

# Application: Amber Charter School, East Harlem

Mercedes Minaya - MMinaya@ambercharter.org  
2022-2023 Annual Report

## Summary

ID: 0000000156

Last submitted: Oct 31 2023 04:29 PM (EDT)

Labels: SUNY Trustees

## Entry 1 School Info and Cover Page

Completed - Jul 31 2023

### 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 the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

AMBER CHARTER SCHOOL EAST HARLEM 800000047051

**a1. Popular School Name**

Amber Charter School East Harlem

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. School Unionized**

Is your charter school unionized?

Yes

**c1. Name of Union**

Select the name of the Union representing your school?

United Federation of Teachers

**c2. Date Unionized**

Sep 1 2001

**d. DISTRICT / CSD OF LOCATION**

CSD # 4 - MANHATTAN

**e. Date of Approved Initial Charter**

Jun 1 2000

**f. Date School First Opened for Instruction**

Sep 1 2000

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

N/A

**h. School Website Address**

Amber Charter School East Harlem

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

525

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

325

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.



## School Site 1 (Primary)

### m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	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	220 East 106th Street New York, NY 10029	212-534-9667	NYC CSD 4	K-5	K-5	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Matthew Bull	Principal	212-534-9667		<a href="mailto:mbull@ambercharter.org">mbull@ambercharter.org</a>
Operational Leader	Kermit Patterson	Director of Operations	212-534-9667		<a href="mailto:kpatterson@ambercharter.org">kpatterson@ambercharter.org</a>
Compliance Contact	Kirsys Gomez	Co-Chief Executive Officer	646-802-1140		<a href="mailto:kgomez@ambercharter.org">kgomez@ambercharter.org</a>
Complaint Contact	Veronica Almedina	Co-Chief Executive Officer	646-802-1140		<a href="mailto:valmedina@ambercharter.org">valmedina@ambercharter.org</a>
DASA Coordinator	Yahaira Degro	Assistant Principal	212-534-9667		<a href="mailto:ydegro@ambercharter.org">ydegro@ambercharter.org</a>
Phone Contact for After Hours Emergencies	Kirsys Gomez	Co-Chief Executive Officer	646-802-1140		<a href="mailto:kgomez@ambercharter.org">kgomez@ambercharter.org</a>

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- 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, 2023.

Site 1 Certificate of Occupancy (COO)

[East Harlem Certificate of Occupancy CO Document East Harlem.pdf](#)

**Filename:** East Harlem Certificate of Occupancy CO Document East Harlem.pdf **Size:** 27.8 kB

Site 1 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

[EH Fire Inspection Certificate.pdf](#)

**Filename:** EH Fire Inspection Certificate.pdf **Size:** 686.9 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

## 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	Kirsys Gomez
Position	Co-Chief Executive Officer
Phone/Extension	646-802-1140
Email	<a href="mailto:KGomez@ambercharter.org">KGomez@ambercharter.org</a>

**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

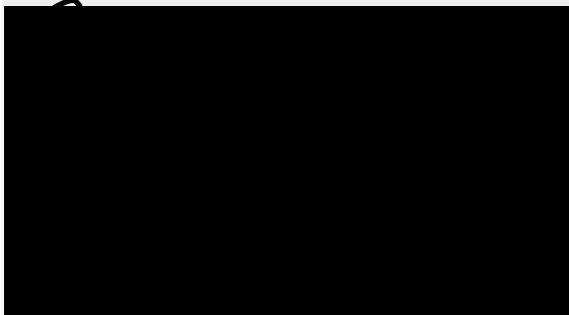
As outlined in ENTRY 10:

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.

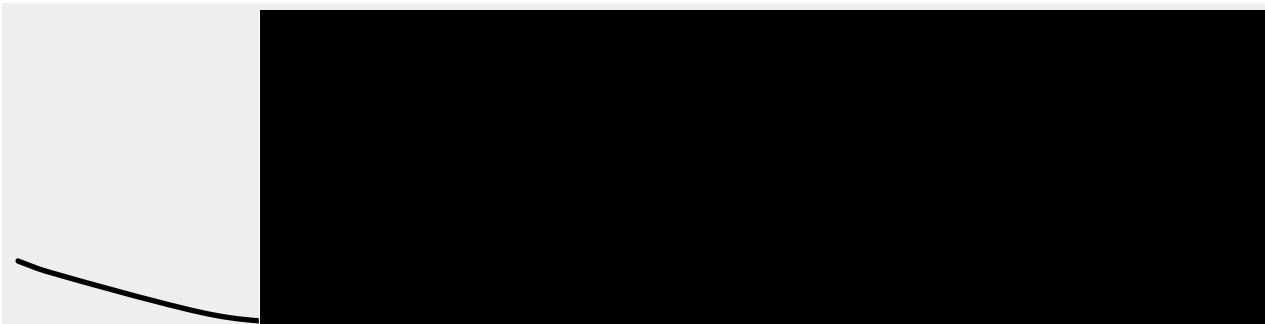
**Responses Selected:**

Yes

Signature, Head of Charter School

A large black rectangular redaction box covering the signature of the Head of Charter School.

Signature, President of the Board of Trustees

A large black rectangular redaction box covering the signature of the President of the Board of Trustees.

Date

Jul 26 2023



Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

### 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., Report when financials have been submitted in November.)

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Amber Charter School, East Harlem

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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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://www.ambercharter.org/Page/308"><u>https://www.ambercharter.org/Page/308</u></a>
2. Board meeting notices, agendas and documents	<a href="https://www.ambercharter.org/Page/49"><u>https://www.ambercharter.org/Page/49</u></a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000047051"><u>https://data.nysed.gov/profile.php?instid=800000047051</u></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.ambercharter.org/acs"><u>https://www.ambercharter.org/acs</u></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.ambercharter.org/Page/334"><u>https://www.ambercharter.org/Page/334</u></a>
6. Authorizer-approved FOIL Policy	<a href="https://www.ambercharter.org/Page/215"><u>https://www.ambercharter.org/Page/215</u></a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.ambercharter.org/Page/215"><u>https://www.ambercharter.org/Page/215</u></a>

Thank you.



## Entry 3 Progress Toward Goals

**Incomplete** - Hidden from applicant

## Instructions

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

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#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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## 2022-2023 Progress Toward Attainment of Academic Goals

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

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

(No response)

## 2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
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Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

#### 4. ORGANIZATION GOALS

**For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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## 2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

(No response)

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

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

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

(No response)

**2021-2022 Progress Toward Attainment of Financial Goals**

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

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

Incomplete

### Instructions

#### SUNY-Authorized Charter Schools ONLY- 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 Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

## Entry 4 - Audited Financial Statements

In Progress - Last edited: Oct 31 2023

#### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

#### AMBER CHARTER SCHOOLS AND AFFILIATES - 06

Filename: AMBER\_CHARTER\_SCHOOLS\_AND\_AFFILIAT\_yQhPEnn.pdf Size: 436.4 kB

#### AMBER CHARTER SCHOOLS AND AFFILIATES - 06

Filename: AMBER\_CHARTER\_SCHOOLS\_AND\_AFFILIAT\_uRIEXTO.pdf Size: 364.3 kB

## Entry 4a – Audited Financial Report Template (SUNY)

Completed - Oct 31 2023

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

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

#### 2022-23-Audited-Financial-Statement-EH

Filename: 2022-23-Audited-Financial-Statement-EH.xlsx Size: 175.1 kB

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

Incomplete - Hidden from applicant

#### Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

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

## Entry 4c – Additional Financial Documents

**Incomplete** - Hidden from applicant

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. 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. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

## Entry 4d - Financial 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, 2023**.

## Form for "Financial 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
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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 2023-2024 Budget

Completed - Oct 31 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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.**

### [EH - CSI Budget FY23-24](#)

Filename: EH\_-\_CSI\_Budget\_FY23-24.xlsx Size: 530.8 kB

### [Budget-Narrative-Questionnaire FY23-24](#)

Filename: Budget-Narrative-Questionnaire\_FY23-24.pdf Size: 28.3 kB

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

Completed - Jul 31 2023

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

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

### [KP Disclosure 2023](#)

**Filename:** KP\_Disclosure\_2023\_CWqN0i0.pdf **Size:** 242.6 kB

### [FA Disclosure 2023](#)

**Filename:** FA\_Disclosure\_2023\_bjIS2gc.pdf **Size:** 602.2 kB

### [BQ Disclosure 2023](#)

**Filename:** BQ\_Disclosure\_2023\_kams3Gk.pdf **Size:** 606.0 kB

### [TD Disclosure 2023](#)

**Filename:** TD\_Disclosure\_2023\_UPT7C9m.pdf **Size:** 1.7 MB

### [RP Disclosure 2023](#)

**Filename:** RP\_Disclosure\_2023\_bm0Ly4m.pdf **Size:** 1.7 MB

### [AC Disclosure 2023](#)

**Filename:** AC\_Disclosure\_2023\_TUqBzk4.pdf **Size:** 1.7 MB

### [BO Disclosure 2023](#)

**Filename:** BO\_Disclosure\_2023\_qbKlVVI.pdf **Size:** 2.9 MB

### [LM Disclosure 2023](#)

**Filename:** LM\_Disclosure\_2023\_RWqZ9pv.pdf **Size:** 1.7 MB

### [LG Disclosure 2023](#)

**Filename:** LG\_Disclosure\_2023\_CZDhFsH.pdf **Size:** 1.6 MB

### [MG Disclosure 2023](#)

**Filename:** MG\_Disclosure\_2023\_3noy4vm.pdf **Size:** 1.7 MB

### [JP Disclosure 2023](#)

**Filename:** JP\_Disclosure\_2023\_UUiK7li.pdf **Size:** 1.7 MB

### [JG Disclosure 2023](#)

**Filename:** JG\_Disclosure\_2023\_eDCw9uq.pdf **Size:** 1.6 MB

### [SH Disclosure 2023](#)

**Filename:** SH\_Disclosure\_2023\_SkS0K4z.pdf **Size:** 1.7 MB

## **Entry 7 BOT Membership Table**

**Completed** - Jul 31 2023

## **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.

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**Authorizer:**

Who is the authorizer of your charter school?

SUNY

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**1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	John Gutierrez	[REDACTED]	Chair	Executive	Yes	8	12/8/2017	11/30/2023	9
2	Soledad Hiciano	[REDACTED]	Secretary	Executive	Yes	22	12/08/2017	01/01/2025	6
3	Amador Centeno	[REDACTED]	Vice Chair	Facilities & Executive	Yes	8	01/01/2022	12/31/2025	7
4	Timothy Day	[REDACTED]	Trustee/Member	Facilities	Yes	2	07/29/2021	06/30/2024	9
5	Frank Aldridge	[REDACTED]	Treasurer	Finance & Executive	Yes	6	12/08/2017	09/30/2023	5 or less
6	Jenna Pantel	[REDACTED]	Trustee/Member	Development and Education	Yes	11	01/01/2022	12/31/2025	6
7	Brian Quillin	[REDACTED]	Trustee/Member	Education	Yes	6	12/08/2017	01/01/2025	8
8	Miguelina German	[REDACTED]	Trustee/Member	Education	Yes	5	10/22/2018	09/30/2024	9

9	Robyn Epps		Parent Rep	Development	Yes	2	12/10/2020	01/01/2025	8

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

Yes

**1b. Board Member Information**

		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 2022-2023
10	Lindsay Long		Trustee/Member	Development	Yes	2	03/01/2021	05/31/2024	8
11	Li'Esha Garcia		Trustee/Member	Finance	Yes	2	06/30/2021	04/30/2024	8
12	Brad Olsen		Trustee/Member	Finance	Yes	5	09/03/2018	06/30/2024	6
13	Khiera Pena		Trustee/Member	N/A	Yes	1	3/14/2023	06/30/2024	5 or less
14									
15									

**1c. Are there more than 15 members of the Board of Trustees?**

No

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

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

a. Total Number of BOT Members on June 30, 2023	13
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	19

**3. Number of Board meetings held during 2022-2023**

10

**4. Number of Board meetings scheduled for 2023-2024**

11

**Total number of Voting Members on June 30, 2023:**

13

Total number of Voting Members added during the 2022-2023 school year:

1

Total number of Voting Members who departed during the 2022-2023 school year:

2

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

19

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Jul 31 2023 - 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 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

### **August 2022 Board Meeting Minutes**

Filename: August\_2022\_Board\_Meeting\_Minutes\_mcXC4hj.pdf Size: 92.1 kB

### **March 2023 Board Meeting Minutes**

Filename: March\_2023\_Board\_Meeting\_Minutes\_EDJ7fIV.pdf Size: 142.9 kB

### **May 2023 Board Meeting Minutes**

Filename: May\_2023\_Board\_Meeting\_Minutes\_stZfTNU.pdf Size: 110.1 kB

### **October 2022 Board Meeting Minutes 10**

Filename: October\_2022\_Board\_Meeting\_Minutes\_Uk1crqC.pdf Size: 107.8 kB

### **April 2023 Board Meeting Minutes 04**

Filename: April\_2023\_Board\_Meeting\_Minutes\_0\_z9ZbPc6.pdf Size: 106.5 kB

### **June 2023 Board Meeting Minutes**

Filename: June\_2023\_Board\_Meeting\_Minutes\_rKpyUme.pdf Size: 108.0 kB



## [December 2022 Board Meeting Minutes 12](#)

**Filename:** December\_2022\_Board\_Meeting\_Minute\_y7SCwg9.pdf **Size:** 101.8 kB

## [January 2023 Board Meeting Minutes 01](#)

**Filename:** January\_2023\_Board\_Meeting\_Minutes\_Q207GiA.pdf **Size:** 111.9 kB

## [February 2023 Board Meeting Minutes 02](#)

**Filename:** February\_2023\_Board\_Meeting\_Minute\_6leedB5.pdf **Size:** 103.6 kB

## [September 2022 Board Meeting Minutes](#)

**Filename:** September\_2022\_Board\_Meeting\_Minut\_NWTCxEs.pdf **Size:** 113.4 kB

## **Entry 9 Enrollment & Retention**

**Completed** - Aug 1 2023

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

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

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

#### **\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

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

---

## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	Student recruitment efforts were focused in Amber's communities' which include East Harlem, Bronx, and Washington Heights, all low socioeconomic areas. Therefore, the majority of Amber's applications are from families that are indigent or from low economic standing.	With a 90% free and reduced lunch student population in 2023-24 for Amber East Harlem, it is clear that Amber retains this student population.
English Language Learners	During student recruitment, the flyers and application were translated into Spanish to attract this population to Amber. Recruitment ads were placed in the local newspapers, online platforms, and bus shelters in strategic locations. Posters in English and Spanish were distributed throughout the community to local businesses, churches, community offices, social media outlets, and day cares centers. An electronic mailing with recruitment materials and applications was sent out to over 200 head start centers and day cares centers in Manhattan	During student recruitment, the flyers and application were translated into Spanish to attract this population to Amber. Recruitment ads were in the local weekly newspapers, online digital platforms, and as well as in bus shelters in strategic locations. Posters in English and Spanish were distributed throughout the community to local businesses, churches, community offices, social media outlets, and daycares centers. A mailing with recruitment materials and applications was sent out to over 200 head start centers and daycares centers in Manhattan. Amber participated in charter school fairs to extend the reach to more families.
Students with Disabilities	As in past years, during student recruitment the services that Amber provides for students with disabilities are publicized. Students that apply to Amber Charter School for admission to kindergarten and first grade who self-identify as having an Individualized Education Plan [IEP] are given the same opportunities for admittance as other students. Once	During student recruitment, the services and accommodations that Amber Charter School provides students with disabilities continue to be publicized for the network. Of the 47 students registered for the incoming kindergarten classes for Amber East Harlem, 10 are students with IEP's, 21%. Of the 9 students registered

these students are chosen in the lottery, they are asked to register. Of the 49 students registered for the incoming kindergarten classes for Amber East Harlem, 5 were students with IEP's. Of the 15 students registered for first grade, 3 were students with an IEP for Amber East Harlem. Of the 11 students registered for second grade, 2 were students with an IEP for Amber East Harlem. Of the 11 students registered for third grade, 1 was a student with an IEP for Amber East Harlem. Last, Of the 11 students registered for fourth grade, 3 were students with an IEP for Amber East Harlem.

for first grade, only 1 students have an IEP for Amber East Harlem, 11%. Of the 9 students registered for second grade, 2 were students with an IEP for Amber Inwood, 22%. Of the 19 students registered for third grade, 6 were students with an IEP for Amber East Harlem, 32%. Of the 4 students registered for fourth grade, 1 were students with an EIP for Amber East Harlem. Lastly, of the 7 students registered for fifth grade, 1 were students with an IEP for Amber East Harlem, 14%.

## Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	Student recruitment continues to be focused on the local communities of East Harlem, Washington Heights, Inwood, and Kingsbridge.	With 80% of the student population returning in 2023, we anticipate maintaining our retention of this population.
English Language Learners	<p>In the student registration for 2022-2023, 33 students were identified from the Home Language Survey [HLS] as English Language Learners [ELLs].</p> <p>Amber East Harlem has 12% of its student population identified as ELL's, 38 students in grades kindergarten to fourth.</p> <p># ELL students</p> <p>KDG 8 1st 7 2nd 11 3rd 3 4th 5 5th 4</p> <p>Most Amber ELL students pass the NYSESLAT in second grade or before. There is a staff member assigned to oversee the assessment of ELLs and assignment to English as a New Language (ENL) instruction. Select faculty members are sent</p>	<p>The ELLs will be provided with pull-out ENL instruction as well as other intervention services as needed. Their progress will be monitored through their performance on benchmark and formative assessments. All efforts made during 2023-24 will also be made in the new school year.</p>

	<p>to outside professional development on teaching ELLs as part of the ELL Consortium. During every benchmark assessment the progress of ELLs is monitored by administration and teachers and reported to the Board. During State testing, ELLs are given testing accommodations.</p>	
Students with Disabilities	<p>Amber East Harlem has 20% of its student population identified as students with disabilities, out of a total 325 students in grades kindergarten to fifth. During the school year, 9 students were referred for an evaluation; 5 is currently in process. The breakdown per grades:</p> <p>Grade</p> <p># students with IEP's</p> <p>KDG</p> <p>9</p> <p>1st</p> <p>7</p> <p>2nd</p> <p>16</p> <p>3rd</p> <p>12</p> <p>4th</p> <p>12</p> <p>5th</p> <p>9</p> <p>Amber Charter has a good history of retaining students with disabilities, as well as identifying new students that may need special services and accommodations and then acquiring those services. During the school year, for every benchmark assessment the progress of students with disabilities was monitored by administration, teachers and reported to the Board.</p>	<p>Amber will continue to serve all of its students with disabilities population and retain a high percentage. In addition, other students may be identified in need of special services and accommodations and these students and families will be ushered through the referral process by Amber staff.</p>

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

Completed - Jul 31 2023

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

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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.

#### 1. 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](#).

<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/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

**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**

Completed - Jul 31 2023 - 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 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.

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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	0.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

**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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

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	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	0

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	0



Thank you.

Entry 12 Organization Chart

Completed - Jul 31, 2023 - Hidden from applicant

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

## SST & School Based Organizational Chart 2022-2023

Filename: SST\_\_School\_Based\_Organizational\_C\_NOMf3P3.pdf Size: 572.8 kB

## Entry 13 School Calendar

Completed - Jul 31 2023

[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, 2023 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, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format 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.**

## ACS School Calendar 2023-24 062923

Filename: ACS\_School\_Calendar\_2023-24\_062923\_jTmVTqw.pdf Size: 129.7 kB

## Entry 14 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 (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	Select your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	Select your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

## Optional Additional Documents to Upload (BOR)

Incomplete

**AMBER CHARTER SCHOOLS AND AFFILIATES**

**NEW YORK, NEW YORK**

**CONSOLIDATED AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2023**



BUSINESS  
ADVISORS  
AND CPAS

## CONTENTS

<u>CONSOLIDATED AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Consolidated Statement of Financial Position	5
Consolidated Statement of Activities and Changes in Net Assets	6
Consolidated Statement of Functional Expenses	7
Consolidated Statement of Cash Flows	8
Notes to Consolidated Financial Statements	10
 <u>OTHER FINANCIAL INFORMATION</u>	
Independent Auditor's Report on Other Financial Information	26
Consolidating Statement of Financial Position	27
Consolidating Statement of Activities and Changes in Net Assets	28
Statement of Functional Expenses by Charter:	
Amber Charter School East Harlem	29
Amber Charter School Kingsbridge	30
Amber Charter School Inwood	31
Amber School Services Team	32



BUSINESS  
ADVISORS  
AND CPAS

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Amber Charter Schools and Affiliates

### **Report on the Audit of the Consolidated Financial Statements**

#### ***Opinion***

We have audited the consolidated financial statements of Amber Charter Schools and Affiliates, which comprise the consolidated statement of financial position as of June 30, 2023, and the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Amber Charter Schools and Affiliates as of June 30, 2023, and the changes in their net assets and their cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Amber Charter Schools and Affiliates and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Change in Accounting Principle***

As discussed in Note A to the financial statements, during 2023, the entity adopted new accounting guidance related to accounting for leases. Our opinion is not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statements***

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



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

### ***Auditor's Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's 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 GAAS 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 consolidated financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated 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 disclose in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Amber Charter Schools and Affiliates' 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 consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Amber Charter Schools and Affiliates' abilities to continue as a going concern for a reasonable period of time.

We require 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 audit.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2023 on our consideration of Amber Charter Schools and Affiliates' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Amber Charter Schools and Affiliates' internal control over financial reporting and compliance.

A black rectangular redaction box covering a signature.

Rochester, New York  
October 25, 2023

AMBER CHARTER SCHOOLS AND AFFILIATES  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2023

ASSETS

CURRENT ASSETS

Cash	\$ 8,138,956
Grants and contracts receivable	4,168,368
Prepaid expenses	478,077
Related party receivables	1,124,877
TOTAL CURRENT ASSETS	<u>13,910,278</u>

<u>PROPERTY AND EQUIPMENT</u> , net	5,489,573
-------------------------------------	-----------

OTHER ASSETS

Security deposits	72,878
Cash in escrow	157,062
Right-of-use assets - Finance	413,273
Right-of-use assets - Operating	100,074,425
	<u>100,717,638</u>
TOTAL ASSETS	<u>\$ 120,117,489</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Current maturities of long-term debt	\$ 89,179
Accounts payable and accrued expenses	1,246,801
Accrued payroll and benefits	1,503,579
Deferred revenue	55,304
Related party payables	38,385
Current portion of lease liabilities - Finance	164,815
Current portion of lease liabilities - Operating	1,754,281
TOTAL CURRENT LIABILITIES	<u>4,852,344</u>

OTHER LIABILITIES

Long-term debt, net of unamortized debt issuance costs of \$58,519	1,657,762
Long-term lease liabilities - Finance	256,102
Long-term lease liabilities - Operating	102,752,166
	<u>104,666,030</u>
TOTAL LIABILITIES	109,518,374

<u>NET ASSETS</u> - without donor restrictions	10,599,115
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 120,117,489</u>

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

AMBER CHARTER SCHOOLS AND AFFILIATES

CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2023

Public school district:	
Resident student enrollment	\$ 18,612,381
Students with disabilities	257,794
Grants and contracts:	
State and local	80,164
Federal - Title and IDEA	802,489
Federal - other	2,367,805
Food service / Child nutrition program	620,459
NYC DoE Rental Assistance	<u>3,358,044</u>
	TOTAL REVENUE, GAINS AND OTHER SUPPORT
	26,099,136
Expenses:	
Program:	
Regular education	15,989,045
Special education	<u>4,475,655</u>
	TOTAL PROGRAM EXPENSES
	20,464,700
Management and general	<u>8,058,452</u>
	TOTAL OPERATING EXPENSES
	<u>28,523,152</u>
	DEFICIT FROM SCHOOL OPERATIONS
	(2,424,016)
Support and other revenue:	
Contributions	
Foundations	1,026,035
Individuals	15,000
Corporations	4,736
Investment income	3,661
Miscellaneous income	<u>36,179</u>
	TOTAL SUPPORT AND OTHER REVENUE
	<u>1,085,611</u>
	CHANGE IN NET ASSETS
	(1,338,405)
Net assets without donor restrictions at beginning of year	<u>11,937,520</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS AT END OF YEAR	<u>\$ 10,599,115</u>

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

AMBER CHARTER SCHOOLS AND AFFILIATES

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2023

		Year ended June 30,					
		2023					
		Program Services			Supporting Services		Total
	No. of Positions	Regular Education	Special Education	Sub-total	Management and general	Sub-total	
Personnel Services Costs:							
Administrative staff personnel	54	\$ 826,519	\$ 175,317	\$ 1,001,836	\$ 4,007,341	\$ 4,007,341	\$ 5,009,177
Instructional personnel	100	5,383,223	1,752,309	7,135,532	-	-	7,135,532
Non-instructional personnel	6		46,175		-		249,994
Total salaries and staff	160	6,413,561	1,973,801	8,387,362	4,007,341	4,007,341	12,394,703
Fringe benefits, payroll taxes, and retirement		1,758,949	543,802	2,302,751	1,078,259	1,078,259	3,381,010
Retirement	203,819	258,949	82,211	341,160	170,981	170,981	512,141
Professional development		190,318	42,074	232,392	-	-	232,392
Legal services		-	249,994	-	4,000	4,000	4,000
Accounting / audit		-	-	-	66,401	66,401	66,401
Financial management services		-	-	-	65,725	65,725	65,725
Professional services		1,381,825	336,325	1,718,150	434,291	434,291	2,152,441
Travel and conference		17,121	4,907	22,028	25,260	25,260	47,288
Student and staff recruitment		93,690	22,113	115,803	139,012	139,012	254,815
Supplies / materials		372,985	76,638	449,623	-	-	449,623
Office expenses		20,562	4,606	25,168	100,667	100,667	125,835
Food service		358,838	76,361	435,199	-	-	435,199
Student services		446,291	-	446,291	-	-	446,291
Insurance		31,111	7,433	38,544	122,898	122,898	161,442
Dues and subscriptions		23,496	7,197	30,693	22,008	22,008	52,701
Building and land rent / lease		3,663,712	1,059,583	4,723,295	1,646,958	1,646,958	6,370,253
Utilities		43,746	13,690	57,436	23,601	23,601	81,037
Non-capitalized equipment and furnishings		4,245	1,262	5,507	2,027	2,027	7,534
Technology		146,462	32,539	179,001	19,888	19,888	198,889
Repairs and maintenance		58,069	19,558	77,627	20,348	20,348	97,975
Depreciation and amortization		501,769	114,746	616,515	68,502	68,502	685,017
Interest expense		72,837	28,122	100,959	22,590	22,590	123,549
Other		130,509	28,687		17,695	17,695	176,891
		<u>\$ 15,989,045</u>	<u>\$ 4,475,655</u>	<u>\$ 20,464,700</u>	<u>\$ 8,058,452</u>	<u>\$ 8,058,452</u>	<u>\$ 28,523,152</u>

159,196

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

AMBER CHARTER SCHOOLS AND AFFILIATES

CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2023

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets	\$ (1,338,405)
Adjustments to reconcile change in net assets to net cash used for operating activities:	
Depreciation and amortization	446,601
Amortization of debt issuance costs included in interest expense	4,335
Changes in certain assets and liabilities affecting operations:	
Grants and contracts receivable	(841,724)
Related party receivables, net	(229,504)
Prepaid expenses	(429,114)
Security deposits	393
Deferred lease receivable	267,077
Accounts payable and accrued expenses	631,394
Accrued payroll and benefits	(414,523)
Deferred revenue	(61,902)
Deferred lease payable	(2,473,387)
Lease liability, net of right of use assets	<u>4,433,670</u>
NET CASH USED FOR OPERATING ACTIVITIES	(5,089)

CASH FLOWS - INVESTING ACTIVITIES

Additions to property and equipment	<u>(94,202)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(94,202)

CASH FLOWS - FINANCING ACTIVITIES

Repayment of long-term debt	<u>(83,965)</u>
NET CASH USED FOR FINANCING ACTIVITIES	<u>(83,965)</u>

NET DECREASE IN CASH AND RESTRICTED CASH (183,256)

Cash and restricted cash at beginning of year	<u>8,479,274</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 8,296,018</u>

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

AMBER CHARTER SCHOOLS AND AFFILIATES  
CONSOLIDATED STATEMENT OF CASH FLOWS, Cont'd  
YEAR ENDED JUNE 30, 2023

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Interest paid	\$ 119,214
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Reconciliation of cash reported within the statement of financial position  
that sum to the total amounts shown in the statement of cash flows:

Cash	\$ 8,138,956
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Cash in escrow	<u>157,062</u>
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Total cash and restricted cash shown in the statement of cash flows	<u>\$ 8,296,018</u>
---	---------------------

NON-CASH OPERATING AND INVESTING ACTIVITIES

Purchase of property and equipment, net through accounts payable and accrued expense	<u>\$ 85,120</u>
---	------------------

Right of use assets obtained in exchange for operating lease liabilities	<u>\$ 342,796</u>
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The accompanying notes are an integral part of the consolidated financial statements.

AMBER CHARTER SCHOOLS AND AFFILIATES  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Organization

Amber Charter Schools is an education corporation that has authority to operate the Charter Schools as described below. Founded by Community Association of Progressive Dominicans/Asociación Comunal de Dominicanos Progresistas, Amber was the first charter school in New York City created by a community-based organization. Amber's mission is to provide its students with an academically rigorous and well-rounded education, along with strong character development, that will enable them to prosper in future endeavors. To fulfill this mission, Amber provides students with the ability to demonstrate proficiency and/or distinction in all New York State Learning Standards. Amber's funding is primarily from per-student funding provided by New York City; additionally, Amber receives government grants and contracts and private contributions.

Amber Charter School East Harlem ("East Harlem") operates in the borough of Manhattan, New York. On April 4, 2000, the Board of Regents of the University of the State of New York granted East Harlem a provisional charter valid for a term of five years and renewable upon expiration. East Harlem obtained its latest renewal through June 30, 2025.

Amber Charter School Kingsbridge ("Kingsbridge") operates in the borough of Bronx, New York. In August 2014, the Board of Regents of the University of the State of New York granted Kingsbridge a provisional charter valid for a term of five years and renewable upon expiration. Kingsbridge obtained a renewal through July 31, 2026.

Amber Charter School Inwood ("Inwood") operates in the borough of Manhattan, New York. On June 6, 2019, the SUNY Board of Trustees' Charter School Committee approved the initial five year charter for Inwood which opened in Fall 2021. The charter term expires July 31, 2026.

Amber Charter Schools is the sole member of 652 West 187<sup>th</sup> Street, LLC ("652 West"), 3120 Corlear Avenue, LLC ("3120 Corlear") and 220 East 106<sup>th</sup> Street, LLC ("220 East") (collectively, the "LLC's"), all limited liability companies established under the laws of the state of New York. 652 West and 3120 Corlear were established to hold lease agreements with unrelated parties for the property in which Kingsbridge operates. Such properties were subsequently sublet to Kingsbridge. Effective June 2020, the lease held by 3120 was assigned to Kingsbridge and the sublease was terminated. 220 East is a co-borrower with East Harlem on the mortgage payable and line of credit arrangement with Raza Development Fund, Inc. ("Raza").

The School Services Team is a division of the educational corporation operating as a charter management organization. The purpose is to manage and support the three schools.

Principles of consolidation

The accompanying consolidated financial statements include the accounts of East Harlem, Kingsbridge, Inwood, School Services Team, 652 West, 3120 Corlear, and 220 East (collectively referred to as the "Organization"). The only activities in the LLC's during 2023 was rental income from Amber Charter Schools and rent expense to unrelated parties as described in Note E. All intercompany balances and transactions have been eliminated in the accompanying consolidated financial statements. The activity of Amber Education Fund is not included in the consolidated or consolidating financial statements for the year ended June 30, 2023.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

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

Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Organization, the accounts of the Organization are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions*

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Organization.

*Net Assets With Donor Restrictions*

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Organization had no net assets with donor restrictions at June 30, 2023.

Revenue and support recognition

Revenue from Exchange Transactions: The Organization recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

The Organization records all revenues over time.

Public school district revenue

The Organization recognizes revenue as educational programming is provided to students throughout the year. The Organization earns public school district revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the Organization. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Organization and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Organization to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.



AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

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

Rental assistance

Facilities rental assistance funding is provided by the New York City Dept of Education (NYCDOE) to qualifying charter schools located in the five boroughs of NYC. In order to receive rental assistance funding, a charter school must have commenced instruction or added grade levels in the 2014-15 school year or thereafter, and go through a space request process with the NYCDOE. If NYCDOE is not able to provide adequate space, the charter school can become eligible for rental assistance. Rental assistance is calculated as the lesser of 30% of the per-pupil tuition rate for NYC times the number of students enrolled, or actual total rental costs. As rental assistance is based on the number of students enrolled, revenue is recognized throughout the year as educational programming is provided to students.

The following table summarizes contract balances at their respective statement of financial position dates:

	June 30,	
	2023	2022
Grants and other receivables	\$ 7,232	\$ 4,970

Contributions

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

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

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

The Charter School Growth Fund (CSGF) supports the growth of public charter schools. The Organization was approved to receive a CSGF contribution of \$2,150,000 to be received by December 15, 2023. The Organization recognized \$630,000 of contribution revenue on the accompanying consolidated statement of activities and changes in net assets for the year ended June 30, 2023 relating to this contribution, and approximately \$900,000 in prior years.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

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

Grant revenue

Some of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying consolidated statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying consolidated statement of financial position. The Organization received cost-reimbursement grants of approximately \$1,078,000, that have not been recognized at June 30, 2023, because qualifying expenditures have not yet been incurred.

Cash

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

Cash in escrow

The Organization maintains cash in an escrow account in accordance with the terms of its charter agreements. The amount in escrow was \$157,062 at June 30, 2023.

Grants and contracts receivable and other receivables

Receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2023.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to thirty-five years. Leasehold improvements are amortized over the lesser of the lease term or useful life.

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

Debt issuance costs

Debt issuance costs are stated at cost and are amortized over the term of the debt. The Organization shows debt issuance costs as a deduction from the carrying amount of the debt, net on the accompanying consolidated statement of financial position.

## AMBER CHARTER SCHOOLS AND AFFILIATES

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

#### NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

##### Tax exempt status

Amber Charter Schools is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income. Amber Charter Schools files Form 990 tax returns in the U.S. federal jurisdiction. The LLCs are single member LLCs and are disregarded for tax purposes. The tax returns for the years ended June 30, 2020 through June 30, 2023 are still subject to potential audit by the IRS. Management of Amber Charter Schools believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

##### Contributed services

The Organization receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. In addition, the Organization received transportation services, metro cards, special education services and physical, occupational, and speech therapy for students from the local district. The Organization was unable to determine a value for these services.

##### Marketing and recruiting costs

The Organization expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$253,400 for the year ended June 30, 2023.

##### Use of estimates in the preparation of financial statements

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

##### Leases

The Organization leases several buildings and equipment. Operating leases are included in operating lease right-of-use (ROU) assets, other current liabilities, and operating lease liabilities on the accompanying statement of financial position. Finance leases are included in right of use assets – finance, equipment, other current liabilities, and other long-term liabilities on the accompanying consolidated statement of financial position.

ROU assets represent the Organization's right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating and finance lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As the lease does not provide an implicit rate, the Organization uses a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating and finance lease ROU assets also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the Organization will exercise that option. Lease expense for operating lease payments is recognized on a straight-line basis over the lease term. Lease expense for finance leases is recognized as amortization expense and interest expense.

The Organization's lease agreements does not contain any material residual value guarantees or restrictive covenants.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

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

In evaluating contacts to determine if they qualify as a lease, the Organization considers factors such as if the Organization has obtained substantially all of the rights to the underlying asset through exclusivity, if the Organization can direct the use of the asset by making decision about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgement.

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of ROU assets and lease liabilities on the consolidated statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Organization adopted ASC 842 with the date of initial application of July 1, 2022.

The Organization recognized and measured leases existing at July 1, 2022 (the beginning of the period of adoption) through a cumulative effect adjustment, with certain practical expedients available.

As part of the adoption of ASC 842, the Organization elected practical expedients to account for the existing operating leases as operating leases under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard; (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance; or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, the Organization recognized on July 1, 2022 operating lease liabilities of \$105,528,864, which represents the present value of the remaining operating lease payments of \$175,704,709 discounted using the risk-free rate ranging from 2.85% to 3.11%, and the right-of-use assets of \$103,322,555.

As a result of the adoption of the new lease accounting guidance, the Organization recognized on July 1, 2022 finance lease liabilities of \$236,764, which represents the present value of the remaining finance lease payments of \$249,134 discounted using the risk-free rate ranging from 2.85% to 6.05%, and the right-of-use assets of \$229,575, adjusted for accrued rent of \$7,189.

The standard had a material impact on the accompanying consolidated statement of financial position but did not have a significant impact on the consolidated statements of activities, changes in net assets, and cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating and financing leases.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

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

New accounting pronouncement – credit losses

In June 2016 the FASB issued ASU 2016-13, "Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments" (ASU 2016-13), which requires entities to use a new impairment model referred to as the current expected credit losses (CECL) model rather than incurred losses. The new standard affects accounting for loans, accounts (trade) receivable, held-to-maturity debt securities, and other financial assets included in the scope. For non-public entities, the new standard is effective for fiscal years beginning after December 15, 2022, including interim periods within those fiscal years. The Organization is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Organization's financial position or results of operations.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 25, 2023, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization's main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Organization's cash.

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2023:

Cash	\$ 8,138,956
Grants and contracts receivable and other receivables	<u>4,168,368</u>
Total financial assets available to management within one year	12,307,324
Less:	
Amounts unavailable for general expenditures within one year, due to:	
Restricted cash	<u>-</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 12,307,324</u>

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

NOTE C: RELATED PARTY TRANSACTIONS

The Organization is a guarantor of mortgages in the name of 532 West LLC ("532 West"), a wholly owned subsidiary of Amber Education Fund. The term of the guarantees on the 532 West mortgages are through January 2026. The Organization would be required to pay the loans in the event of default and as of June 30, 2023, the outstanding balance of the mortgage notes are approximately \$13,105,000. At June 30, 2023, the maximum amount of future payments (undiscounted) the Organization could be required to make under the guarantees are \$14,659,000. Amber Charter Schools must comply with certain financial covenants relative to the construction loans. Amber Charter Schools is in compliance with these covenants at June 30, 2023.

NOTE D: FINANCE LEASES

The Charter School has finance leases for copiers, computers, and other equipment. The leases have varying lease terms ranging from two to four years through 2027 with monthly payments of approximately \$17,900.

Total lease expense paid for the year ended June 30, 2023 was \$162,737.

A summary of the finance lease right-of-use assets and liabilities at June 30, 2023 are as follows:

		Consolidated Statement of Financial Position Classification	Amber Charter Schools		
			East Harlem	Kingsbridge	Total
<u>Assets</u>					
Finance lease	Other assets		\$ 181,522	\$ 231,751	\$ 413,273
<u>Liabilities</u>					
Finance lease	Current liabilities		\$ 84,847	\$ 79,968	\$ 164,815
Finance lease	Other liabilities		98,426	157,676	256,102
			<u>\$ 183,273</u>	<u>\$ 237,644</u>	<u>\$ 420,917</u>

The components of the lease expense were as follows:

		Amber Charter Schools		
		East Harlem	Kingsbridge	Total
Finance lease cost:				
Amortization of right-of-use assets		\$ 92,724	\$ 71,053	\$ 163,777
Interest on lease liabilities		6,359	7,394	13,753
Total finance lease costs		<u>\$ 99,083</u>	<u>\$ 78,447</u>	<u>\$ 177,530</u>

AMBER CHARTER SCHOOLS AND AFFILIATES  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd  
JUNE 30, 2023

NOTE D: FINANCE LEASES, Cont'd

As of June 30, 2023, minimum payments due for finance lease liabilities are as follows:

		Amber Charter Schools		
		East Harlem	Kingsbridge	Total
	2024	\$ 90,195	\$ 88,110	\$ 178,305
	2025	46,956	65,347	112,303
	2026	42,021	64,560	106,581
	2027	14,007	36,247	50,254
	Total lease payments	193,179	254,264	447,443
Less: Interest		9,906	16,620	26,526
	Present value of lease liabilities	<u>\$ 183,273</u>	<u>\$ 237,644</u>	<u>\$ 420,917</u>

Supplemental Information for the year ended June 30, 2023:

		Amber Charter Schools		
		East Harlem	Kingsbridge	Total
Cash paid for amounts included for the year ended June 30, 2023				
	Operating cash flows from finance leases	\$ 5,770	\$ 6,558	\$ 12,328
	Financing cash flows from finance leases	\$ 85,477	\$ 66,866	\$ 152,343
Right-of-use assets obtained in exchange for new lease liabilities (non-cash):				
	Financing leases	\$ 268,162	\$ 303,674	\$ 571,836
Weighted-average remaining lease term:				
	Financing leases	2.71 years	3.34 years	
Weighted-average discount rate:				
	Financing leases	3.88%	4.25%	

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

NOTE E: OPERATING LEASES

The Charter School has operating leases for school facilities and equipment. The leases have varying lease terms ranging from two to thirty-four years through June 2055, with monthly payments of approximately \$413,000.

In May 2017, 3120 Corlear entered into a 35-year non-cancelable operating lease agreement with an unrelated third party for facility space, commencing in August 2017 and expiring in July 2052. On June 15, 2020, the terms of this lease were amended. The term of this amendment is for the period July 1, 2020 until June 30, 2021. On May 11, 2021, the terms of this lease were amended. The term of the third amendment is for the period of July 1, 2021 until June 30, 2026. Absent an agreement further amending the lease, the terms will revert back to the original 35-year lease.

The property was sublet to Kingsbridge in an agreement that commenced in August 2017 and expired in July 2019. In July 2019, a new sublease was signed that commenced July 2019 and expired June 2021. This sublease has an option to renew every two years for thirty-five years. Effective June 15, 2020, the lease held by 3120 Corlear with the unrelated third party was assigned to Kingsbridge and the sublease between 3120 Corlear and Kingsbridge was terminated. Total rent paid under the third party lease was approximately \$1,447,000 for the year ended June 30, 2023. In conjunction with this facility lease, 3120 Corlear paid a security deposit of \$61,573 which is included in security deposits on the accompanying consolidated statement of financial position at June 30, 2023. There are additional security deposits of \$13,708 at June 30, 2023, which represent deposits on electric meters and lease below.

In May 2020, 532 West (a related party described in Note C) entered into a 35-year non-cancelable operating lease agreement with an unrelated third party for facility space, commencing July 2020 and expiring June 2055. Rent began on July 1, 2021, but there was a rent release from August through November 2021 for construction purposes. The lease agreement between 532 West and the third party is guaranteed by Amber Charter Schools.

Future expected minimum payments of this lease are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2024	\$ 2,125,000
2025	2,233,000
2026	2,305,000
2027	2,305,000
2028	2,305,000
Thereafter	82,128,000
	<u>\$ 93,401,000</u>

The property was sublet to Inwood in an agreement signed in February 2021 that commenced July 2021 and expires in June 2055. In conjunction with this facility lease, Inwood is required to pay a security deposit to 532 West equal to the security deposit required by the above unrelated third party lease. Total rent paid under this lease was approximately \$2,770,000 for the year ended June 30, 2023.

Kingsbridge leased a portion of this space from Inwood for the year ended June 30, 2023 for \$1,384,998. This amount was properly eliminated in the accompanying consolidated financial statements.



AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

NOTE E: OPERATING LEASES, Cont'd

A summary of the operating lease right-to use assets and liabilities at June 30, 2023 are as follows:

		Consolidated Statement of Financial Position Classification	Amber Charter Schools		
			Amber Kingsbridge	Amber Inwood	Total
<u>Assets</u>					
Operating lease	Other assets	\$	4,390,682	\$ 95,683,743	\$ 100,074,425
<u>Liabilities</u>					
Operating lease	Current liabilities	\$	1,351,155	\$ 403,126	\$ 1,754,281
Operating lease	Other liabilities		2,848,456	99,903,710	102,752,166
		\$	4,199,611	\$ 100,306,836	\$ 104,506,447

The components of lease expense at June 30, 2023 were as follows:

	Amber Charter Schools		
	Amber Kingsbridge	Amber Inwood	Total
Operating lease cost:	<u>\$ 1,523,249</u>	<u>\$ 4,969,995</u>	<u>\$ 6,493,244</u>

As of June 30, 2023, minimum payments due for operating lease liabilities are as follows:

		Amber Charter Schools		
		Amber Kingsbridge	Amber Inwood	Total
2024		\$ 1,450,879	\$ 3,507,728	\$ 4,958,607
2025		1,459,454	3,587,545	5,046,999
2026		1,468,342	3,888,580	5,356,922
2027		-	4,147,636	4,147,636
2028		-	4,249,636	4,249,636
Thereafter		-	147,677,378	147,677,378
Total lease payments		4,378,675	167,058,503	171,437,178
Less: Interest		179,064	66,751,667	66,930,731
Present value of lease liabilities		<u>\$ 4,199,611</u>	<u>\$ 100,306,836</u>	<u>\$ 104,506,447</u>

AMBER CHARTER SCHOOLS AND AFFILIATES  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd  
JUNE 30, 2023

NOTE E: OPERATING LEASES, Cont'd

Supplemental information for finance and operating leases for the year ended June 30, 2023:

	Amber Charter Schools		
	<u>Kingsbridge</u>	<u>Inwood</u>	<u>Total</u>
Cash paid for amounts included for the year ended June 30, 2023			
Operating cash flows from operating leases	\$ 1,447,243	\$ 2,820,288	\$ 4,267,531
Right-of-use assets obtained in exchange for new lease liabilities (non-cash):			
Operating leases	\$ 5,508,864	\$ 100,020,000	\$ 105,528,864
Weighted-average remaining lease term:			
Operating leases	3 years	32.97 years	
Weighted-average discount rate:			
Operating leases	2.88%	3.11%	

NOTE F: PROPERTY AND EQUIPMENT

Property and equipment consists of the following at June 30, 2023:

Land	\$ 335,000
Building	5,561,366
Furniture and fixtures	929,917
Computers and equipment	2,157,401
Software	55,860
Leasehold improvements	1,004,755
Construction in progress	<u>5,030</u>
	10,049,329
Less accumulated depreciation and amortization	<u>4,559,756</u>
	<u>\$ 5,489,573</u>

Construction in progress relates mainly to architect fees. Construction in progress is stated at cost. No provision for amortization is made on construction in progress until such time as the relevant assets are completed and put into use.

Depreciation expense for the year ended June 30, 2023 was approximately \$610,000.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

NOTE G: LONG-TERM DEBT

Amber Charter Schools had a mortgage payable to a bank dated September 29, 2011, which was collateralized by East Harlem's real estate in the city of New York. The loan was payable in monthly installments of \$17,316, including interest at 7% per annum, with a balloon payment of approximately \$2,235,000 due at maturity on October 1, 2016. In October 2016, East Harlem entered into a loan modification agreement with the bank extending the loan's maturity to December 28, 2016 under the same terms. On December 30, 2016, Amber Charter Schools, with 220 East as a co-borrower, refinanced the mortgage with the bank by entering into an amended and restated loan and security agreement.

Long-term debt is summarized as follows at June 30, 2023:

Note payable, due in monthly installments of \$16,315, including interest at 6.04%, through December 2036. The note is collateralized by real property.	\$ 1,805,460
Less unamortized debt issuance costs	(58,519)
Less current portion of long-term debt	(89,179)
	<u>\$ 1,657,762</u>

Future maturities of long-term debt are summarized as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2024	\$ 89,179
2025	94,717
2026	100,599
2027	106,846
2028	113,481
Thereafter	1,300,638
	<u>\$ 1,805,460</u>

220 East and Amber Charter Schools must comply with certain financial covenants relative to the construction loans. 220 East and Amber Charter Schools are in compliance with these covenants at June 30, 2023.

AMBER CHARTER SCHOOLS AND AFFILIATES  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd  
JUNE 30, 2023

NOTE H: NET ASSETS

Net assets without donor restrictions are as follows at June 30, 2023:

Undesignated net assets	\$ 6,856,483
Invested in property and equipment, net of related debt	<u>3,742,632</u>
	<u>\$ 10,599,115</u>

NOTE I: OPERATING RESERVE

During the year ended June 30, 2013, Amber Charter Schools' board of trustees adopted an operating reserve policy to ensure the stability of Amber Charter Schools' mission. The policy requires Amber Charter Schools to establish an operating reserve fund with a minimum of \$250,000. Such funds shall be segregated from Amber Charter Schools' operating cash and shall not be used for normal operations. As of June 30, 2023, Amber Charter Schools had not yet established the operating reserve fund. However, management believes that Amber Charter Schools has adequate liquidity available, and that the segregation and restriction of such funds will not have an adverse effect on the operations of the schools.

NOTE J: RETIREMENT PLAN

The Organization sponsors a defined contribution 403(b) plan covering all eligible employees. The Organization makes a non-elective contribution not to exceed 5% of the compensation for eligible employees and 6% of compensation upon ten years of service for the year ended June 30, 2023. The Organization made contributions of approximately \$512,100 for the year ended June 30, 2023.

NOTE K: UNION AGREEMENT

At June 30, 2023, the Organization had 155 employees, of which 90 are represented by a union. The union agreement covering these employees expired on August 31, 2022. In April 2023, the Organization entered into a collective bargaining agreement with the employee union. This agreement went into effect during September 2022 and expires September 1, 2026.

NOTE L: CONTINGENCY

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

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

NOTE M: CONCENTRATIONS

At June 30, 2023, approximately 15% of grants and contracts receivable are due from New York State relating to certain grants.

During the year ended June 30, 2023, 70% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter Schools' students are located.

NOTE N: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NOTE O: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Organization has recognized \$2,295,000 of revenue relative to ESSER grants during the year ended June 30, 2023. The Organization has \$1,078,000 of ESSER grants still available through September 30, 2024; as of June 30, 2023.

**AMBER CHARTER SCHOOLS AND AFFILIATES**

**OTHER FINANCIAL INFORMATION**



BUSINESS  
ADVISORS  
AND CPAS

## INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Amber Charter Schools and Affiliates

We have audited the consolidated financial statements of Amber Charter Schools and Affiliates as of and for the year ended June 30, 2023, and have issued our report thereon dated October 25, 2023, which contained an unmodified opinion on those consolidated financial statements. Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements for the year ended June 30, 2023, as a whole.

Rochester, New York  
October 25, 2023

AMBER CHARTER SCHOOLS  
CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2023

Amber Charter Schools						
ASSETS	East Harlem	Kingsbridge	Inwood	School Services Team	Eliminations	Total
<u>CURRENT ASSETS</u>						
Cash	\$ 1,815,785	\$ 2,671,586	\$ 294,692	\$ 3,356,893	\$ -	\$ 8,138,956
Grants and contracts receivable	1,709,537	1,897,976	556,236	4,619	-	4,168,368
Prepaid expenses	4,819	142,104	290,548	40,606	-	478,077
Related party receivables	5,298,900	2,902,282			(7,345,282)	1,124,877
TOTAL CURRENT ASSETS	8,829,041	7,613,948	1,141,476	3,671,095	(7,345,282)	13,910,278
<u>PROPERTY AND EQUIPMENT</u> , net	3,847,929	446,422	1,179,980	15,242	-	5,489,573
<u>OTHER ASSETS</u>			268,977			
Security deposits	-	72,878	-	-	-	72,878
Cash in escrow	157,062	-	-	-	-	157,062
Right-of-use assets - Finance	181,522	231,751		-	-	413,273
Right-of-use assets - Operating	-	4,390,682				100,074,425
	338,584	4,695,311	95,683,743	-	-	100,717,638
TOTAL ASSETS	\$ 13,015,554	\$ 12,755,681	\$	\$ 3,686,337	\$ (7,345,282)	\$ 120,117,489
<u>LIABILITIES AND NET ASSETS (DEFICIENCY)</u>						
<u>CURRENT LIABILITIES</u>						
Current maturities of long-term debt	\$ 89,179	\$ 95,683,743	\$ -	\$ -	\$ -	\$ 89,179
Accounts payable and accrued expenses	686,005	178,654	57,098	325,044	-	1,246,801
Accrued payroll and benefits	517,491	733,840	177,124	75,124	-	1,503,579
Deferred revenue	-	98,005,199	-	55,304	-	55,304
Related party payables	-	-	4,621,832	2,761,835	(7,345,282)	38,385
Current portion of lease liabilities - Finance	84,847	79,968	-	-	-	164,815
Current portion of lease liabilities - Operating	-	1,351,155	403,126	-	-	1,754,281
TOTAL CURRENT LIABILITIES	1,377,522	2,343,617	5,259,180	3,217,307	(7,345,282)	4,852,344
<u>OTHER LIABILITIES</u>						
Long-term debt, net of unamortized debt issuance costs of \$58,519	1,657,762	-	-	-	-	1,657,762
Long-term lease liabilities - Finance	98,426	157,676	-	-	-	256,102
Long-term lease liabilities - Operating	-	2,848,456	99,903,710			102,752,166
	1,756,188	3,006,132	99,903,710			
TOTAL LIABILITIES	3,133,710	5,349,749	105,162,890	3,217,307	(7,345,282)	109,518,374
<u>NET ASSETS (DEFICIENCY)</u>	9,881,844	7,405,932		469,030		104,666,030
TOTAL LIABILITIES AND NET ASSETS (DEFICIENCY)	\$ 13,015,554	\$ 12,755,681	\$ 98,005,199	\$ 3,686,337	\$ (7,345,282)	\$ 120,117,489
				-		
				-	10,599,115	
		(7,157,691)	-	-		
					120,117,489	



AMBER CHARTER SCHOOLS

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2023

	Amber Charter Schools					
	East Harlem	Kingsbridge	Inwood	School Services Team	Eliminations	Total
Revenue, gains and other support:						
Public school district:						
Resident student enrollment	\$ 5,810,693	\$ 11,049,011	\$ 1,752,677	\$ -	\$ -	\$ 18,612,381
Students with disabilities	10,390	232,214	15,190	-	-	257,794
Grants and contracts:						
State and local	31,378	44,511	4,275	-	-	80,164
Federal - Title and IDEA	275,965	450,921	75,603	-	-	802,489
Federal - other	973,260	1,026,963	367,582	-	-	2,367,805
Food service / Child nutrition program	199,230	331,571	89,658	-	-	620,459
NYC DoE Rental Assistance	-	2,832,241				3,358,044
TOTAL REVENUE, GAINS AND OTHER SUPPORT	7,300,916	15,967,432	2,830,788	-	-	26,099,136
Expenses:						
Program:						
Regular education	3,828,283	7,768,576	4,256,259	986,547	(850,620)	15,989,045
Special education	1,315,397	1,942,091		208,174	(231,451)	4,475,655
TOTAL PROGRAM EXPENSES	5,143,680	9,710,667	5,497,703	1,194,721	(1,082,071)	20,464,700
Management and general	2,136,264	4,364,661		3,213,028	(3,937,375)	8,058,452
TOTAL OPERATING EXPENSES	7,279,944	14,075,328	7,779,577	4,407,749	(5,019,446)	
SURPLUS (DEFICIT) FROM SCHOOL OPERATIONS	20,972	1,892,104	(4,948,789)	(4,407,749)	5,019,446	(2,424,016)
Support and other revenue:		1,241,444				
Contributions		2,281,874				
Foundations	-	140,652	46,045	839,338	28,523,152	1,026,035
Individuals	-	-	-	15,000	-	15,000
Corporations	2,236	-	-	2,500	-	4,736
Management fee income	-	-	-	3,634,448	(3,634,448)	-
Rental income	-	-	1,384,998	-	(1,384,998)	-
Investment income	-	-	-	3,661	-	3,661
Miscellaneous income	4,032	2,623				36,179
TOTAL SUPPORT AND OTHER REVENUE	6,268	143,275	1,433,952	4,521,562	(5,019,446)	
CHANGE IN NET ASSETS	27,240	2,035,379	(3,514,837)	113,813	-	(1,338,405)
Net assets (deficiency) at beginning of year	9,854,604	5,370,553		355,217		
NET ASSETS (DEFICIENCY) AT END OF YEAR	\$ 9,881,844	\$ 7,405,932	\$ (7,152,691)	\$ 469,030	\$	\$

-  
1,085,611  
11,937,520  
10,599,115

AMBER CHARTER SCHOOL EAST HARLEM

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER

YEAR ENDED JUNE 30, 2023

	No. of Positions	Program Services			Supporting Services		Total
		Regular Education	Special Education	Sub-total	Management and general	Sub-total	
Personnel Services Costs:							
Administrative staff personnel	7	\$ 119,233	\$ 26,698	\$ 145,931	\$ 583,726	\$ 583,726	\$ 729,657
Instructional personnel	33	1,730,952	707,384	2,438,336	-	-	2,438,336
Non-instructional personnel	2	69,777	15,624	85,401			85,401
Total salaries and staff	42	1,919,962	749,706	2,669,668	583,726	583,726	3,253,394
Fringe benefits and payroll taxes		539,627	212,429	752,056	165,713	165,713	917,769
Retirement		100,332	39,497	139,829	30,811	30,811	170,640
Professional development		35,293	7,902	43,195	-	-	43,195
Professional services		456,714	129,991	586,705	1,246,109	1,246,109	1,832,814
Travel and conference		3,450	1,359	4,809	1,060	1,060	5,869
Supplies / materials		115,405	25,841	141,246	-	-	141,246
Office expenses		5,455	1,222	6,677	26,707	26,707	33,384
Food service		114,010	25,529	139,539	-	-	139,539
Student services		83,739	-	83,739	-	-	83,739
Utilities		12,244	4,820	17,064	3,760	3,760	20,824
Insurance		1,565	616	2,181	481	481	2,662
Dues and subscriptions		7,105	2,797	9,902	2,182	2,182	12,084
Non-capitalized equipment and furnishings		526	207	733	162	162	895
Technology		17,812	3,988	21,800	2,422	2,422	24,222
Repairs and maintenance		29,248	11,513	40,761	8,981	8,981	49,742
Depreciation and amortization		221,711	49,645	271,356	30,151	30,151	301,507
Interest expense		68,296	26,886	95,182	20,973	20,973	116,155
Other		95,789	21,449	117,238	13,026	13,026	130,264
		\$ 3,828,283	\$ 1,315,397	\$ 5,143,680	\$ 2,136,264	\$	\$ 7,279,944

2,136,264

AMBER CHARTER SCHOOL KINGSBRIDGE

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER

YEAR ENDED JUNE 30, 2023

	No. of Positions	Program Services			Supporting Services		Total
		Regular Education	Special Education	Sub-total	Management and general	Sub-total	
Personnel Services Costs:							
Administrative staff personnel	17	\$ 247,156	\$ 46,365	\$ 293,521	\$ 1,174,081	\$ 1,174,081	\$ 1,467,602
Instructional personnel	53	2,971,771	844,312	3,816,083	-	-	3,816,083
Non-instructional personnel	2		15,688				99,315
Total salaries and staff	72	3,302,554	906,365	4,208,919	1,174,081	1,174,081	5,383,000
Fringe benefits and payroll taxes		899,023	244,621	1,143,644	320,163	320,163	1,463,807
Retirement	83,627	117,658	32,015	149,673	41,901	41,901	191,574
Professional development		54,843	10,288	65,131	-	-	65,131
Professional services		664,269	199,809	803,069	2,109,994	2,109,994	2,913,063
Student and staff recruitment		29,865	8,126	37,991	10,635	10,635	48,626
Travel and conference		6,972	1,897	- 8,869	2,483	2,483	11,352
Supplies / materials		213,594	40,069	253,663	-	-	253,663
Office expenses		9,372	1,758	11,130	44,520	44,520	55,650
Food service		199,087	37,347	236,434	-	-	236,434
Student services		299,499	-	299,499	-	-	299,499
Building and land rent / lease		1,740,648	473,343	2,213,991	619,516	619,516	2,833,507
Dues and subscriptions		8,963	2,439	11,402	3,192	3,192	14,594
Utilities		13,397	3,645	17,042	4,771	4,771	21,813
Non-capitalized equipment and furnishings		1,635	445	2,080	582	582	2,662
Technology		17,289	3,243	20,532	2,281	2,281	22,813
Repairs and maintenance		19,884	5,410	25,294	7,081	7,081	32,375
Depreciation and amortization		161,853	30,362	192,215	21,357	21,357	213,572
Interest expense		4,541	1,236	5,777	1,617	1,617	7,394
Other		3,630	682	4,312	487	487	4,799
		<u>\$ 7,768,576</u>	<u>\$ 1,942,091</u>	<u>\$ 9,710,667</u>	<u>\$ 4,364,661</u>	<u>\$ 4,364,661</u>	<u>\$ 14,075,328</u>

AMBER CHARTER SCHOOL INWOOD

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER

YEAR ENDED JUNE 30, 2023

	No. of Positions	Program Services			Supporting Services		Total
		Regular Education	Special Education	Sub-total	Management and general	Sub-total	
Personnel Services Costs:							
Administrative staff personnel	6	\$ 74,496	\$ 21,961	\$ 96,457	\$ 385,826	\$ 385,826	\$ 482,283
Instructional personnel	14	680,500	200,613	881,113	-	-	881,113
Non-instructional personnel	<u>2</u>	<u>          </u>	<u>14,863</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>65,278</u>
Total salaries and staff	22	805,411	237,437	1,042,848	385,826	385,826	1,428,674
Fringe benefits and payroll taxes		200,542	59,120	259,662	96,188	96,188	355,850
Retirement	50,415	19,499	5,748	25,247	9,353	9,353	34,600
Professional development		34,937	10,299	45,236	-	-	45,236
Legal services		-	65,278	-	770	770	770
Professional services		132,920	39,185	172,105	397,254	397,254	569,359
Travel and conference		1,648	486	- 2,134	790	790	2,924
Supplies / Materials		18,135	5,346	23,481	-	-	23,481
Office expenses		4,999	1,473	6,472	25,884	25,884	32,356
Food service		45,741	13,485	59,226	-	-	59,226
Student services		45,157	-	45,157	-	-	45,157
Building and land rent / lease		2,773,684	817,691	3,591,375	1,330,369	1,330,369	4,921,744
Dues and subscriptions		3,860	1,138	4,998	1,852	1,852	6,850
Utilities		16,362	4,823	21,185	7,848	7,848	29,033
Non-capitalized equipment and furnishings		2,006	592	2,598	962	962	3,560
Technology		24,497	7,222	31,719	3,524	3,524	35,243
Repairs and maintenance		8,937	2,635	11,572	4,286	4,286	15,858
Depreciation and amortization		116,968	34,482	151,450	16,828	16,828	168,278
Other		<u>956</u>	<u>282</u>	<u>1,238</u>	<u>140</u>	<u>140</u>	<u>1,378</u>
		<u>\$ 4,256,259</u>	<u>\$ 1,241,444</u>	<u>\$ 5,497,703</u>	<u>\$ 2,281,874</u>	<u>\$ 2,281,874</u>	<u>\$ 7,779,577</u>

AMBER SCHOOL SERVICES TEAM

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2023

	No. of Positions	Program Services			Supporting Services		Total
		Regular Education	Special Education	Sub-total	Management and general	Sub-total	
Personnel Services Costs:							
Administrative staff personnel	24	\$ 385,634	\$ 80,293	\$ 465,927	\$ 1,863,708	\$ 1,863,708	\$ 2,329,635
Instructional personnel	-	-	-	-	-	-	-
Non-instructional personnel	-	-	-	-	-	-	-
Total salaries and staff	24	385,634	80,293	465,927	1,863,708	1,863,708	2,329,635
Fringe benefits and payroll taxes		119,757	27,632	147,389	496,195	496,195	643,584
Retirement		21,460	4,951	26,411	88,916	88,916	115,327
Professional development		65,245	13,585	78,830	-	-	78,830
Legal services	-	-	-	-	3,230	3,230	3,230
Accounting / Audit		-	-	-	66,401	66,401	66,401
Financial management services		-	-	-	65,725	65,725	65,725
Professional services		127,922	28,349	156,271	315,382	315,382	471,653
Supplies and Materials		25,851	5,382	31,233	-	-	31,233
Student services		17,896	-	17,896	-	-	17,896
Student and staff recruitment		63,825	13,987	77,812	128,377	128,377	206,189
Travel and conference		5,051	1,165	6,216	20,927	20,927	27,143
Office expenses		736	153	889	3,556	3,556	4,445
Insurance		29,546	6,817	36,363	122,417	122,417	158,780
Dues and subscriptions		3,568	823	4,391	14,782	14,782	19,173
Utilities		1,743	402	2,145	7,222	7,222	9,367
Non-capitalized equipment and furnishings		78	18	96	321	321	417
Technology		86,864	18,086	104,950	11,661	11,661	116,611
Depreciation and amortization		1,237	257	1,494	166	166	1,660
Other		30,134	6,274	36,408	4,042	4,042	40,450
		<u>\$ 986,547</u>	<u>\$ 208,174</u>	<u>\$ 1,194,721</u>	<u>\$ 3,213,028</u>	<u>\$ 3,213,028</u>	<u>\$ 4,407,749</u>

**AMBER CHARTER SCHOOLS AND AFFILIATES**

**NEW YORK, NEW YORK**

**SCHEDULES REQUIRED BY GOVERNMENT  
AUDITING STANDARDS AND THE UNIFORM  
GUIDANCE**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2023**



## CONTENTS

<u>SCHEDULES REQUIRED BY GOVERNMENT AUDITING STANDARDS AND THE UNIFORM GUIDANCE</u>	<u>PAGE</u>
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	3
Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards in Accordance with the Uniform Guidance	5
Schedule of Expenditures of Federal Awards	8
Schedule of Findings and Questioned Costs	10



BUSINESS  
ADVISORS  
AND CPAS

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

Board of Trustees  
Amber Charter Schools and Affiliates

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Amber Charter Schools and Affiliates, which comprise the consolidated statement of financial position as of June 30, 2023 and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the consolidated financial statements and have issued our report thereon dated October 25, 2023.

**Internal Control Over Financial Reporting**

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

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

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



## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Amber Charter Schools and Affiliates' consolidated 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 consolidated 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of This Report**

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

A solid black rectangular box used to redact a signature.

*[Handwritten signature]*

Rochester, New York  
October 25, 2023



BUSINESS  
ADVISORS  
AND CPAS

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF  
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees  
Amber Charter Schools and Affiliates

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Amber Charter Schools and Affiliates' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Amber Charter Schools and Affiliates' major federal programs for the year ended June 30, 2023. Amber Charter Schools and Affiliates' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Amber Charter Schools and Affiliates complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Amber Charter Schools and Affiliates and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Amber Charter Schools and Affiliates' compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Amber Charter Schools and Affiliates' federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Amber Charter Schools and Affiliates' compliance based on our audit. 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 GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance. Amber Charter Schools and Affiliates' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Amber Charter Schools and Affiliates' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Amber Charter Schools and Affiliates' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Amber Charter Schools and Affiliates' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Report on Internal Control Over Compliance***

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the consolidated financial statements of Amber Charter Schools and Affiliates as of and for the year ended June 30, 2023, and have issued our report thereon dated October 25, 2023, which contained an unmodified opinion on those consolidated financial statements. Our audit was performed for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the consolidated financial statements as a whole.



/ s /

Rochester, New York  
October 25, 2023

AMBER CHARTER SCHOOLS AND AFFILIATES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 557,954
Title IIA - Supporting Effective Instruction State Grant	84.367	0147	62,420
Title III- English Language Acquisition Grant	84.365	0293	29,831
Title IV- Student Support and Academic Enrichment Program	84.424	0204	50,037
 <u>Education Stabilization Funds -</u>			
ESSER I - Elementary and Secondary School Emergency Relief Fund	84.425D	5890	3,332
ESSER II - Elementary and Secondary School Emergency Relief Fund	84.425D	5891	997,679
ARP ESSER - American Rescue Plan-Elementary and Secondary School Emergency Relief	84.425U	5880	<u>1,294,022</u>
<i>Total Education Stabilization Funds</i>			<u>2,295,033</u>
TOTAL DEPARTMENT OF EDUCATION			<u>2,995,275</u>
 U.S. Department of Agriculture:			
<u>Passed through New York State Education Department:</u>			
<i>Child Nutrition Cluster</i>			
School Breakfast Program	10.553	310400860806	165,380
National School Lunch Program	10.555	310400860806	377,489
Fresh Fruit and Vegetable Program	10.582	310400860806	64,330
Supply Chain Assistance - COVID	10.555	310400860806	37,507
<i>Total Child Nutrition Cluster</i>			<u>644,706</u>
TOTAL DEPARTMENT OF AGRICULTURE			<u>644,706</u>
 TOTAL ALL PROGRAMS			<u>\$ 3,639,981</u>

AMBER CHARTER SCHOOLS AND AFFILIATES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Cont'd

YEAR ENDED JUNE 30, 2023

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Amber Charter Schools and Affiliates and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic consolidated financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Amber Charter Schools and Affiliates has elected not to use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance.

AMBER CHARTER SCHOOLS AND AFFILIATES  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2023

SUMMARY OF AUDITOR'S RESULTS

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Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified? \_\_\_\_\_ yes   x   no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes   x   none reported

Noncompliance material to financial statements noted? \_\_\_\_\_ yes   x   no

Federal Awards

Internal control over major programs:

- Material weakness (es) identified? \_\_\_\_\_ yes   x   no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes   x   none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes   x   no

Identification of major program:

*AL Number:*

84.425D & 84.425U

*Name of Federal Program or Cluster:*

ESSER I, ESSER II and ARP ESSER

Dollar threshold used to distinguish between type A and type B programs:

  \$750,000  

Auditee qualified as low-risk auditee?

  x   yes \_\_\_\_\_ no

AMBER CHARTER SCHOOLS AND AFFILIATES  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd  
YEAR ENDED JUNE 30, 2023

FINDINGS – FINANCIAL STATEMENT AUDIT

None.

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None.

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None.



SUNY Charter Schools Institute  
Budget Narrative

Education Corporation Name:

Fiscal Contact:

Date:

Name:

Email:

1. What steps has the education corporation taken to ensure it has enacted a conservative budget?

2. How much of the education corporation's tier two of the ESSER funds would be spent by September 30, 2023? How much of the tier three ESSER funds does the education corporation plan to spend by September 30, 2024?

3. How does the education corporation ensure the sustainability of programs enacted through the use of ESSER funding once ESSER funding period ends?

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

**Trustee Name:**

Khiera Pena

**Name of Charter School Education Corporation:**

Amber Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
- UFT 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 a school operated by the 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 and/or 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
United Federation of Teachers	labor union		Khiera Pena; I am an employee of the UFT, which is the labor union representing teachers in the school.	While I am a board member, I do not participate in board committees or the board's executive session.

*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.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

Signature

[REDACTED]

Date

1/27/2023

Acceptable signature formats include:

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



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Frank Aldridge

---

**Name of Charter School Education Corporation:**

Amber Charter Schools

---

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

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 a school operated by the 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 and/or 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

*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.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

Frank Aldridge (7/16, 2023 09:47 EDT)

7/16/23

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Brian Quillin

---

**Name of Charter School Education Corporation:**

Amber Charter Schools

---

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

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 a school operated by the 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 and/or 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

*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.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

6 [REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

11:46 EDT)

6.22.23

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

TIMOTHY DAY

**Name of Charter School Education Corporation:**

AMBER CHARTER SCHOOL

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 a school operated by the 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 and/or 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

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

[REDACTED]

6/14/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Robyn Epps

**Name of Charter School Education Corporation:**

Amber charter school

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

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 a school operated by the 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 and/or 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

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[REDACTED]

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[REDACTED]

**Home Address:**

[REDACTED]

**Signature**

**Date**

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*last revised 04/2022*

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

**Trustee Name:**

Amador Centene

**Name of Charter School Education Corporation:**

Amber Charter Schools

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

Vice chair

chair, Facilities Committee

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 a school operated by the 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 and/or 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



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	6/14/23
<b>Signature</b>	<b>Date</b>

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*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Brad Olsen

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**Name of Charter School Education Corporation:**

Amber Charter Schools

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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.).

Board

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 a school operated by the 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 and/or 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

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

06/21/23

**Signature**

**Date**

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*last revised 04/2022*

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

**Trustee Name:**

Lindsay Marino Long

**Name of Charter School Education Corporation:**

Amber Charter Schools

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

Trustee

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 a school operated by the 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 and/or 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**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

**Signature**

6/14/23  
**Date**

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*last revised 04/2022*

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

**Trustee Name:**

LI'ESHA GARCIA

**Name of Charter School Education Corporation:**

AMBER CHARTER SCHOOL

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

MEMBER

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 a school operated by the 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.

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 and/or 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. 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

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**Business Telephone:**

N/A

**Business Address:**

N/A

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

6.14.23

**Signature**

**Date**

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*last revised 04/2022*



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

**Trustee Name:**

Miguelina German

**Name of Charter School Education Corporation:**

Amber Charter

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

Board member

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 a school operated by the 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>

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☒ 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

-

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[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

**Signature**

**Date**

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*last revised 04/2022*

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

**Trustee Name:**

Jenna Pantel

**Name of Charter School Education Corporation:**

Amber Charter Schools

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

Board Member  
Chair of Ed. Committee

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 a school operated by the 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 and/or 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

*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.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

10193

[REDACTED]

**Signature**

**Date**

6/14/23

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

John A. Gutierrez.

**Name of Charter School Education Corporation:**

Amber Charter School

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

Chairman.

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 a school operated by the 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 and/or 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

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

**Signature**

[REDACTED]

**Date**

6/14/23

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Soledad Hiciano

**Name of Charter School Education Corporation:**

Amber Charter Schools

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

*Board Chair, Vice Chair, Secretary.*

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 a school operated by the 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

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☒ None

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

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 and/or 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		

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**E-mail Address:**

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**Home Telephone:**

[REDACTED]

**Home Address:**

*Dumont*

[REDACTED]

*[Signature]*  
**Signature**

*6/14/23*  
**Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Amber Charter School  
August Board Minutes  
August 9, 2022**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION: Sonesta White Plains Downtown**

**ATTENDANCE:**

**Board:** Amador Centeno, Timothy Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Lindsay Marino Long, Brad Olsen, Jenna Pantel, Brian Quillin

**Staff:** Veronica Almedina, Sashemani Elliott, Kirsys Gomez, Mercedes Minaya

**Absent:** Frank Aldridge, Soledad Hiciano

**Call to Order**

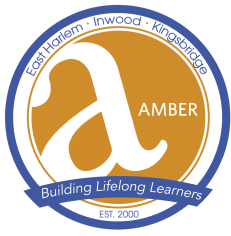
Dr. Gutierrez called the meeting to order at 4:08 pm.

- Ms. Gomez and Ms. Almedina provided a UFT Update. Has had three virtual meetings with Inwood and East Harlem with an average of 20-25 attendees. Staff members have salaries at the top of the list. They want Amber to follow the DOE calendar to include new holidays, K-2 teacher assistants, add a floater TA, and recognize part-time academic tutors.
- Coming back in two weeks to go over the negotiations.
- Covid update on a decision to reduce the isolation period from 10 to 5 days.
- Discontinuing mirimus testing for the upcoming school year. Amber will use the rapid tests instead, as their life span has been extended to 12 months.
- Test to stay policy will still be in place.

**II. Motion to adjourn**

- **Move:** Li'Esha Garcia
- **Second:** Jenna Pantel
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 4:15 pm



**Amber Charter Schools  
March Board Minutes  
March 8, 2023**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION:** Inwood, 532 W. 215th Street, New York, NY 10034

**ATTENDANCE:**

**Board:** Timothy Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Brad Olsen, Brian Quillin

**Staff:** Veronica Almedina, Matthew Bull, Rose Castillo, Sashemani Elliott, Christine Ganey, Yahaira Garcia Sterling, Kirsys Gomez, Emily Griffin, Gina Mellusi, Mercedes Minaya, Mia Thomas, Francina Yaw-Costello

**Absent:** Frank Aldridge, Amador Centeno, Soledad Hiciano, Lindsay Marino Long, Jenna Pantel

**Guest:** Khiera Peña (Trustee Candidate)

**Call to Order**

Dr. Gutierrez called the meeting to order at 6:13pm.

**I. Check-In**

**II. Amber i-Ready Results** - Reported by Sashemani Elliott

- Chief Academic Officer reported on the i-Ready ELA & Math winter diagnostic results for the network.
- Inwood Principal reported
- East Harlem Principal reported
- Kingsbridge Elementary Principal reported
- Kingsbridge Middle School Principal reported

**III. Co-CEO Report** - Reported by Ms. Kirsys Gomez & Ms. Veronica Almedina

- Co-CEO thanked the Network Director of Teaching & Ms. Yahaira on their SEL Adelante efforts being presented in the school communities.

- The CAO and KBES Dean of Students will attend a conference for the SEL component of the Adelenate program.
- Mayor Bloomberg has announced the summer program in which Amber will participate if accepted.
- On March 1st, Amber met with Luis Miranda and Howard Wolfman, who works closely with Bloomberg Education Initiatives, and visited the Inwood campus for a tour.
- Launching the cabinet spring retreat this month and strategic planning will be worked on alongside the Principals, Network Directors, and Cabinet Leaders.
- Co-CEO reported that the East Harlem Principal will transition out of his position at the end of the school year. Amber will be working with an outside firm that specializes in education.
- The oil tank leak at East Harlem did not penetrate the ground. Working on repairing and replacing the oil tank.
- Co-CEO will be attending CSGF for Leaders of Colors.
- Starting work with the strategic planning with the finance and growth plan and adding market analysis to see the hot spots for students.

**IV. Kingsbridge Elementary Principal Report - Reported by Gina Mellusi**

- 2nd graders started the swimming program. The last time was in 2019. Six weeks of sessions from now through the end of the school year.
- The second round of ballet lessons for first graders.
- Celebrated Honesty assembly this week.

**V. Kingsbridge Middle School Principal Report - Reported by Mia Thomas**

- KBMS Principal thanked a board member for welcoming her and the Co-CEOs who visited New Community Heights to see their middle school and high school models.
- Dream program specialized readiness high school for students that have exceptional state testing. Six students from KBMS have been selected to be part of the program.
- Students were able to leave the schools last week for field trips.

**VI. Inwood Principal Report - Reported by Francina Yaw-Costello**

- Launched our second-grade swim program yesterday, and students were very excited.
- Also launched the kindergarten ballet program with Bronxville Ballet Not For Sale.
- Students will be going to Applebees next week.
- PTC will be next week.
- On March 27 & March 28, IW will launch its first Publishing Party.

**VII. EH Principal Report - Reported by Matt Bull**

- Had a book fair last week and raised \$9,500, and will get \$4,500.
- Also had a bake sale and made over \$630.
- The swim program also started at EH.

## **VII. Board Chair Report**

- Development update on the fundraiser will be on June 8th, with a formal save the date will be sent out.
- We will meet with a non-profit organization, Harlem Grows to work on the terrace at the IW. The theme will be “Amber’s Secret Garden,” and will unveil a new garden and offer mocktails with the herbs we can use.
- Looking for items that the board can contribute to creating a basket for a silent auction.
- Send letters to vendors so they can donate things.
- Discussing the price range for the tickets and the appetizers and mocktails that will be provided.
- Committee meetings will be held the last week of March, and the next board meeting will be the third week of April due to Passover.

## **VIII. Motion to approve the February 2023 meeting minutes**

- Move: Brian Quillin
- Second: Li’Esha Garcia
- Aye: All
- Nay: None
- Abstain: Tim Day, Brad Olsen, Khiera Pena

## **IV. Motion to go into executive session at 8:15pm**

- Move: Miguelina German
- Second: Li’esha Garcia
- Aye: All
- Nay: None
- Abstain: None

## **Motion to end executive session and adjourn meeting at 8:27pm**

- Move: Li'Esha Garcia
- Second: Brad Olsen
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 8:27pm





**Amber Charter School  
May Board Minutes  
May 10, 2023**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION:** Inwood, 532 W. 215th Street, New York, NY 10034

**ATTENDANCE:**

**Board:** Tim Day, Li'Esha Garcia, Dr. John Gutierrez, Miguelina German, Lindsay Marino Long, Jenna Pantel, Khiera Peña, Brian Quillin

**Staff:** Veronica Almedina, Matt Bull, Rose Castillo, Christine Ganey, Kirsys Gomez, Emily Griffin, Gina Mellusi, Masiel Mendez, Mercedes Minaya, Mia Thomas, Francina Yaw-Costello

**Absent:** Frank Aldridge, Amador Centeno, Robyn Epps, Soledad Hiciano, Brad Olsen

**Call to Order**

Dr. John Gutierrez called the meeting to order at 6:20pm.

**I. Check-In**

**II. Development Committee Update - Reported by Lindsay Marino Long**

- The Committee Chair reported on the auction items that are being collected and a reminder to all to use the link created and send out the invitation.
- Board members need to purchase a ticket for themselves, and the goal of \$500 per board member.
- Will be bringing in the choir from KBES to perform.
- ACS will be honoring Ms. Ana, but unfortunately, she has a commitment for that day but will speak to her partner to receive the award on her behalf.
- Ms. Ana will create a reel and might be able to project it on the terrace, but if not, we will print out photos of the ballet program and create a gallery.
- Middle school students can escort guests to the terrace at the event's start.
- Found a vendor who will charge \$2100 for the mocktails.
- Have sold 18 tickets as of today.
- The Board Chair mentioned that having spouses join the event would be great.

### **III. Finance - Reported by Co-CEO**

- Co-CEO reported on Amber Charter Schools Network Budget FY 23-24.
- The NYS lifted the revoked charters, and now 14 new charter schools can be opened with new guidelines.
- The per pupil increased to 3.34%, about \$528, budgeting 1210 students.
- Had a savings of \$100,000 with the food vendor.
- Schools will be implementing a new science program Into-Science.
- Will be using Into Math for K-8.
- We will rent the IW space to Kids in the Game this summer and get \$30,000.
- The city is rolling out new reading curriculums, and many schools will be doing into reading, which we already use.

#### **Motion to approve the budget**

- Move: Dr. John Gutierrez
- Second: Jenna Pantel
- Aye: All
- Nay: None

### **IV. Co-CEOs Report**

- Follow up on enrollment all schools had their first student registration events.
- We continue to check the number of families who have confirmed and attended.
- Budget for 1210 and currently at 1275. The goal is to be 15% above the budget number.
- The ops team is calling families that are pending to see if they are coming or not.
- EH budget 325 enrollment is at 346, KBES budget 455 is confirmed at 471, KBMS budget 285 is currently at 304, and IW budget 145 and confirmed at 154. Parents are confirming sooner than in the past but waiting to see what happens in September.
- We received the EH structural report for the crack in the main stairs, and the siding walls need to be repaired. Have called several vendors for RFPs.
- The main stairs are currently closed off.
- Co-CEO reported that we concluded the math testing last week.
- The entire network helped, and SST members volunteered in the hallways.
- Students were done by lunchtime, stamina was higher, 3rd grade had more fractions, middle school tests were fair throughout all grades, but 5th grade had more geometry than the other grades.
- Students are able to take tests in languages other than English. Had a few students who had the test in Spanish.
- Network Teaching Academic reported on the schools' math testing.
- Co-CEO reminded the board to stay committed to the Board Open House on May 25.
- All staff will be trained in safety training.

**V. Kingsbridge Elementary School Principal Report - Reported by Gina Mellusi**

- Hosting KB scholastic book fair at Inwood and busing all the children to shop at the bookfair.
- \$8000 worth of books, get 50% of the proceeds. Parents are putting over \$100 into the e-wallet for the children to buy the books.
- Shout out to Ms. Rose, who paid for books for children who didn't have money to buy the books.
- We had the NYC Children's Care program come to the school through the Adelante SEL program and had the anti-bullying workshop.
- The music teacher will be taking the students to Carnegie Hall, and students will play the recorders.

**VI. Kingsbridge Middle School Principal Report - Reported by Mia Thomas**

- Have received a lot of guests and visitors, 4th graders from EH & KBES.
- Our student government gave the 4th & 5th graders the middle school experience.
- Students are building and flying drones in the cafeteria.
- We had a community assembly last week and getting ready for Amber Service Day.

**VII. Inwood Principal Report - Reported by Francina Yaw-Costello**

- School-wide spelling bee in the gym, 6 finalists from each grade level. Families were invited and cheered for all students.
- We are giving families the opportunity to engage with the school and be a part of the community. They are coming in for mystery readers in the classes.
- Kudos to Ms. Mia for sharing and empowering each other with our Amber Stars and Amber Leaders.

**VIII. EH Principal Report - Reported by Matt Bull**

- May 25th Amber Board Open House.
- Career day happened today, we had a pilot from Jet Blue come in, and students asked for autographs. The pilots and flight attendants brought goodies for the students.
- Had a makers fair on Monday, and many amazing projects were created. Students were empowered to create something, and families came in.

**IX. Board Chair Report**

- The board chair reminded the board of the open house and invited the board members to attend the stepping-up ceremonies at EH & KBES on June 12th and June 16th.
- The June board meeting will be at EH on June 14th.
- Co-CEO reported that Mr. Brian is embarking on a new adventure this summer and will be resigning as Board Teacher Representative as of June 30th. The board presented him with a gift on behalf of Amber.

**X. Motion to approve the April 2023 meeting minutes**

- Move: Dr. Miguelina German
- Second: Li'Esha Garcia
- Aye: All
- Nay: None

- Abstain: Frank Aldridge, John Gutierrez, Jenna Pantel

**XI. Motion to adjourn**

- Move: Jenna Pantel
- Second: Li'Esha Garcia
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 8:02 pm



## DRAFT

### Amber Charter School October Board Minutes October 19, 2022

#### MEETING CHAIR:

Dr. John Gutierrez

#### MEETING SCRIBE:

Mercedes Minaya

**MEETING LOCATION:** East Harlem, 220 East 106th Street, New York, NY 10029

#### ATTENDANCE:

**Board:** Amador Centeno, Timothy Day, Robyn Epps, Dr. Miguelina German, Dr. John Gutierrez, Lindsay Marino Long, Brad Olsen

**Staff:** Matthew Bull, Rose Castillo, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Emily Griffin, Gina Mellusi, Mercedes Minaya, Nicholas Prosini, Mia Thomas, Francina Yaw-Costello

**Guest:** Kate Van Bramer (Mengel Metzger Barr & Co)

**Absent:** Frank Aldridge, Soledad Hiciano, Li'Esha Garcia, Jenna Pantel, Brian Quillin

#### Call to Order

Dr. Gutierrez called the meeting to order at 6:32pm.

#### I. Check-In

#### II. Financial Audit - Reported by Kate VanBramer

- Dr. Gutierrez introduced Kate Van Bramer from MMB.
- Ms. VanBramer went over the audit's high-level key points, shared the audited financial statements, and reported it is a clean and unmodified opinion.
- Ms. VanBramer shared there are two open items before the report is finalized for submission;
  - Receiving confirmation from CSI in regards to East Harlem low student enrollment for 2021-22
  - Receiving confirmation from Raza in regards to removing non-cash expenses due to deferred lease liabilities from the debt covenant calculation
- Dr. Gutierrez congratulated Ms. Gomez and her team for the great job done during the auditing process.

### III. **Motion to approve the audit statements for submission**

- **Move:** Miguelina German
- **Second:** Brad Olsen
- Aye: All
- Nay: None
- Abstain: None

### IV. **Co-CEO Report** - Reported by Ms. Kirsys Gomez, Ms. Sasha Elliott, Mr. Matt Bull, Ms. Gina Mellussi, Ms. Mia Thomas, and Ms. Francina Yaw-Costello

- A board member asked about the enrollment status at the schools. The Co-CEO reported that last year we were at 84%, and this year we are at 92%, so we are in a much better position.
- The Chief Academic Officer reported on the i-Ready testing reporting, broad high level, and most students are one grade below level. Our focus is to move them to grade level by the end of the year.
- Still in recovering mission, especially for older students, we want to move students up to grade level. The older they get, the harder it is to get them toward grade level because they are missing foundational skills.
- The East Harlem Principal reviewed the results for East Harlem and reported that they have partnered with Lehman and have received a lot of extra support for the teachers.
- The CAO reported that when the pandemic hit, those students that struggled then would take a couple of years to catch up.
- A board member asked about special technology programs to help struggling students.
- The Kingsbridge Elementary Principal mentioned that i-Ready is specialized for students with diagnostic testing and will have lessons based on their needs. The key is to get students in the amount of time suggested of one hour of reading and one hour of math. It is supposed to push them to get better throughout the year.
- A board member asked if there is any support outside of the school that will help the students, perhaps having extra homework or one on one with tutors.
- A board member reported that they are concerned about the students in red and want to get them caught up and find out what the two-year plan will look like.
- This week, parents will find out where their kids fall on the i-Ready assessment.
- Amber will have resources available for the parents to help their children at home.
- The Kingsbridge Elementary Principal reported on the i-Ready diagnostics for KBES and mentioned that students in red are receiving reading intervention.
- Hoping to start the tutoring program after the report card distribution for those students who need extra help.
- Have seven teacher residents and are there full days with the students doing station work and small groups.
- A board member asked about programs with Manhattan College.
- Manhattan College is an afterschool program that only provides babysitting services for the children until they are picked up. They do not provide tutoring services for students.
- Before and after school, the program will focus on the students in yellow, and those in red will be with the interventionists.
- The Kingsbridge Middle School Principal reported on the i-Ready diagnostics. The older the children get, the larger the gap becomes with their achievement.

- Students have the self-awareness to understand where they are. Need a lot of reading and hands-on materials and anomalies. It is important for us to expose those students that are behind.
- A board member asked if it's possible to create a class for students performing poorly.
- The CAO mentioned that Amber is not used to seeing numbers like this in the past. This will be a multi-year process and expect to see more green and less red numbers.
- The Network Director of Teaching & Learning reported that students have foundational skills, which doesn't mean they don't have skills in other areas.
- We will see the impact at the second and third assessments as these numbers are the baselines for how the students entered.
- The Board Chair mentioned that we need to be sensitive to the students as they know where they stand and can be very tough on one another.
- A board member reported that they could connect and outreach to specialized schools.
- The Inwood Principal reported on Inwood i-Ready assessment data.
- Have newer students who have never been exposed to Amber's testing.
- The intervention has already begun for those students who were in red last year.
- The Board Chair noted a significant drop in students taking the i-ready compared to Inwood. A third of the students in the middle schools were out during the assessment period due to COVID.
- The next assessment is in January. A board member informed us about COVID and that it will most likely be on the rise due to people not using their masks.
- The CAO reported on the NYC testing numbers and where we currently stand. Amber is on par with the city.
- The Co-CEO presented the new logo to the board.
- The team has been busy networking with different organizations and attending conferences.
- The Development team is working on getting the marketing up for Amber.
- Kudos to our Principals and Assistant Principals, as it is National Principals Month.

#### **V. Inwood Principal Report - Reported by Francina Yaw-Costello**

- The Inwood Principal reported on Amber Unity Day. Coming together and shedding light on bullying.
- The children were happy wearing orange.
- Family tours happened on October 15th for new and returning families.
- The local fire department invited us to bring the kids to visit them.
- The entire school will be going to the Green Meadow Farm. It will be the first time many students get on a school bus.

#### **VI. Kingsbridge Elementary Principal Report - Reported by Gina Mellusi**

- Students took over as school guides during the tours. The parents were very excited to come to the school.
- Seven teachers also volunteered to give some tours.
- Preparing for assembly and selecting an Amber Hero.
- Have a kindergartener who is a Ukrainian refugee. The student connected with a teacher who speaks Russian and is very happy.

#### **VII. Kingsbridge Middle School Principal Report - Reported by Mia Thomas**

- The middle schoolers also celebrated unity day.
- First in-person assembly since Covid, and it worked out very well.

- Starting new clubs, basketball tryouts beginning soon, dance class, and acting happened today.
- Peer tutoring launched this week during lunch.
- Started a news crew with Amber Leader News Hub and broadcast messages in the morning. Weather, birthday shoutout, daily update, and students want a gossip column.
- KBMS setup the PA bell system that is a Japanese Chime for class transitioning.

**VIII. East Harlem Principal Report - Reported by Matt Bull**

- EH had its open house, and parents were excited to see their children's cubbies.
- Judge Hon. Shah swore in the Student Council last week.
- EH also celebrated Unity Day and had a parade in the streets.
- Next week we will have our assembly together in the cafeteria.
- Students enjoyed their library trip and received backpacks and books.

**IX. Board Chair Report - Reported by Dr. John Gutierrez and Lindsay Marino-Long**

- Ms. Marino-Long reported on the Double Good to open up on giving Tuesday, November 29th and ends on Friday, December 2, 2022

**X. Motion to approve the September meeting minutes**

- **Move:** Miguelina German
- **Second:** Lindsay Marino-Long
- Aye: All
- Nay: None
- Abstain: Brad Olsen

**XI. Motion to adjourn**

- **Move:** Lindsay Marino Long
- **Second:** Tim Day
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 8:10pm





**Amber Charter School  
April Board Minutes  
April 19, 2023**

**MEETING CHAIR:**

Amador Centeno

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION:** Inwood, 532 W. 215th Street, New York, NY 10034

**ATTENDANCE:**

**Board:** Amador Centeno, Timothy Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Soledad Hiciano, Lindsay Marino Long, Brad Olsen, Khiera Peña, Brian Quillin

**Staff:** Veronica Almedina, Rose Castillo, Sasha Elliott, Christine Ganey, Kirsys Gomez, Masiel Mendez, Mercedes Minaya

**Absent:** Dr. John Gutierrez, Jenna Pantel, Frank Aldridge

**Call to Order**

Amador Centeno called the meeting to order at 6:12pm.

**I. Check-In**

**II. Spring Fundraiser Update - Reported by Lindsay Marino Long**

- The Development Chair shared the save-the-date for the fundraiser event with the board.
- The goal is to create baskets to raffle and have the board members ask their network who can contribute items for the baskets.
- A solicitation letter will be created so board members can share it with their network.
- Get 8-10 things to do a tricky trade event where people will buy raffle tickets and put their tickets in for the items they want.
- A board member suggested the admission tickets be sold at \$75 due to the location of where the fundraiser will be held. Members voted that the admission ticket be priced at \$100.
- The fundraiser will start at 6pm vs. 5pm to give time for people to get there after work.
- Suggesting getting a parking flat rate to at a local parking lot to offer to attendees.
- A board member suggested honoring the ballet instructor that launched the ballet program at Inwood and Kingsbridge Elementary.

- A board member mentioned that Amber has a base of people that can be invited to the event.
- It was decided that a commitment of \$500 from each board member with pricing of \$100 for each ticket will be required.

### **III. ELA State Testing Update - Reported by Ms. Sasha Elliott**

- Chief Academic Officer reported that 11 students opted out. Parents said children were stressed.
- There were multiple-choice questions and two small responses in a different booklet. The paper on the booklet was thin and easily ripped through with the eraser.
- 85% of students were testing after lunchtime at all campuses.
- Looking forward to day two, and we had no tears from the students.
- We must implement the new testing format in September to prepare them for the following year's state testing.

### **IV. Co-CEOs Report - Reported by Kirsys Gomez and Veronica Almedina**

- Co-CEO reported that we are assessing where we will put our funds and which type of accounts we will put them in.
- The ELA makeup tests will be on Friday.
- Our Inwood campus hosted Congressman Espaillat's Community Townhall Meeting on Thursday, April 13th. Our neighbors came in to see the building.
- Board Open House will be on Thursday, May 25th, at Inwood and East Harlem from 9am to 11am.
- Co-CEO thanked a board member for the Montefiore donation received.
- Amber was awarded the summer boost program for rising 2nd - 8th graders.
- 140 students have signed up for the program.
- As of April 11th, Covid vaccination is no longer a requirement for visitors or staff members.
- Our COO and her recruitment team are continuing to bump their efforts with new students. They recently had a phone-a-thon to remind prospective parents of the lottery on April 5th.
- East Harlem submitted an extension for 8th grade for the 2024-2025 school year. We will receive the decision in mid-May.

### **V. Kingsbridge Elementary School Principal Report - Reported by Co-CEO**

- KBES 4th graders are visiting lower grades for community service day which happens on the last Friday of every month.
- Students celebrate poetry month with the "Poetry in Your Pocket" event.

### **VI. Kingsbridge Middle School Principal Report - Reported by Co-CEO**

- Middle school had its spring social event.

### **VII. Inwood Principal Report - Reported by Co-CEO**

- Inwood Elementary hosted its first publishing party in person.
- Finished the first round of ballet, and the second round will begin soon.

- IW is conducting its mystery reader event. Families are signing up to be mystery readers in their children's classes.

**VIII. EH Principal Report - Reported by Co-CEO**

- Lower grades wrote notes of encouragement for the students who tested in the higher grades.
- The "Drop Everything" read event will be on April 26.

**VIII. Motion to approve the March 2023 meeting minutes**

- Move: Brad Olsen
- Second: Li'Esha Garcia
- Aye: All
- Nay: None
- Abstain: Frank Aldridge, Amador Centeno, Soledad Hiciano, Lindsay Marino Long, Jenna Pantel

**IV. Motion to approve the Emergency Meeting minutes**

- Move: Dr. Miguelina German
- Second: Soledad Hiciano
- Aye: All
- Nay: None
- Abstain: None

**X. Motion to adjourn**

- Move: Li'Esha Garcia
- Second: Soledad Hiciano
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 7:39pm



**Amber Charter School  
June Board Minutes  
June 14, 2023**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION:** East Harlem, 220 E. 106th Street, New York, NY 10029

**ATTENDANCE:**

**Board:** Amador Centeno, Tim Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Soledad Hiciano, Lindsay Marino Long, Jenna Pantel, Brian Quillin

**Staff:** Veronica Almedina, Luisa Bellolio, Matt Bull, Rose Castillo, Christine Ganey, Kirsys Gomez, Emily Griffin, Gina Mellusi, Mercedes Minaya, Mia Thomas, Francina Yaw-Costello

**Absent:** Frank Aldridge, Brad Olsen, Khiera Peña

**Guest:** Joey Gustafson, Amber Education Fund

**Call to Order**

Dr. John Gutierrez called the meeting to order at 6:12pm

**I. Check-In**

**II. Strategic Planning Overview - Reported by Joey Gustafson**

- Ms. Gustafson reported on the 2023 Strategic Planning Process for Amber Charter Schools.
- The goal is to provide an update on the five-year plan.
- Working on the plan with Abacus on a weekly basis with Amber's Leadership Team and other staff members.

**III. Development Committee Update - Reported by Lindsay Marino-Long**

- The committee chair reported on the canceled fundraiser due to air quality concerns.
- Considerations for a new date for the fundraiser as some auction items have dates already scheduled (i.e., baseball tickets and LL Cool J concert) or expiration dates.
- Wednesday, June 28th is the alternative date.

**IV. i-Ready Spring Diagnostics Result - Reported by Sashemani Elliott**

- Chief Academic Officer reported on the Spring Diagnostic May 2023 results.
- KBES Principal reported on the ELA & Math Spring results for the school.

- KBMS Principal reported on the ELA & Math Spring results for the school.
- IW Principal reported on the ELA & Math Spring results for the school.
- EH Principal reported on the ELA & Math Spring results for the school.
- A board member suggested seeing the data on how the 4th grades are doing going into middle school.
- A board member suggested that Amber should do a summer introduction to the new middle schoolers coming in so they can experience the school culture early on.
- Working on hiring a Director of Math to focus on middle school.
- The Network Director of Teaching and Learning reported on the Adelante SEL program and thanked a Board Member for assisting in getting the grant for the program.

**V. Co-CEOs Report - Reported by Kirsys Gomez and Veronical Almedina**

- Co-CEO reported that the current Chief Academic Officer is transitioning to the Chief Talent Officer position starting in July.
- The current Network Director of Teaching and Learning has been promoted to Managing Director of Academics.
- Co-CEO shared that the final per pupil increased from 3.34% to 4% after the original budget was approved.
- The recruitment team has been doing a great job in enrolling new students and calling families to convince them to see the school and confirm their acceptance.
- NYSED has a new audit being released for the ESSER grants. We received \$3M for learning loss, and they want to see where the money was spent. Starting the first round soon.
- Structuring the Operations and Facilities Department, and will be combined due to school safety.
- The current Network Director of Operations has been promoted to Managing Director of Operations.
- Received a NYC Discretionary grant for \$5,000 and collaborative with About U for a community festival. It was rescheduled to June 17th due to air quality concerns. It will be held in East Harlem and invites for current and new families.
- Co-CEO shared a video on Amber's Tutoring Program with a grant provided by the Robinhood Foundation.
- Amber Board Teacher Representative elected a new teacher from Inwood.
- Kudos to the Teacher Board Representative for holding an info session that helped attendees understand the role.
- The EH Principal has been hired and will start in July.
- BLAAC will host a gala, and the KB Middle School Principal will be honored as the Educator of the Year.

**VI. Kingsbridge Elementary School Principal Report - Reported by Gina Mellusi**

- The stepping-up ceremony was on Friday with 4th graders stepping up.
- Senior week will be all next week for the 4th graders.
- The achievement award ceremony will be held next week.

**VII. Kingsbridge Middle School Principal Report - Reported by Mia Thomas**

- Olympic Day will be held tomorrow.
- Achievement Ceremony will be next week.

- We will be having our first talent show.
- We had a school-wide trip to the Bronx Zoo.

**VIII. IW Principal Report - Reported by Francina Yaw-Costello**

- The school counselor wrapped up the Erin Law training for the children.
- We will be having our Olympic Day on Friday, pending the weather.
- Hosting our grade-level achievement ceremonies on the 22nd.

**IX. EH Principal Report - Reported by Matt Bull**

- Tomorrow will be our rescheduled Olympic Day
- Stepping Up Ceremony on Monday with a Key guest speaker

**X. Board Chair Report**

- Co-CEO evaluations will be going out by email with a deadline of July.
- Board Retreat is coming up on July 23 & July 24th.
- Board Chair announced a Ms. Jenna Pantel's resignation but will continue to stay on the Education Committee as a consultant.

**XI. Motion to approve the May 2023 meeting minutes**

- Move: Jenna Pantel
- Second: Brian Quillin
- Aye: All
- Nay: None
- Abstain: Frank Aldridge, Amador Centeno, Robyn Epps, Soledad Hiciano, Brad Olsen

**XI. Motion to adjourn**

- Move: Jenna Pantel
- Second: Brian
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 8:31pm



**Amber Charter School  
December Board Minutes  
December 13, 2022**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION:** Bella Notte Restaurant, 3524 Johnson Avenue, Bronx, NY 10463

**ATTENDANCE:**

**Board:** Amador Centeno, Timothy Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Soledad Hiciano, Dr. John Gutierrez, Lindsay Marino Long, Brad Olsen, Jenna Pantel, Brian Quillin

**Staff:** Rose Castillo, Christine Ganey, Kirsys Gomez, Emily Griffin, Mercedes Minaya

**Absent:** Frank Aldridge

**Call to Order**

Dr. Gutierrez called the meeting to order at 6:08pm.

**I. Check-In**

**II. Co-CEO Report**

- The Co-CEO reported that we currently have an enrollment of 1,068, which is 91% of the target. We've lost students, however, we have continued to enroll new students.
- Currently have teacher vacancies in Kinder & 2nd grades at Inwood. However, we have two candidates set to start in January.
- In East Harlem we have 1st grade and spanish teacher vacancy. However, we have long term substitute in place.
- Have partnered with Underdog Strategies to focus on canvassing operations in East Harlem & Inwood neighborhoods .
- In marketing, we've targeted about 13,000 families with Vanguard mailing and added our Amber ads in bus shelters.
- We hosted our 1st set of virtual of open houses and had approximately 75 families.
- The audit has been submitted with no compliance issues.
- Started springboard intervention at Kingsbridge Middle School and Inwood, which is part of the Robin Hood grant we received.

- Also started the “adelante” program for the SEL led by the Network Director of Teaching & Learning.
- Co-CEO thanked the Board Chair for his support and her team these past couple of months.

### **III. Board Chair Report**

- UFT updates, Michael Stolper, has been having sidebar conversations with their councils, and negotiations will resume in January.
- At the January meeting, we will introduce a board candidate from the UFT who is a great person. She’s committed to the neighborhood and knows the area well. She will only be attending the board meetings, no other committee meetings.
- By-laws have been updated to change the name of the education corporation from Amber Charter School to Amber Charter Schools, updated Amber’s mission statement , changed titles from Executive Director to Co-CEO titles, added new language of the UFT board member and updated the tripartite section.
- Need approval of the revised Financial Policies and Procedures. Updating all new titles and restructuring the process of approvals.
- Principals approve the purchase orders first, and when it gets to the bill.com system, the Co-CEOs approve. If the invoice is more than \$25,000, the Board Chair will approve it.
- Since items of depreciation are increasing, we raised the threshold from \$1,000 to \$2,500.
- Have removed the principals from bank accounts, and only the Co-CEOs, Board Chair, and Vice Chair are on the accounts.
- Need approval for the annual Emergency Response Plan. Have updated the contacts on the document.
- The Board Chair reported that the Co-CEO and her team have done a remarkable job this academic year on UFT negotiations, budgets, and enrollment, especially post-pandemic.
- A Board Trustee noted that the transition since the Executive Director retired has been seamless and has great leadership and efforts.
- A Board Trustee gave kudos to the Co-CEO for doing an amazing job since the transition of the Executive Director.

#### **Motion to approve the By-laws**

- **Move: Dr. John Gutierrez**
- **Second: Soledad Hiciano**
- Aye: All
- Nay: None
- Abstain: None



**Motion to approve the Financial Policies & Procedures**

- **Move: Li'Esha Garcia**
- **Second: Dr. Miguelina German**
- Aye: All
- Nay: None
- Abstain: None

**Motion to approve the Emergency Response Plan**

- **Move: Dr. Miguelina German**
- **Second: Amador Centeno**
- Aye: All
- Nay: None
- Abstain: None

**Motion to approve the October meeting minutes**

- **Move: Jenna Pantel**
- **Second: Amador Centeno**
- Aye: All
- Nay: None
- Abstain: Li'Esha Garcia, Soledad Hiciano, Brad Olsen, Jenna Pantel

**IV. Motion to adjourn**

- **Move: Jenna Pantel**
- **Second: Li'Esha Garcia**
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 6:43pm



**Amber Charter School  
January Board Minutes  
January 25, 2023**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION: Via Zoom**

**ATTENDANCE:**

**Board Members Present:** Frank Aldridge, Amador Centeno, Timothy Day, Robyn Epps, Li'Esha Garcia, Soledad Hiciano, Dr. John Gutierrez, Brad Olsen, Jenna Pantel, Brian Quillin

**Staff:** Veronica Almedina, Rose Castillo, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Emily Griffin, Masiel Mendez, Mercedes Minaya

**Guest:** Khiera Peña, Board Trustee Candidate

**Absent:** Dr. Miguelina German, Lindsay Marino Long

**Call to Order**

Dr. Gutierrez called the meeting to order at 6:14pm.

**I. Check-In**

**II. Approval of new Trustee**

- The Board Chair introduced Ms. Khiera Peña to the Board of Trustees as a prospective Board Member.
- The Board Chair asked for a motion to approve Ms. Peña as a Board Trustee
  - **Move:** Dr. John Gutierrez
  - **Second:** Jenna Pantel
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

### **III. Development Committee Update - Reported by Ms. Christine Ganey**

- The COO gave a shout-out to a trustee for getting a Goldman Sachs donation of \$15,000 to Amber, which helped with the Development goal.
- Survey for upcoming fundraiser ideas.

### **IV. Co-CEO Report - Reported by Kirsys Gomez and Veronica Almedina**

- The Network Director of Teaching & Learning reported on the Adelante SEL Program
- Co-CEO reported on enrollment. We lost about five students who moved to different states when we returned from the holiday break. Currently at 1057 at 90% of the budget. Lost a set of siblings.
- Had two pipe bursts in different areas at our Kingsbridge location during our holiday break due to cold weather. Shout out to the facilities team, who were able to mitigate the leaks. Some books and a laptop were damaged, but they were up and running when we returned.
- We also had a pipe burst at the East Harlem location outside the building. Nothing happened to the school inside.
- Trying to mitigate positive cases. Have had approximately 18 staff members and 38 students test positive for COVID in the month of January. We are continuing to do test to stay.
- Budget meetings have started for the 23-24 school year.
- The MOU lease negotiations have been signed for our Kingsbridge Middle School. Our middle school is currently supporting our lease for Inwood.
- When Kingsbridge Middle School moves to the new location in three to four years, we will need to plan for Inwood as they will not be in the capacity we anticipated for 2025. Thinking of subleasing half of the school building until the Inwood grows to the grades we planned.
- Co-CEO reported on her return.
- i-Ready diagnostics were completed at all of the campuses.
- Principals are hosting in-person open houses with prospective families touring their schools tonight.
- Staff mid-years have started this month and are going over Amber glows and grows with their performance.
- We have two important visits with Robin Hood Foundation and will tour our Inwood Campus to show them our best practices.
- We will host SUNY CSI on February 2nd with the Interim Executive Director.
- Co-CEO thanked the cabinet leaders for all their hard work during her absence.
- The Board Chair thanked the Amber School Leadership Team.

### **V. Principals Report - Reported by Sashemani Elliott**

- Group called Eye on Education came to our Inwood campus and provided free eye exams for the students. 15 out of the 35 students that were tested received free glasses.
- Inwood is gearing up to hold scholastics book fair. The middle school kicked it off in December. Inwood families will be able to shop alongside their children.
- Kingsbridge Elementary has once again partnered with Bronxville Ballet not for sale.
- FDNY visited every class to discuss fire prevention and safety with the students.
- KBMS basketball team had their media day.

- KBMS students are all engaged and ready to vote for their student government officials.
- EH school choir performed at a nearby nursery before the holiday break.
- The Honor Society at EH have placed the words “goals” and “proud” in big letters on the walls, and students and staff can add their goals or what they are most proud of.

#### **VI. Board Chair Report**

- The annual board retreat is on July 23rd & 24th.
- Additional dates for one on one meetings for late February/March.
- The next board meeting will be on February 8th at Kingsbridge.
- Thinking of having most of the meetings at one location in East Harlem, with one at KB and one at the IW location. The Executive Committee will take that up before our next meeting.
- Resolution to move to take advantage of the extension of the COVID state of emergency that allows to have meetings on zoom.

#### **Motion to approve the Resolution to have meetings on Zoom**

- **Move: Soledad Hiciano**
- **Second: Jenna Pantel**
- Aye: All
- Nay: None
- Abstain: None

#### **Motion to approve the December meeting minutes**

- **Move: Jenna Pantel**
- **Second: Amador Centeno**
- Aye: All
- Nay: None
- Abstain: Frank Aldridge

#### **IV. Motion to go into executive session 7:04pm**

- **Move: John Gutierrez**
- **Second: Jenna Pantel**
- Aye: All
- Nay: None
- Abstain: None

#### **Motion to end executive session and adjourn meeting at 7:22pm**

- **Move: Jenna Pantel**
- **Second: Li'Esha Garcia**
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 7:22pm



**Amber Charter School  
February Board Minutes  
February 8, 2023**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION:** Kingsbridge Elementary School, 3120 Corlear Avenue, NY 10034

**ATTENDANCE:**

**Board Members Present:** Robyn Epps, Li'Esha Garcia, Miguelina German, Soledad Hiciano, Dr. John Gutierrez, Lindsay Marino Long, Jenna Pantel, Brian Quillin

**Staff:** Veronica Almedina, Maria Almeida, Matt Bull, Rose Castillo, Sashemani Elliott, Christine Ganey, Yahaira Garcia Sterling, Kirsys Gomez, Emily Griffin, Mercedes Minaya, Mia Thomas, Francina Yaw-Costello

**Absent:** Frank Aldridge, Amador Centeno, Timothy Day, Brad Olsen, Khiera Peña

**Call to Order**

Dr. Gutierrez called the meeting to order at 6:20pm.

**I. Check-In**

**II. Development Committee Update - Reports by Lindsay Marino Long**

- The Committee Chair reported on the fundraising efforts.
- Would love to do something to include the families and the board.
- A board member mentioned doing a sip & paint with families in a personal/private setting instead of everyone gathering in one location.
- Charleston wrap was not one of the popular votes but might be an option because of the different price points it offers.
- A board member mentioned that with the last virtual event, there wasn't a high turnaround in receiving donations.
- Co-CEO suggested doing a non-alcoholic mocktails event that is permissible by the state.
- A board member suggested having a spring theme event on how to do mocktails along with a silent auction to raise money as well.

### **III. Co-CEO Report - Reported by Kirsys Gomez and Veronica Almedina**

- I-ready testing has been completed, however, due to the COVID spike, the timeline to administer the assessment took longer.
- Will share the data at the meeting in March.
- Sent out the Amber staff intent to return, and principals have that data. Principals will talk to the teachers about the results.
- Amber is advertising on the 207th & 215th subway 1 train stations.
- Closing out quarter two to get ready to send out reports to auditors.
- Started budget meeting planning with Principals & Directors for SY 23-24.
- EH had an oil tank leak and was reported to the Department of Environmental protection and was cleaned out. Will need to replace the tank. Running on two temporary tanks to ensure that the building stays warm.
- Range of a new tank is \$60,000 - \$100,000. Trying to close the DEP report to then start the bidding process.

### **IV. KBES Principal Report - Reported by Maria Almeida**

- KBES Assistant Principal reported that the state trooper rangers visited the school.
- Spirit week is next week, teachers collaborated with the Dean to decide on different themes.
- The hundred days of school will be tomorrow.

### **V. KBMS Principal Report - Reported by Mia Thomas**

- KBMS Principal thanked Ms. Robyn for connecting us with the Kingsbridge Heights Community Center. Currently, 13 kids will be picked up for the free afterschool program in partnership. 12% of 6th & 7th graders are attending the free program.
- Many families joined the open house tours. Families from KBES attended, and students were very excited to see the school.
- Spirit week will be next week, and students have chosen what they want to wear.

### **VI. IW Principal Report - Reported by Francina Yaw-Costello**

- Wrapped up the scholastics book fair. Families came to shop with their children. The school raised \$3,000 and will receive 40% in scholastics dollars. The leaders will gift books to the students with the scholastic dollars.
- Kindergarten visited the Firehouse Engine 95. The students were very excited, learned about fire safety, and returned with hats and books.
- The school is launching a bucket initiative and learning ways to fill the bucket to promote positivity.
- Preparing to launch the 2nd-grade swim program that will begin after the winter break. Six sessions of swimming lessons at the Riverdale Y.

### **VII. EH Principals Report - Reported by Matt Bull**

- EH will also start the swim program at the Dwight Center.
- Students have been going on many trips.
- The honor society has a great initiative to build school spirit. They have created poster boards to write down schoolwide student goals.

- The book fair and spirit week will be next Thursday in the afternoon.

#### **VIII. Board Chair Report**

- The board chair reviewed the board's goals.
- Thinking of having all the board meetings in one school location.
- Will create a survey to find out what location the board prefers.
- Important for board members to visit each campus at least once a year.
- The next meeting will be at IW Campus.

#### **IV. Motion to approve the January meeting minutes**

- **Move: Soledad Hiciano**
- **Second: Brian Quillin**
- Aye: All
- Nay: None
- Abstain: Miguelina German

#### **X. Motion to adjourn the meeting at 7:30pm**

- **Move: Jenna Pantel**
- **Second: Brian Quillin**
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 7:30pm



**Amber Charter School  
September Board Minutes  
September 14, 2022**

**MEETING CHAIR:**

Dr. John Gutierrez

**MEETING SCRIBE:**

Mercedes Minaya

**MEETING LOCATION:** East Harlem, 220 East 106th Street, New York, NY 10029

**ATTENDANCE:**

**Board:** Amador Centeno, Timothy Day, Robyn Epps, Li'Esha Garcia, Soledad Hiciano, Dr. Miguelina German, Dr. John Gutierrez, Lindsay Marino Long, Jenna Pantel, Brian Quillin

**Staff:** Luisa Bellolio, Matthew Bull, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Emily Griffin, Gina Mellusi, Mercedes Minaya, Enrique Romero, Mia Thomas, Francina Yaw-Costello

**Absent:** Frank Aldridge, Brad Olsen

**Call to Order**

Dr. Gutierrez called the meeting to order at 6:08pm.

**I. Check-In**

**II. Board Chair Report** - Reported by Dr. John Gutierrez

- Dr. Gutierrez reviewed the Board and Committee meetings dates & times
- Review of the board goals that were set at the board retreat

**III. Co-CEO Report** - Reported by Ms. Kirsys Gomez, Ms. Sasha Elliott, and Ms. Christine Ganey

- Ms. Gomez reported that the new school year started on a great path.
- ACS applied for a community grant for math intervention for \$50,000.
- The Network Director of Talent has been hired and looking forward to a revamp.
- Ms. Elliott reported that the Sumer Institute took place at the East Harlem campus, which opened the building to the staff for the first time in three years.
- ACS had its community kickoff event at the Baylander with Dr. John Gutierrez in attendance.
- Ms. Elliott reported on the first day of school at East Harlem and felt the energy from all the staff and students.
- Ms. Ganey reported on the enrollment, EH 344, KBES 441, KBMS 211, and IW 104, a total network of 1100 students.
- We will be emailing the families that are on the waitlist.



- ACS continues to market on social media with the help of our new Social Media Associate.
- We offered to 40 families on Friday, and only 5 have accepted.
- Last year we enrolled six students through January.
- The revenue loss is approximately \$1.2m. Our benefits rate increase came in lower than the 13% increase budgeted.
- The seats accepted from the wait list at EH are 4:1 and KB 2:1.
- Ms. Panel asked if there is a time in the year when the state locks in the number. Billing is done bi-monthly. Ms. Hiciano mentioned that as you enroll students, the school gets paid.
- Ms. Gomez reported that she was on a call with CSGF, and other schools are also going through the same with not having meeting their enrollment target and staff vacancies.
- Ms. Gomez reported on the East Harlem K-8 school expansion and reviewed the pros and cons.
- Dr. German asked why the smaller cohort impacts the state score. Ms. Elliot reported that the Smaller cohorts means that we have to ensure majority of our our children are proficient. Our scores aren't hurt per se, but the numbers will be skewed and we must be honest and vigilant about this.
- Ms. Gomez presented the timeline of approval for the East Harlem Middle School expansion process and also explained what the enrollment would look like in the future. There is space in the building to have six graders since we now have fewer Kindergarten classrooms.
- Mr. Day asked how many of the 5th-grade students would stay. Ms. Gomez mentioned that the hope is that all the students stay. The sooner we get approved, the sooner we can inform the parents so they stop their process of finding another middle school for their child.
- The start would be for the 23-24 school year, and we need to move forward with the expansion so we don't lose more families.
- ACS would need to go through a public notice for the approval process and through the board of regents, which happens in December.
- Ms. Gomez introduced Ms. Emily Griffin, the new Network Director of Teaching and Learning, and Ms. Luisa Bellolio, the new Assistant Principal at Kingsbridge Middle School

#### **Motion to approve the expansion of East Harlem**

- **Move: Soledad Hiciano**
- **Second: Brian Quillin**
- Aye: All
- Nay: None
- Abstain: None

#### **IV. Inwood Principal Report - Reported by Francina Yaw-Costello**

- Ms. Yaw-Costello reported that they welcomed old and new families to Inwood.
- Staff went above and beyond with support in the new environment and being hands-on in welcoming the students.
- Staff is bringing joy, a safe space and teaching students the Amber Way and what it is to be an Amber Star.

- Back-to-school night is tomorrow and virtually.
- Heading into next week with i-Ready and instruction in the classrooms.
- Ms. Hiciano congratulated Ms. Yaw for all she's done and her new position as Principal at Inwood.

**V. Kingsbridge Elementary Principal Report - Reported by Gina Mellusi**

- The new school year has been a lovely start, and we opened our first ICT class. It's been an adjustment but taking it one day at a time.
- Students are back in the cafeteria this year, and 4th graders rating the new food five stars every day.
- Students are excited to see all of their friends during recess.
- We had our first COVID case with one class that was heavily impacted.
- Back-to-school night is tomorrow and excited to welcome back the families.
- We have two special rooms for Art and Music.
- Ms. Mellusi told the trustees to make sure to visit Mr. Brian's new classroom when we have the next board meeting at Kingsbridge.

**VI. Kingsbridge Middle School Principal Report - Reported by Mia Thomas**

- All the 5th and 6th grade new students came to the school for orientation before school started.
- Ms. Thomas mentioned that the new group of 5th graders were the ones that opened Kingsbridge Elementary in 2017.
- The 6th and 7th grades have been helping the 5th graders and showing them around.
- Back to school was last night via zoom. It was great to hear the teachers talk about themselves and share their plans for the year with the families.

**VII. East Harlem Principal Report - Reported by Matt Bull**

- Traffic has been busy, especially for early arrivals, but happy to have the students back in the building.
- Gratitude to all teachers and staff for everything they do and for getting settled in.
- Dr. Gutierrez thanked everyone for sharing the great moments the schools have had during the first two weeks of the new school year.

**VIII. Motion to approve the June meeting minutes**

- **Move: Soledad Hiciano**
- **Second: Dr. Miguelina German**
- Aye: All
- Nay: None
- Abstain: Amador Centeno, Li'Esha Garcia, Jenna Pantel

**IV. Motion to approve the August meeting minutes**

- **Move: Amador Centeno**
- **Second: Dr. Miguelina German**
- Aye: All
- Nay: None
- Abstain: Soledad Hiciano

**X. Motion to move into Executive Session to discuss retired Executive Director's bonus and evaluation for 2021-2022**

- **Move: Li'Esha Garcia**
- **Second: Jenna Pantel**
- Aye: All
- Nay: None
- Abstain: None

**XI. Motion to exit Executive Session**

- **Move: Jenna Pantel**
- **Second: Li'Esha Garcia**
- Aye: All
- Nay: None
- Abstain: None

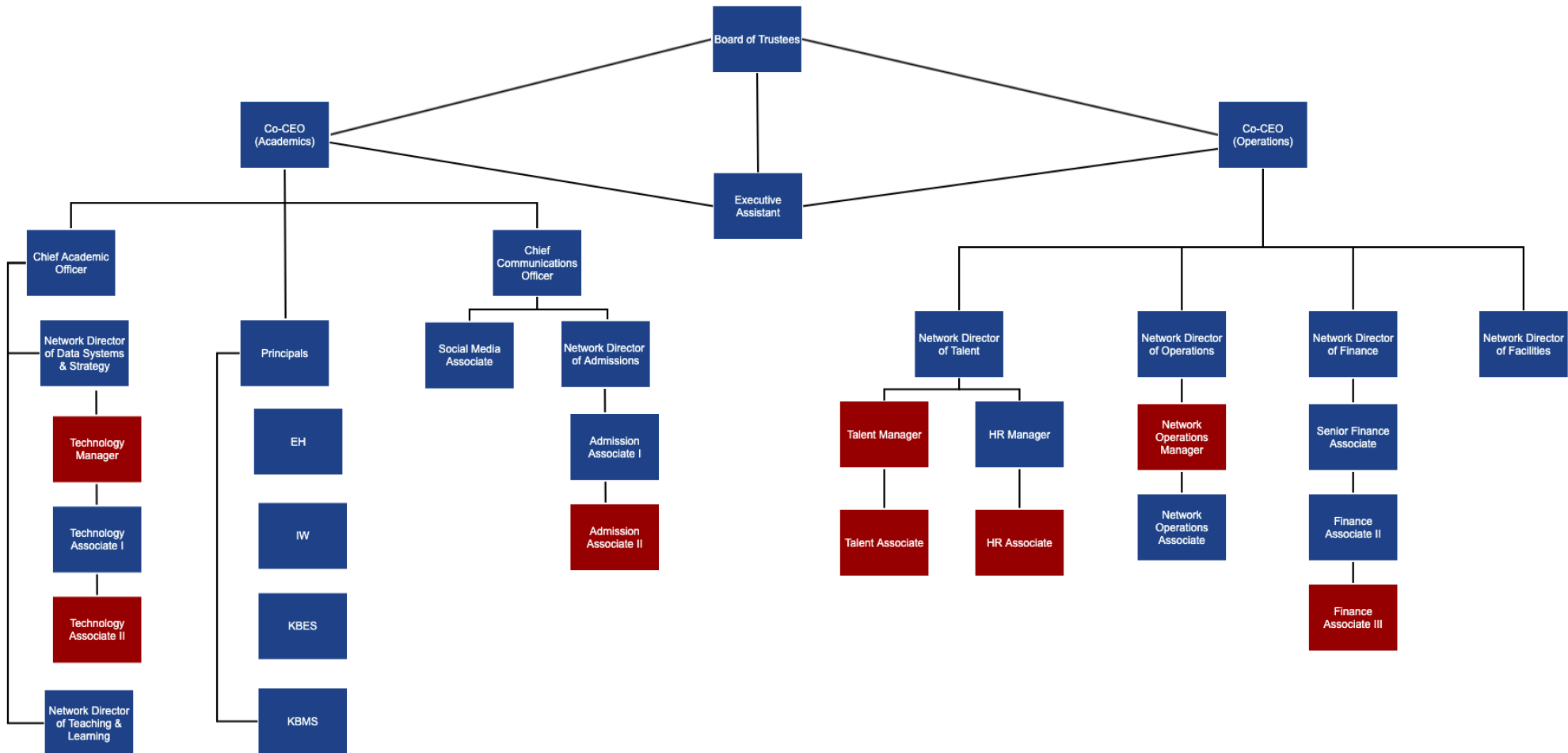
**XII. Motion to adjourn**

- **Move: Jenna Pantel**
- **Second: Li'Esha Garcia**
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 7:50pm

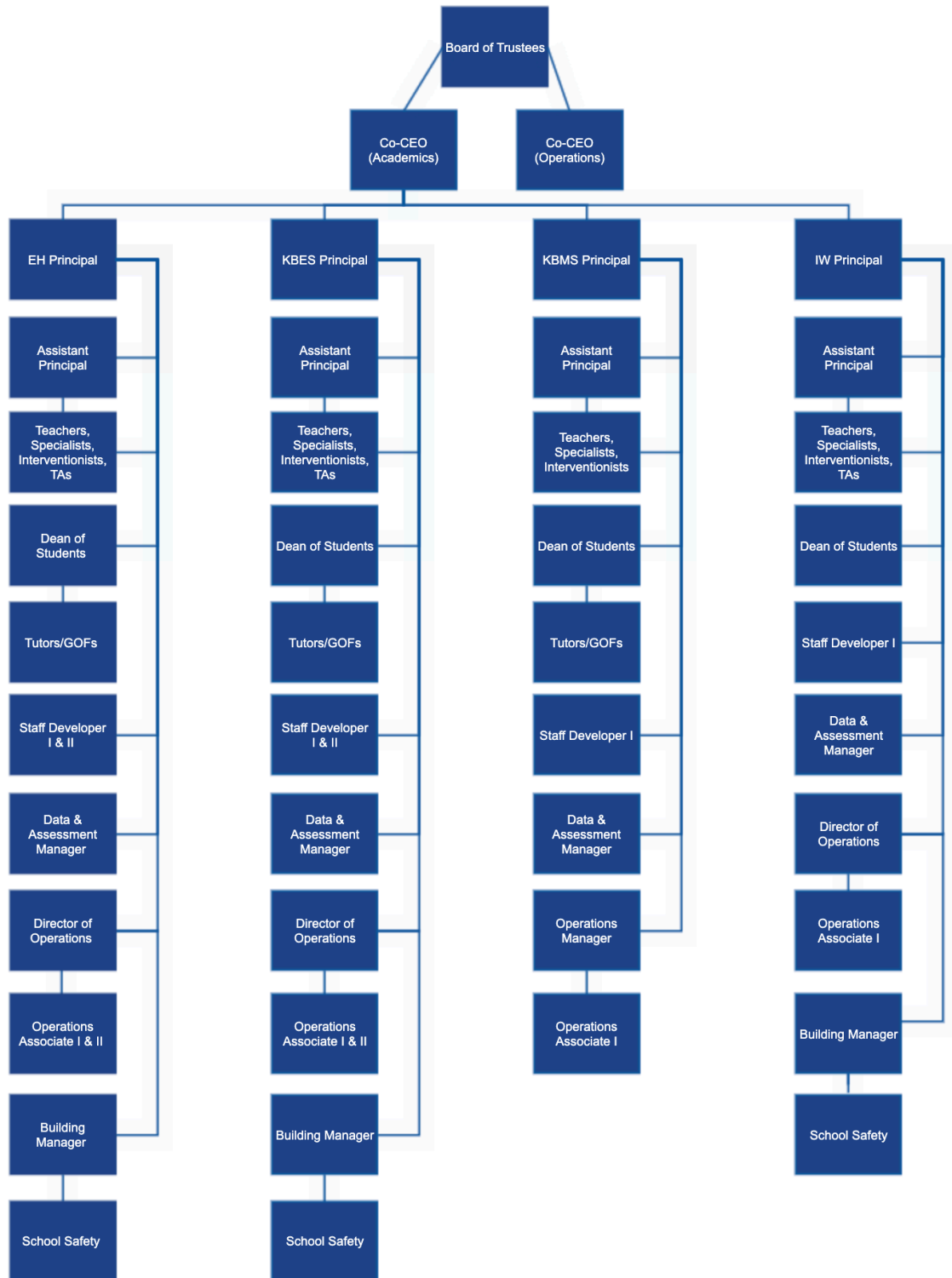


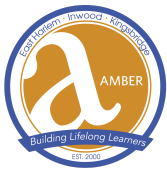
## SST Organizational Chart SY 2022-23





## School Based Organizational Chart SY 2022-23





## Amber Charter Schools 2023 - 2024 School Calendar

Tuesday, 8/22 - Thursday, 8/24	Summer Institute (New Staff)
Monday, 8/28 - Thursday, 8/31	Summer Institute (All Staff)
Monday, 9/4	Labor Day
<b>Tuesday, 9/5</b>	<b>First Day of School [½ day for Kindergarten Dismissal @ 12 pm]</b>
Thursday, 9/7	First Full Day of School for Kindergarten
Monday, 9/11	First Day of Busing & After School
Monday, 9/25	Yom Kippur
Friday, 10/6	Professional Development Day <b>[No School for students]</b>
Monday, 10/9	Indigenous People's Day/Italian Heritage Day
Friday, 11/17	End of Trimester 1
Thursday, 11/23 - Friday, 11/24	Thanksgiving Break
Thursday, 12/7 - Friday, 12/8	In-person Family Conferences
Friday, 12/15	Professional Development Day <b>[No School for students]</b>
Monday 12/25 - Monday, 1/1	Winter Break
Monday, 1/15	Martin Luther King, Jr. Birthday
Monday, 2/19 - Friday, 2/23	Mid Winter Break
Friday, 3/1	End of Trimester 2
Thursday, 3/14 - Friday 3/15	In-person Family Conferences
Friday, 3/29 - Monday, 4/1	Easter Weekend
Wednesday, 4/10	Eid al-Fitr
Monday, 4/22 - Tuesday, 4/30	Spring Break
Friday, 5/17	Professional Development Day <b>[No School for students]</b>
Monday, 5/27	Memorial Day
Friday, 6/7	End of Trimester 3
Monday, 6/17	Eid al-Adha
Wednesday, 6/19	Juneteenth
<b>Wednesday, 6/26</b>	<b>Last Day of School [Half-day @ 12 pm]</b>
Friday, 6/28	Last Day for Instructional Staff

# Fire Alarm and Life Safety System Inspection Certificate

*For*

Amber Charter School  
220 East 106th Street  
New York, NY 10029

Tested to NFPA 72 Standards

*This Inspection was performed in accordance with applicable NFPA Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.*

*Inspection Date*  
*Apr 17, 2023*

Building: Amber Charter School  
Contact: Sasha Elliott  
Title: Authorized Personnel

Company: DGA Security Systems, Inc  
Contact: Mauro Vazquez  
Title: Inspector

# *Executive Summary*

Generated by: *BuildingReports.com*





Building Information		
<b>Building:</b> Amber Charter School	<b>Contact:</b> Sasha Elliott	
<b>Address:</b> 220 East 106th Street	<b>Phone:</b> 212-534-9667	
<b>Address:</b>	<b>Fax:</b>	
<b>City/State/ZIP Code:</b> New York, NY 10029	<b>Mobile:</b> 917-703-9226	
<b>Country:</b> United States of America	<b>Email:</b> sellriott@ambercharter.org	
Inspection Performed By		
<b>Company:</b> DGA Security Systems, Inc	<b>Inspector:</b> Mauro Vazquez	
<b>Address:</b> S-97 # 86361482	<b>Phone:</b> (332)257-0289	
<b>Address:</b> 429 West 53rd Street	<b>Fax:</b>	
<b>City/State/ZIP Code:</b> New York, New York 10019	<b>Mobile:</b>	
<b>Country:</b> United States of America	<b>Email:</b> mauro.vazquez@dga.com	
System Control Unit		
<b>Manufacturer:</b> Est	<b>Inspection Date:</b> 04/17/2023	<b>IDC Style:</b>
<b>Model Number:</b> EST 2	<b>Install Date:</b> 11/02/2017	<b>SLC Style:</b>
<b>Software Version:</b>	<b>Version Date:</b> 11/02/2017	<b>NAC Style:</b>
<b>Location:</b> 1st Inside Room 103	<b>Current Protection:</b>	



Inspection Summary								
Category	Total Items		Serviced		Passed		Failed/Other	
	Qty	%	Qty	%	Qty	%	Qty	%
Auxiliary	1	1.89%	1	100.00%	1	100.00%	0	0.00%
Control	4	7.55%	4	100.00%	2	50.00%	2	50.00%
Indicating	1	1.89%	1	100.00%	0	0.00%	1	100.00%
Initiating	47	88.68%	47	100.00%	47	100.00%	0	0.00%
<b>Totals</b>	<b>53</b>	<b>100%</b>	<b>53</b>	<b>100.00%</b>	<b>50</b>	<b>94.34%</b>	<b>3</b>	<b>5.66%</b>
Certification								
<b>Company:</b> DGA Security Systems, Inc				<b>Building:</b> Amber Charter School				
<b>Inspector:</b> Mauro Vazquez				<b>Contact:</b> Sasha Elliott				

# Discrepancy Report

Generated by: BuildingReports.com

Building: Amber Charter School		Control Panel: 1 - Est EST 2		
<i>The Discrepancy Report consolidates each discrepancy listed within the various Testing sections of your Inspection. Discrepancies are listed by Category, and grouped by device type. The description of the problem is provided and where appropriate, code references are listed for your convenience. Any item that was inspected that is subject to a recall or part of a manufacturer's replacement/upgrade program is included.</i>				
Device Type	Manufacturer	ModelNumber	Date	Qty
<i>Items listed for Recall or Replacement/Upgrade</i>				
No items found during this inspection.				
 ScanID	 Location	 Problem	Address	 Reference
<i>Control</i>				
Battery				
11231260	1st Inside facp Room 103			1
11231261	1st Inside facp Room 103			1
<i>Indicating</i>				
Horn/Strobe				
11212251	1st At in front of room 103			1

# Proposed Solutions Report

Generated by: BuildingReports.com

Building: Amber Charter School			Control Panel: 1 - Est EST 2		
<i>The Proposed Solution Report provides a solution for each discrepancy listed on the Discrepancy Report. Provide a check mark where indicated to approve repairs listed within the report. Items listed as T/M are available for repair on a Time and Materials basis.</i>					
ScanID	Location	Solution	Model #	Cost	Fix
Control					
Battery					
11231260	1st Inside facp Room 103		djw12-10h	T/M	<input type="checkbox"/>
11231261	1st Inside facp Room 103		djw12-10h	T/M	<input type="checkbox"/>
Indicating					
Horn/Strobe					
11212251	1st At in front of room 103		temporal horn/stro	T/M	<input type="checkbox"/>
			PO #: (none)	T/M	

# Inspection & Testing

Generated by: BuildingReports.com

Building: Amber Charter School		Control Panel: 1 - Est EST 2		
<i>The Inspection &amp; Testing section lists all of the items inspected in your building. Items are grouped by Passed or Failed/Other. Items are listed by Category. Each item includes the services performed, and the time &amp; date at which testing occurred.</i>				
Device Type	Location	Service	Time	Date
Passed				
Auxiliary				
Releasing Device	1st At stair 2	Tested	6:42:35 PM	04/17/2023
Control				
Annunciator	1st At Main Entrance	Tested	6:43:07 PM	04/17/2023
Control Panel	1st Inside Room 103	Tested	6:43:11 PM	04/17/2023
Initiating				
Pull Station	Basement At Stair 1	Tested	6:42:11 PM	04/17/2023
Pull Station	Basement At Stair 2	Tested	6:42:08 PM	04/17/2023
Pull Station	1st At Main Entrance	Tested	6:43:04 PM	04/17/2023
Pull Station	1st At Stair 1	Tested	6:42:42 PM	04/17/2023
Pull Station	1st At Stair 2	Tested	6:43:02 PM	04/17/2023
Pull Station	2nd At Stair 1	Tested	6:43:40 PM	04/17/2023
Pull Station	2nd At Stair 2	Tested	6:43:47 PM	04/17/2023
Pull Station	2nd At Stair 5	Tested	6:43:44 PM	04/17/2023
Pull Station	3rd At Stair 1	Tested	6:44:15 PM	04/17/2023
Pull Station	3rd At Stair 2	Tested	6:44:08 PM	04/17/2023
Pull Station	3rd At Stair 5	Tested	6:44:12 PM	04/17/2023
Pull Station	4th At Stair 1	Tested	6:44:40 PM	04/17/2023
Pull Station	4th At Stair 2	Tested	6:44:43 PM	04/17/2023
Pull Station	4th At Stair 5	Tested	6:44:46 PM	04/17/2023
Pull Station	5th At Stair 1	Tested	6:45:16 PM	04/17/2023
Pull Station	5th At Stair 2	Tested	6:45:12 PM	04/17/2023
Pull Station	5th At Stair 5	Tested	6:45:09 PM	04/17/2023
Smoke Detector	Basement Machine room	Tested/Cleaned	6:42:15 PM	04/17/2023
Smoke Detector	Basement electric room	Tested/Cleaned	6:42:18 PM	04/17/2023
Smoke Detector	1st library Smoke #2	Tested/Cleaned	6:42:25 PM	04/17/2023
Smoke Detector	1st library smoke #1	Tested/Cleaned	6:42:22 PM	04/17/2023
Smoke Detector	1st Near Corridor Stair 1	Tested/Cleaned	6:42:28 PM	04/17/2023
Smoke Detector	1st Near Corridor Stair 2	Tested/Cleaned	6:42:32 PM	04/17/2023
Smoke Detector	2nd Near Corridor Smoke Detector #1	Tested/Cleaned	6:43:21 PM	04/17/2023
Smoke Detector	2nd Near Corridor Smoke Detector #2	Tested/Cleaned	6:43:27 PM	04/17/2023
Smoke Detector	2nd Near Corridor Smoke Detector #3	Tested/Cleaned	6:43:24 PM	04/17/2023
Smoke Detector	2nd Near Corridor Stair 1	Tested/Cleaned	6:43:36 PM	04/17/2023
Smoke Detector	2nd Near Corridor Stair 2	Tested/Cleaned	6:43:33 PM	04/17/2023
Smoke Detector	2nd Near Corridor Stair 5	Tested/Cleaned	6:43:30 PM	04/17/2023
Smoke Detector	3rd Near Corridor Smoke Detector #1	Tested/Cleaned	6:43:50 PM	04/17/2023
Smoke Detector	3rd Near Corridor Smoke Detector #2	Tested/Cleaned	6:43:54 PM	04/17/2023
Smoke Detector	3rd Near Corridor Smoke Detector #3	Tested/Cleaned	6:43:58 PM	04/17/2023

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Smoke Detector	3rd Near Corridor Stair 1	Tested/Cleaned	6:44:18 PM	04/17/2023
Smoke Detector	3rd Near Corridor Stair 2	Tested/Cleaned	6:44:05 PM	04/17/2023
Smoke Detector	3rd Near Corridor Stair 5	Tested/Cleaned	6:44:01 PM	04/17/2023
Smoke Detector	4th Near Corridor Near stair 2	Tested/Cleaned	6:44:37 PM	04/17/2023
Smoke Detector	4th Near Corridor Smoke Detector #1	Tested/Cleaned	6:44:25 PM	04/17/2023
Smoke Detector	4th Near Corridor Smoke Detector #2	Tested/Cleaned	6:44:34 PM	04/17/2023
Smoke Detector	4th Near Corridor Smoke Detector #3	Tested/Cleaned	6:44:27 PM	04/17/2023
Smoke Detector	4th Near Corridor Stair #5	Tested/Cleaned	6:44:31 PM	04/17/2023
Smoke Detector	4th Near Corridor Stair 1	Tested/Cleaned	6:44:21 PM	04/17/2023
Smoke Detector	5th At Corridor Smoke Detector #3	Tested/Cleaned	6:45:06 PM	04/17/2023
Smoke Detector	5th Near Corridor Near stair 1	Tested/Cleaned	6:44:53 PM	04/17/2023
Smoke Detector	5th Near Corridor Near stair 2	Tested/Cleaned	6:44:50 PM	04/17/2023
Smoke Detector	5th Near Corridor Smoke detector #1	Tested/Cleaned	6:44:57 PM	04/17/2023
Smoke Detector	5th Near Corridor Smoke detector #2	Tested/Cleaned	6:45:01 PM	04/17/2023
Smoke Detector	5th Near Corridor Stair #5	Tested/Cleaned	6:45:03 PM	04/17/2023
Device Type	Location	Service	Time	Date
<i>Failed/Other</i>				
<b>Control</b>				
Battery	1st Inside facp Room 103	Tested	6:43:14 PM	04/17/2023
Battery	1st Inside facp Room 103	Tested	6:43:17 PM	04/17/2023
<b>Indicating</b>				
Horn/Strobe	1st At in front of room 103	Tested	6:42:45 PM	04/17/2023

# Service Summary

Generated by: BuildingReports.com

Building: Amber Charter School

*The Service Summary section provides an overview of the services performed in this report.*

Device Type	Service	Quantity
<b><i>Failed/Other</i></b>		
Battery	Tested	2
Horn/Strobe	Tested	1
<b>Total</b>		<b>3</b>
<b><i>Passed</i></b>		
Annunciator	Tested	1
Control Panel	Tested	1
Pull Station	Tested	17
Releasing Device	Tested	1
Smoke Detector	Tested/Cleaned	30
<b>Total</b>		<b>50</b>
<b>Grand Total</b>		<b>53</b>



# Auxiliary Functions Testing

Generated by: BuildingReports.com

Building: Amber Charter School		Control Panel: 1 - Est EST 2		
<i>The Auxiliary Functions Testing section lists each of the ancillary items, systems, and emergency equipment that are controlled by the system control unit. Items are grouped by Passed or Failed/Other. The items are listed by device type, and a check box is provided to indicate if the test conducted was simulated.</i>				
Type	Location	Comment	ScanID	Simulated
<i>Passed</i>				
Releasing Device				
Door Holder	1st At stair 2	Passed	11212250	<input type="checkbox"/>

# Smoke Management Testing

Generated by: BuildingReports.com

Building: Amber Charter School		Control Panel: 1 - Est    EST 2		
<i>The Smoke Management Testing section details the test and inspection of device items that are involved in controlling the spread of smoke in a building. Items are grouped by Passed or Failed/ Other.</i>				
 Location	Description	 Comment	ScanID	Simulated
<i>Passed</i>				
Releasing Device				
1st At stair 2	Door Holder	Passed	11212250	<input type="checkbox"/>



# Battery & Power Supply Testing

Generated by: BuildingReports.com

Building: Amber Charter School			Control Panel: 1 - Est EST 2				
<i>The Battery &amp; Power Supply Testing section details the readings and measurements of batteries and power supplies used to provide power to the fire alarm and life safety systems. Items are grouped by Passed or Failed/Other.</i>							
Battery							
Type	Location	Rated Ah	Rated Volts	Pre Test	Post Test	Min Ah	Tested Ah
Failed/Other							
Lead Acid	1st Inside facp Room 103	10.5	12				
Lead Acid	1st Inside facp Room 103	10.5	12				

# Inventory & Warranty Report

Generated by: BuildingReports.com

Building: Amber Charter School			Control Panel: 1 - Est EST 2	
<i>The Inventory &amp; Warranty Report lists each of the devices and items that are included in your Inspection Report. A complete inventory count by device type and category is provided. Items installed within the last 90 days, within the last year, and devices installed for two years or more are grouped together for easy reference.</i>				
Device or Type		Category	% of Inventory	Quantity
Annunciator		Control	1.89%	1
Battery		Control	3.77%	2
Control Panel		Control	1.89%	1
Horn/Strobe		Indicating	1.89%	1
Pull Station		Initiating	32.08%	17
Releasing Device		Auxiliary	1.89%	1
Smoke Detector		Initiating	56.60%	30
Type	Qty	Model #	Description	Install Date
<i>In Service - 5 Years to 10 Years</i>				
Horn/Strobe	1	temporal horn/stro		11/02/2017
EST				
Smoke Detector	30	Siga PS	Photoelectric	11/02/2017
Est				
Annunciator	1	2 LSRA		11/02/2017
Control Panel	1	EST 2		11/02/2017
Leoch				
Battery	2	djw12-10h	Lead Acid	11/02/2017
RSG Inc				
Pull Station	1	RMS 1T	Dual Action	11/02/2017
Rsg inc				
Pull Station	16	RMS 1T	Dual Action	11/02/2017
potter				
Releasing Device	1	mr201	Door Holder	11/02/2017

# Zone Address Report

Generated by: BuildingReports.com

Building: Amber Charter School

Control Panel: 1 - Est EST 2

*The Zone Address Report lists all of the devices and items that have an individual address, or are grouped together under a common zone. The device type, location, and description are included for your reference.*

Address	Device Type	Location	Type	ScanID
0102	Smoke Detector	3rd Near Corridor Stair 2	Photoelectric	11212236
0103	Smoke Detector	3rd Near Corridor Stair 1	Photoelectric	111236589
0104	Smoke Detector	3rd Near Corridor Smoke Detector #1	Photoelectric	11212232
0105	Smoke Detector	3rd Near Corridor Stair 5	Photoelectric	11212235
0106	Smoke Detector	Basement Machine room	Photoelectric	11213562
0107	Smoke Detector	2nd Near Corridor Smoke Detector #3	Photoelectric	11212227
0110	Smoke Detector	5th Near Corridor Near stair 1	Photoelectric	11212245
0111	Smoke Detector	5th Near Corridor Near stair 2	Photoelectric	11212244
0112	Smoke Detector	5th Near Corridor Smoke detector #1	Photoelectric	11212246
0113	Smoke Detector	5th Near Corridor Stair #5	Photoelectric	11212248
0114	Smoke Detector	4th Near Corridor Near stair 2	Photoelectric	11212243
0115	Smoke Detector	4th Near Corridor Stair 1	Photoelectric	11212238
0116	Smoke Detector	4th Near Corridor Smoke Detector #1	Photoelectric	11212239
0117	Smoke Detector	4th Near Corridor Stair #5	Photoelectric	11212241
0118	Smoke Detector	2nd Near Corridor Stair 2	Photoelectric	11212231
0119	Smoke Detector	2nd Near Corridor Stair 1	Photoelectric	11212237
0120	Smoke Detector	2nd Near Corridor Smoke Detector #1	Photoelectric	11212226
0121	Smoke Detector	1st Near Corridor Stair 2	Photoelectric	11212225
0122	Smoke Detector	1st Near Corridor Stair 1	Photoelectric	11212224
0123	Smoke Detector	1st library smoke #1	Photoelectric	11212222
0124	Smoke Detector	1st library Smoke #2	Photoelectric	11212223
0125	Smoke Detector	2nd Near Corridor Stair 5	Photoelectric	11212229
0128	Smoke Detector	2nd Near Corridor Smoke Detector #2	Photoelectric	11212228
0129	Smoke Detector	5th Near Corridor Smoke detector #2	Photoelectric	11212247
0130	Smoke Detector	4th Near Corridor Smoke Detector #2	Photoelectric	11212242
0131	Smoke Detector	5th At Corridor Smoke Detector #3	Photoelectric	11212249
0132	Smoke Detector	3rd Near Corridor Smoke Detector #2	Photoelectric	11212233
0133	Smoke Detector	3rd Near Corridor Smoke Detector #3	Photoelectric	11212234
0134	Smoke Detector	4th Near Corridor Smoke Detector #3	Photoelectric	11212240
0135	Smoke Detector	Basement electric room	Photoelectric	112253664
0228	Pull Station	Basement At Stair 1	Dual Action	11212253
0229	Pull Station	Basement At Stair 2	Dual Action	11212252
0230	Pull Station	3rd At Stair 2	Dual Action	11212259
0231	Pull Station	3rd At Stair 1	Dual Action	11212261
0232	Pull Station	3rd At Stair 5	Dual Action	11212260
0233	Pull Station	5th At Stair 1	Dual Action	11212267
0234	Pull Station	5th At Stair 2	Dual Action	11212266
0235	Pull Station	5th At Stair 5	Dual Action	11212265
0236	Pull Station	4th At Stair 2	Dual Action	11212263
0237	Pull Station	4th At Stair 1	Dual Action	11212262
0238	Pull Station	4th At Stair 5	Dual Action	11212273
0239	Pull Station	2nd At Stair 2	Dual Action	11212258

0240	Pull Station	2nd At Stair 1	Dual Action	11212256
0241	Pull Station	2nd At Stair 5	Dual Action	11212257
0242	Pull Station	1st At Main Entrance	Dual Action	11212270
0243	Pull Station	1st At Stair 1	Dual Action	11212254
0244	Pull Station	1st At Stair 2	Dual Action	11212255

# Certificate of Occupancy

**CO Number: 103356538F**

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b> <b>Borough:</b> Manhattan <b>Address:</b> 220 EAST 106 STREET <b>Building Identification Number (BIN):</b> 1052428	<b>Block Number:</b> 01655 <b>Lot Number(s):</b> 38  <b>Building Type:</b> Altered	<b>Certificate Type:</b> Final <b>Effective Date:</b> 02/07/2011
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>		
<b>B.</b> <b>Construction classification:</b> 1-B (1968 Code) <b>Building Occupancy Group classification:</b> PUB (Prior to 1968 Code) <b>Multiple Dwelling Law Classification:</b> None		
<b>No. of stories:</b> 5 <b>Height in feet:</b> 60 <b>No. of dwelling units:</b> 0		
<b>C.</b> <b>Fire Protection Equipment:</b> None associated with this filing.		
<b>D.</b> <b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b> <b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None		



Borough Commissioner



Commissioner

# Certificate of Occupancy

CO Number: 103356538F

Permissible Use and Occupancy						
All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL		OG	PUB		3	BOILER ROOM, STORAGE
CEL	278		F-3 F-4		3	PLACE OF ASSEMBLY USED AS CAFETERIA OR GYM (SEE COMMENTS)
001	18	100	PUB		3	LOBBY, OFFICES, STORAGE.
002	182	100	PUB		3	CLASSROOMS, OFFICES, LIBRARY STAFF LOUNGE.
003	169	100	PUB		3	CLASSROOMS, OFFICES, STORAGE.
004	186	100	PUB		3	CLASSROOMS, STAFF ROOM, LIBRARY.
005	185	100	PUB		3	CLASSROOMS, STAFF ROOM, SCIENCE ROOM. EGRESS EASEMENT IS PROVIDED THROUGH ADJACENT PROPERTY 221 EAST 105 STREET BLOCK#1655, LOT#9, REEL#3196, PAGE#453
MULTI PURPOSE ROOM AS DEFINED IN PLACE OF ASSEMBLY APPLICATION #120345322 AS FOLLOWS: PRIMARY SET UP- BREADFAST SET UP ALTERNATE 1 - LUNCH SET UP ALTERNATE 2- ASSEMBLY SET UP ALTERNATE 3- GYM SET UP						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

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