,197
Repairs and maintenance		230,451	3,486	26,172	260,109	36,182	296,291	202,439
Insurance		69,081	1,045	7,846	77,972	10,846	88,818	91,998
Utilities		51,489	779	5,848	58,116	8,084	66,200	42,481
Supplies and materials		21,323	3,063	-	24,386	-	24,386	19,746
Uniforms		20,363	-	-	20,363	-	20,363	8,562
Equipment and furnishings		36,256	5,209	-	41,465	10,459	51,924	1,069
Staff development		12,311	1,769	-	14,080	-	14,080	5,382
Marketing and recruitment		31,262	4,491	-	35,753	9,019	44,772	38,687
Technology		266,892	38,344	-	305,236	76,996	382,232	267,163
Food services		-	-	81,384	81,384	-	81,384	21,348
Student services		132,983	-	-	132,983	-	132,983	100,740
Office expense		41,767	6,001	-	47,768	12,048	59,816	60,713
Bad debt expense		15,822	-	-	15,822	-	15,822	-
Depreciation		323,443	4,393	-	327,836	45,604	373,440	372,363
Transportation costs		65,010	9,340	-	74,350	-	74,350	-
Interest expense		316,358	45,451	8,344	370,153	93,371	463,524	470,541
Total expenses		<u>\$ 4,536,802</u>	<u>510,963</u>	<u>225,365</u>	<u>5,273,130</u>	<u>1,127,419</u>	<u>6,400,549</u>	<u>5,242,849</u>

See accompanying notes to financial statements.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Statement of Functional Expenses  
Year ended June 30, 2021

	Program Services					Supporting Services	<u>Total</u>
	<u>No. of positions</u>	<u>Regular education</u>	<u>Special education</u>	<u>Other programs</u>	<u>Total</u>	Management and <u>general</u>	
Personnel services costs:							
Instructional personnel	31	\$ 1,488,000	280,945	-	1,768,945	-	1,768,945
Administrative personnel	7	312,544	78,545	-	391,089	455,738	846,827
Non-instructional personnel	<u>12</u>	-	-	32,335	<u>32,335</u>	<u>25,831</u>	<u>58,166</u>
Total salaries and staff	<u>50</u>	1,800,544	359,490	32,335	2,192,369	481,569	2,673,938
Fringe benefits and payroll taxes		389,797	77,825	7,000	474,622	104,254	578,876
Retirement		40,707	8,128	731	49,566	10,887	60,453
Legal services		6,858	1,369	-	8,227	1,807	10,034
Accounting and audit services		7,381	1,474	-	8,855	1,945	10,800
Other purchased, professional and consulting services		136,235	27,200	2,447	165,882	36,437	202,319
Rent expense		2,487	38	282	2,807	390	3,197
Repairs and maintenance		157,454	2,382	17,882	177,718	24,721	202,439
Insurance		71,554	1,082	8,127	80,763	11,235	91,998
Utilities		33,041	500	3,752	37,293	5,188	42,481
Supplies and materials		16,460	3,286	-	19,746	-	19,746
Uniforms		8,562	-	-	8,562	-	8,562
Equipment and furnishings		730	146	-	876	193	1,069
Staff development		4,486	896	-	5,382	-	5,382
Marketing and recruitment		26,441	5,279	-	31,720	6,967	38,687
Technology		182,592	36,456	-	219,048	48,115	267,163
Food services		-	-	21,348	21,348	-	21,348
Student services		100,740	-	-	100,740	-	100,740
Office expense		41,495	8,285	-	49,780	10,933	60,713
Depreciation		322,509	4,381	-	326,890	45,473	372,363
Interest expense		<u>316,847</u>	<u>63,261</u>	<u>5,690</u>	<u>385,798</u>	<u>84,743</u>	<u>470,541</u>
Total expenses		<u>\$ 3,666,920</u>	<u>601,478</u>	<u>99,594</u>	<u>4,367,992</u>	<u>874,857</u>	<u>5,242,849</u>

See accompanying notes to financial statements.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Statements of Cash Flows  
Years ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Change in net assets without donor restrictions	\$ (357,605)	364,041
Adjustments to reconcile change in net assets without donor restrictions to net cash used in operating activities:		
Depreciation	373,440	372,363
Bad debt expense	15,822	-
Loan forgiveness - paycheck protection program	-	(654,000)
Amortization of debt issuance costs	10,685	10,685
Amortization of bond premium	(19,474)	(19,474)
Changes in:		
Grants and contracts receivable	(1,369,721)	(213,724)
Accounts receivable	1,854	2,151
Prepaid expenses	(3,840)	25,048
Accounts payable and accrued expenses	160,677	(16,889)
Accrued payroll and benefits	63,932	(140,475)
Net cash used in operating activities	<u>(1,124,230)</u>	<u>(270,274)</u>
Cash flows from investing activities - purchases of property and equipment	(71,980)	(11,925)
Cash flows from financing activities - bond principal payments	<u>(180,000)</u>	<u>(175,000)</u>
Net change in cash and equivalents	(1,376,210)	(457,199)
Cash and equivalents at beginning of year	<u>3,331,234</u>	<u>3,788,433</u>
Cash and equivalents at end of year	<u>\$ 1,955,024</u>	<u>3,331,234</u>
Supplemental schedule of cash flow information:		
Cash paid during the year for interest	<u>\$ 472,900</u>	<u>479,900</u>
Classification of cash and equivalents:		
Unrestricted	1,061,805	2,221,627
Board designated	75,419	75,412
Funds held by trustee	817,800	1,034,195
	<u>\$ 1,955,024</u>	<u>3,331,234</u>

See accompanying notes to financial statements.



# ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

## Notes to Financial Statements

June 30, 2022 and 2021

### (1) Organization and Purpose

Albany Leadership Charter School for Girls' (the School) mission is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

A provisional charter, valid for five years, was granted to the School by the University of the State of New York pursuant to Article 56 of the Education Law of the State of New York in 2009. In 2018, a five year charter renewal was issued which will enable the School to operate through July 31, 2023. As of June 30, 2022, the School includes grades 6 through 12 and has annualized full-time enrollment of 320 students.

The School is governed by a Board of Trustees in accordance with the School's by-laws.

### (2) Summary of Significant Accounting Policies

#### (a) Basis of Accounting

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

#### (b) Basis of Presentation

The School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Net assets without donor restrictions represents resources available for the general support of the School's activities. Net assets with donor restrictions are those whose use has been limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled by actions of the Association. At June 30, 2022 and 2021, the School only had net assets without donor restrictions.

#### (c) Estimates

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

#### (d) Cash and Equivalents

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

#### (e) Concentration of Credit Risk

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

## ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

### Notes to Financial Statements, Continued

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

##### (f) Receivables

The School uses the allowance method to account for uncollectible receivables. Management has determined that no allowance was deemed necessary for the years ended June 30, 2022 and 2021.

##### (g) Capitalization, Depreciation and Amortization

Property and equipment are recorded at cost or fair market value at the date of the gift in the case of donated property and equipment. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives using the straight-line method. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Upon disposal of depreciable property and equipment, the appropriate property and equipment accounts are reduced by the related costs and accumulated depreciation. The resulting gains and losses are reflected in the statements of activities. Generally, property and equipment which has a cost in excess of \$5,000 at the date of acquisition and has an expected useful life of three to thirty years is capitalized.

##### (h) Public School District Revenue

The School receives per pupil aid passed through from each student's home public school district. The New York State Department of Education mandates the rate per pupil. The regular education per pupil rate from Albany City School District, the district from which the School receives its largest pass through of district revenue, was \$16,179 and \$15,718 for the years ended June 30, 2022 and 2021, respectively.

##### (i) Revenue Recognition

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

##### Tuition and Fees

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

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

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

Notes to Financial Statements, Continued

(2) Summary of Significant Accounting Policies, Continued

(i) Revenue Recognition, Continued

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

	<u>Accounts Receivables</u>	<u>Deferred Revenue</u>	<u>Revenue Recognized</u>
2022	\$ <u>1,394,672</u>	<u>-</u>	<u>5,008,225</u>
2021	\$ <u>360,530</u>	<u>-</u>	<u>4,536,346</u>
2020	\$ <u>227,616</u>	<u>-</u>	<u>4,829,657</u>

Grants and Contacts

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

(j) Donated Equipment, Materials, Supplies and Personnel Services

Donated equipment, materials and supplies are reflected in the financial statements based on the fair market value at the time of donation.

Donated personnel services meeting the requirements for recognition in the financial statements were not material and have not been recorded. However, many individuals volunteer their time and perform a variety of tasks that assist the School.

(k) Promises to Give

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

(l) Functional Expenses

The School prepares young women to graduate high school with the academic and leadership skills necessary to succeed in college and the career of their choosing. All expenses related to providing these services have been allocated to program services with the exception of certain administrative expenses. Salaries and benefits are allocated among program and support based on time and effort. Office and other expenses are allocated based on direct usage.

(m) Subsequent Events

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

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Notes to Financial Statements, Continued

(2) Summary of Significant Accounting Policies, Continued

(n) Risks and Uncertainties

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

(o) Income Taxes

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

(3) Liquidity

The School has \$2,988,748 of financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures, consisting of \$1,061,805 of cash and equivalents and \$1,926,943 of receivables. None of these financial assets are subject to donor or contractual restrictions that make them unavailable for general expenditure within one year of the 2022 statement of financial position date. As more fully described in note 6, the School has an escrow account with a balance of \$75,419 which it can utilize in the event of an unanticipated liquidity need as well as several reserve accounts held by a trustee with a balance of \$817,800 which were set up in accordance with provisions of their bond agreement.

(4) Grants, Contracts and Accounts Receivable

Grants, contracts and accounts receivable at of June 30, 2022 and 2021 are as follows:

	<u>2022</u>	<u>2021</u>
School district tuition	\$ 1,394,672	360,530
U.S. Department of Agriculture	26,451	17,497
U.S. Department of Education	<u>505,820</u>	<u>195,017</u>
	1,926,943	573,044
Other receivables	<u>-</u>	<u>1,854</u>
	\$ <u>1,926,943</u>	<u>574,898</u>

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Notes to Financial Statements, Continued

(5) Property and Equipment

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

	<u>2022</u>	<u>2021</u>
Construction in progress	\$ 66,491	-
Building	10,000,000	10,000,000
Improvements	420,869	420,869
Equipment	412,232	406,743
Furniture and fixtures	<u>214,029</u>	<u>214,029</u>
	11,113,621	11,041,641
Less accumulated depreciation	<u>(1,889,117)</u>	<u>(1,515,677)</u>
Net property and equipment	\$ <u>9,224,504</u>	<u>9,525,964</u>

(6) Other Assets

(a) Escrow Account

As set forth in its charter, the School established an escrow account in the amount of \$75,000 to be used upon school closure as designated by the Board of Trustees. The balance in the escrow account was \$75,419 and \$75,412 at June 30, 2022 and 2021, respectively. The balance in the escrow account is classified as board designated net assets on the statements of financial position.

(b) Funds Held by Trustee

In conjunction with the bonds payable (note 7), the School established various reserve accounts. The purpose and balance of each account at June 30, 2022 and 2021 are as follows:

Bond Fund - The School established a Bond Fund in which a reserve was established to account for future debt service requirements. The balance in the Bond Fund was \$262 and \$217,675 at June 30, 2022 and 2021, respectively.

Reserve Fund - The School established a Reserve Fund in which the School is required to maintain an amount sufficient to pay the annual debt service payments. The balance in the Reserve Fund was \$659,134 and \$658,315 at June 30, 2022 and 2021, respectively.

Repair and Replacement Fund - The School established a Repair and Replacement Reserve Fund in which the School is required to deposit and maintain an amount equal to at least \$150,000. The balance in the Repair and Replacement Reserve Fund was \$150,196 and \$150,008 at June 30, 2022 and 2021, respectively.

Project Fund - The School established a Project Fund in order to deposit proceeds from the sale of the bonds and disburse them in accordance with the bond agreement. The balance in the Project Fund was \$8,208 and \$8,197 at June 30, 2022 and 2021, respectively.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Notes to Financial Statements, Continued

(7) Bonds Payable

Bonds payable at June 30, 2022 and 2021 are summarized as follows:

	<u>2022</u>	<u>2021</u>
Bonds payable - repayment due in annual installments commencing June 1, 2020 through June 1, 2049 with interest ranging from 4% - 5% per annum. The bonds are collateralized by property located at 19 Hackett Boulevard, Albany, New York.	\$ 9,610,000	9,790,000
Less current installments	<u>(185,000)</u>	<u>(180,000)</u>
Bonds payable, excluding current installments	9,425,000	9,610,000
Plus, net unamortized debt issuance costs and bond premium	<u>237,296</u>	<u>246,085</u>
Bonds payable excluding current installments, debt issuance costs and bond premium	\$ <u>9,662,296</u>	<u>9,856,085</u>

The aggregate maturities for bonds payable for the five years following June 30, 2022 and thereafter are as follows:

2023	\$ 185,000
2024	195,000
2025	205,000
2026	210,000
2027	220,000
Thereafter	<u>8,595,000</u>
	\$ <u>9,610,000</u>

(8) Lease Obligation

The School entered into an agreement to lease a building to operate the middle school out of through June 30, 2027. Additionally, the School has an agreement for janitorial services with A.K. Cleaning Services through June 30, 2024. Total expenses for cleaning services under this contract amounted to \$158,450 and \$140,400 for the years ended June 30, 2022 and 2021, respectively. Future minimum payments under these agreements are as follows:

2023	\$ 438,100
2024	449,910
2025	302,236
2026	308,281
2027	<u>314,447</u>
	<u>\$1,812,974</u>

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Notes to Financial Statements, Continued

(9) Retirement Plan

The School adopted a retirement plan under IRC 401(k) covering all eligible employees. Under the plan, employees are eligible to receive employer matching contributions after one year of service. The School provides a matching contribution to each eligible employee's plan at a rate determined annually by the Board of Trustees. Matching contribution rates are 2%, 4% or 6% depending on the employee's years of service. The School's retirement plan expense for the years ended June 30, 2022 and 2021 was \$55,795 and \$60,453, respectively.

(10) Concentration of Risk

The School receives a substantial portion of its funding from school districts where students reside. Three school districts comprised approximately 78% and 74% of total revenue and support for the years ended June 30, 2022 and 2021, respectively.

(11) Contingency

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

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

The Board of Trustees  
Albany Leadership Charter School for Girls  
Albany, New York:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Albany Leadership Charter School for Girls (the School) (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to financial statements, and have issued our report thereon dated February 10, 2023.

Report on Internal Control Over Financial Reporting

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

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

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



## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instances of noncompliance or other matter that is required to be reported under Government Auditing Standards and which is described in the accompanying schedule of findings and responses as item 2022-001.

## School's Response to Findings

Government Audit Standards requires the auditor to perform limited procedures on the School's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## Purpose of this Report

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

EFPR Group, CPAs, PLLC

Williamsville, New York  
February 10, 2023

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

Schedule of Findings and Responses

June 30, 2022

Finding 2022-001

Criteria - New York State Education Department (NYSED) requires that audited financial statements be submitted by November 1<sup>st</sup> of each fiscal year.

Condition - The School did not submit audited financial statements to NYSED by November 1<sup>st</sup> for the fiscal year ended June 30, 2022.

Cause - Due to staffing issues, the School was unable to provide information in a timely manner to complete the audit in advance of November 1<sup>st</sup>.

Effect - The School is not in compliance with the requirements imposed by NYSED.

Recommendation - The School should increase staffing in the finance department to aid in daily operations as well as compliance with this requirement.

Management Response - See corrective action plan provided by the School Business Administrator.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS  
Status of Prior Audit Findings  
June 30, 2022

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

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

Corrective Action Plan

June 30, 2022

Name of Auditee: Albany Leadership Charter School for Girls

Name of Audit Firm: EFPR Group, CPAs, PLLC

Period covered by the Audit: Year Ended June 30, 2022

CAP Prepared by: Carina Cook, Superintendent

Phone: 518-694-5300

Current Finding on the Schedule of Findings and Responses

- 1) Finding 2022-001 - The School did not submit audited financial statements to NYSED by November 1<sup>st</sup>.
  - a. Implementation of Plan of Action - Management is interviewing candidates in order to expand staffing levels in their finance department.
  - b. Implementation Date - The School expects to have this completed by June 30, 2023.
  - c. Persons Responsible for the Implementation - The Board of Trustees and the Superintendent

**Disclosure of Financial Interest by a Current  
or Former Trustees**

**Trustee Name:**

Arricka Pickens-Harrison

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**Name of Charter School Education Corporation:**

Albany Leadership Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
parent representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

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

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

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

Yes  No

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

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

**None**

<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>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with 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, check **None**.

**None**

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



6/8/2022

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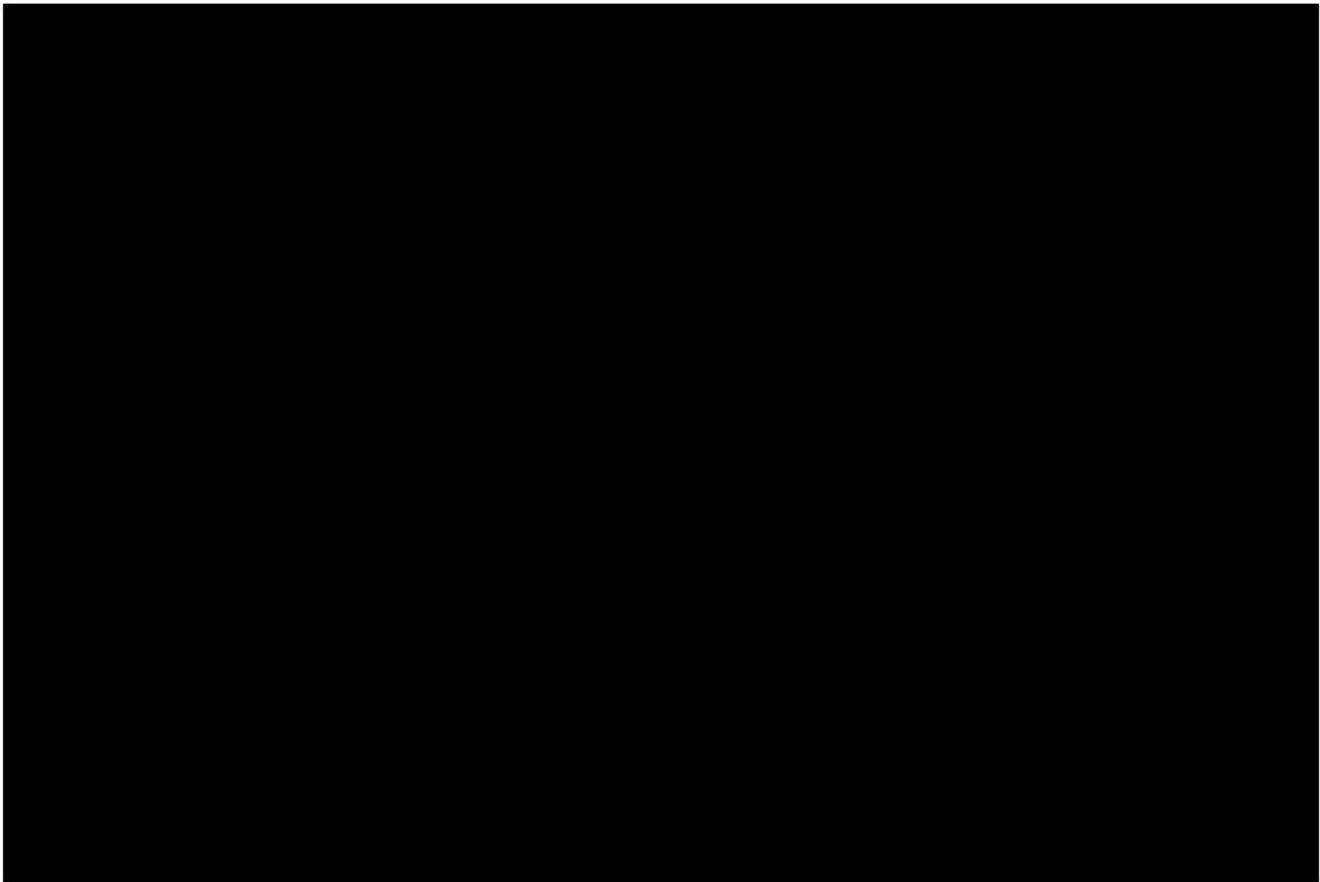
**Signature**

**Date**

Acceptable signature formats include:

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

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



*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustees**

**Trustee Name:**

Etwin Bowman

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**Name of Charter School Education Corporation:**

Albany Leadership High School for Girls

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

None

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

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

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

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

Yes  No

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

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

**None**

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with 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, check **None**.

**None**

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

*Etwin Bowman*

May 27, 2022

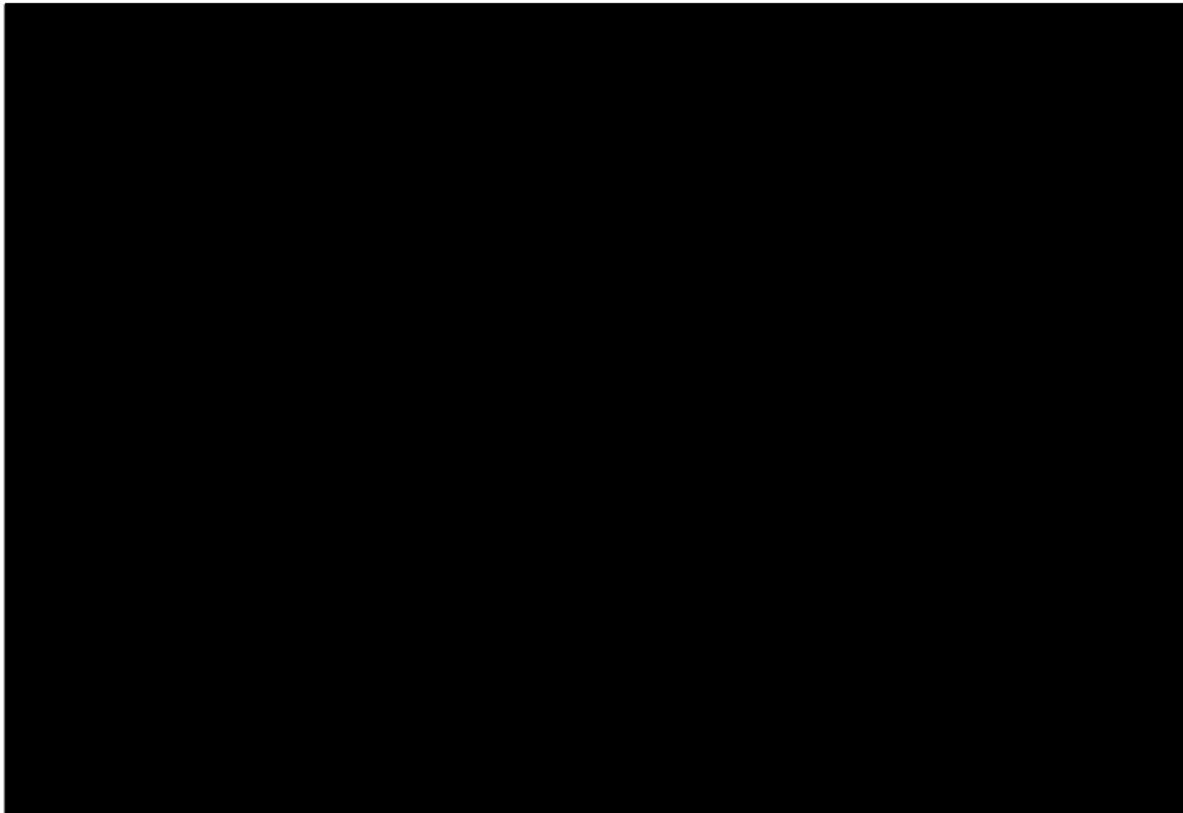
**Signature**

**Date**

Acceptable signature formats include:

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

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



*last revised 04/2022*



### 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

#### Education Corporation, Trustee Name and Position(s)

Name of education corporation: **Albany Leadership Charter High School for Girls**

Name of trustee (print): **Eldon Harris**

Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):

Email Address:

#### Home Address

Please complete with *changes* only:

Street:

City, State Zip:

Phone:

#### Business Address

Please complete with *changes* only:

Business Name:

Street:

City, State Zip:

Phone:

#### Questions

1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check *yes*, answer 1a), 1b), and 1c)].  Yes  No

1a) Description of the position:

1b) Salary:

1c) Start date:

2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.

None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature: *Signed by Ryan Smith School Business Admin on behalf of Eldon Harris*

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.



**Disclosure of Financial Interest by a Current  
or Former Trustees**

**Trustee Name:**

Elizabeth Robertson

**Name of Charter School Education Corporation:**

Leadership  
Albany Charter for Girls

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

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

Yes  No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

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

Yes  No

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

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

None

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

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with 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, check **None**.

None

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

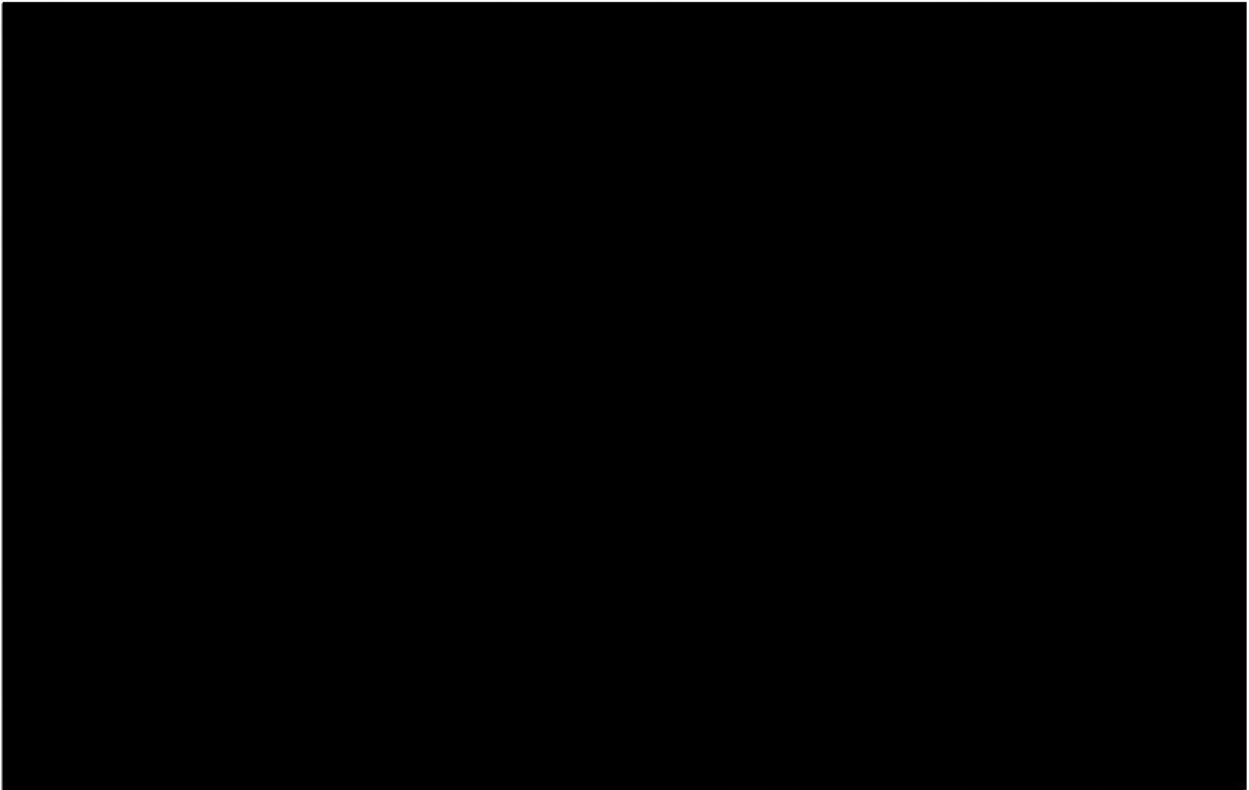
  
Signature

5.27.2022  
Date

Acceptable signature formats include:

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

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



*last revised 04/2022*



## 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

### Education Corporation, Trustee Name and Position(s)

Name of education corporation: Albany Leadership Charter High School for Girls

Name of trustee (print): James Celesine

Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):

Email Address: [REDACTED]

### Home Address

Please complete with *changes* only:

Street:

City, State Zip:

Phone:

### Business Address

Please complete with *changes* only:

Business Name:

Street:

City, State Zip:

Phone:

### Questions

1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check **yes**, answer 1a), 1b), and 1c)].  Yes  No

1a) Description of the position:

1b) Salary:

1c) Start date:

2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.

None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature:

*Signed by Ryan Smith School Business Admin on behalf of Janos Celestine*

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

**Disclosure of Financial Interest by a Current  
or Former Trustees**

**Trustee Name:**

Arricka Pickens-Harrison

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**Name of Charter School Education Corporation:**

Albany Leadership Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

parent representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

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

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes**    **No**

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

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

**Yes**    **No**

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

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

**None**

<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>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with 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, check **None**.

**None**

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

6/8/2022

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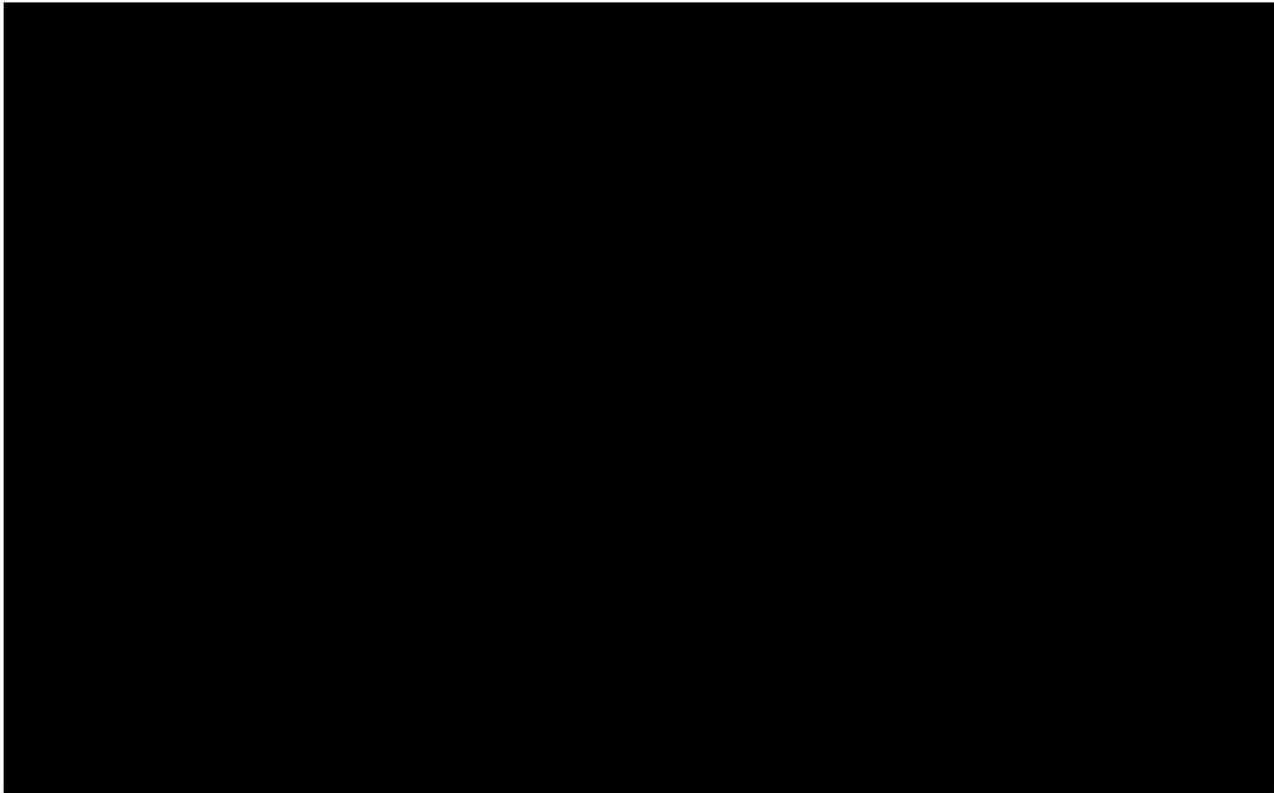
**Signature**

**Date**

Acceptable signature formats include:

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

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



*last revised 04/2022*



### 2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee  
For the school year ended June 30, 2021

#### Education Corporation, Trustee Name and Position(s)

Name of education corporation: Albany Leadership Charter H.S.  
 Name of trustee (print): Sharon B. Bowles For Girls  
 Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.): [Redacted]  
 Email Address: [Redacted]

#### Home Address

#### Business Address

Please complete with *changes* only:  
 Street: [Redacted]  
 City, State: [Redacted]  
 Phone: [Redacted]

Please complete with *changes* only:  
 Business Name:  
 Street:  
 City, State Zip:  
 Phone:

#### Questions

- Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check **yes**, answer 1a), 1b), and 1c)].  Yes  No
  - 1a) Description of the position:
  - 1b) Salary:
  - 1c) Start date:
- Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.

None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

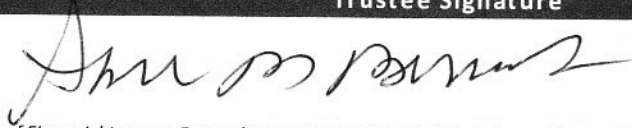
3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

**Trustee Signature**

Signature:



By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.



**City of Albany  
Department of Public Safety  
Division of Building and Codes**

Sano Rubin Construction, Inc.  
624 Delaware Avenue  
Albany, NY 12209

**Certificate of Occupancy**

Address: 21 Hackett Blvd

Permit

Parcel



This is to Certify that the building located at 21 Hackett Blvd in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for construction of a private high school known as Albany Leadership Charter High School for Girls.

The following occupancy is permitted at this location:

Area	Use	Uniform Code Classification
Cellar/Basement		
First Floor	School	E
Second Floor	School	E
Third Floor		
Other Floors		

No change in the nature of this parcel, building or use is allowed without a permit and the issuance of a new Certificate of Occupancy.

Zoning District at time of Issuance C-O

Issuance Recommended By:  
  
Vincent J. DiBiase  
Sr. Building Inspector

Nicholas A. DiLello, Director

Issue Date: Monday, November 22, 2010



# ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

## 2022-2023 School Calendar

19 Hackett Blvd. • Albany, New York 12208  
Phone (518) 694-5300 • Fax (518) 694-5307  
www.albanyleadership.org

July 2022						
Su	M	Tu	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

October 2022						
Su	M	Tu	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 2023						
Su	M	Tu	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 2023						
Su	M	Tu	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						

August 2022						
Su	M	Tu	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			

November 2022						
Su	M	Tu	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			

February 2023						
Su	M	Tu	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				

May 2023						
Su	M	Tu	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			

September 2022						
Su	M	Tu	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	

December 2022						
Su	M	Tu	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

March 2023						
Su	M	Tu	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	

June 2023						
Su	M	Tu	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	

2022		2023		Key
July 4	July 4 <sup>th</sup>	Jan. 3	Professional Development	Late Start (9:50 a.m.)
Aug. 16-17	Regents Exams	Jan. 16	Martin Luther King Jr. Day	School Closed
Aug. 29 – Sept. 1	Material Pick Up	Jan. 24-27	Regents Exams	Staff Only (No Classes)
Sept. 5	Labor Day	Feb. 20-24	February Recess	Middle School Testing
Sept. 6	First Day of Classes	March 17	Professional Development	Regents Exams
Oct. 6	Emergency Early Release Drill	April 7-14	Spring Recess	
Oct. 7	Professional Development	April 19-21	ELA Assessments 6-8 grade	
Oct. 10	Indigenous Peoples Day	May 2-4	Math Assessments 6-8 grade	
Nov. 11	Veterans' Day Holiday	May 26 & 29	Memorial Day Observed	
Nov. 23-25	Thanksgiving Holiday	June 5	Science Assessment 8 grade	
Dec. 23 – Jan. 2	Winter Recess	June 19	Juneteenth	
		June 14-16 & 20-22	Regents Exams	