

Application: Amber Charter School East Harlem

Mercedes Minaya - MMinaya@ambercharter.org
2021-2022 Annual Report

Summary

ID: 0000000094

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

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, 2021)

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

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD # 4 - MANHATTAN

e. DATE OF INITIAL CHARTER

6/2000

f. DATE FIRST OPENED FOR INSTRUCTION

9/2000

c. School Unionized

Is your charter school unionized?

Yes

c. Name of Union

Provide the name of the union:

United Federation of Teachers, Local 2, NYSUT, SFT, AFL-CIO

c. Date Unionized

Provide the date of unionization:

9/2001

h. SCHOOL WEB ADDRESS (URL)

<https://www.ambercharter.org/>

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

522

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

376

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

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

AMBER CHARTER SCHOOL EAST HARLEM 800000047051

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	220 East 106th Street New York, NY 10029	212-534-9667	NYC CSD 4	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		mbull@ambercharter.org
Operational Leader	Kermit Patterson	Director of Operations	212-534-9667		kpatterson@ambercharter.org
Compliance Contact	Kirsys Gomez	Co-Chief Executive Officer	646-802-1140		kgomez@ambercharter.org
Complaint Contact	Veronica Almedina	Co-Chief Executive Officer	646-802-1140		valmedina@ambercharter.org
DASA Coordinator	Yahaira Degro	Assistant Principal	212-534-9667		ydegro@ambercharter.org
Phone Contact for After Hours Emergencies	Kirsys Gomez	Co-Chief Executive Officer	646-802-1140		kgomez@ambercharter.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[CO Document East Harlem.pdf](#)

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

Site 1 Fire Inspection Report

[FDNY Inspection Report \(1\).pdf](#)

Filename: FDNY Inspection Report (1).pdf **Size:** 15.7 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

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

Name	Kirsys Gomez
Position	Co-Chief Executive Officer
Phone/Extension	646-802-1140
Email	kgomez@ambercharter.org

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

Responses Selected:

Yes

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

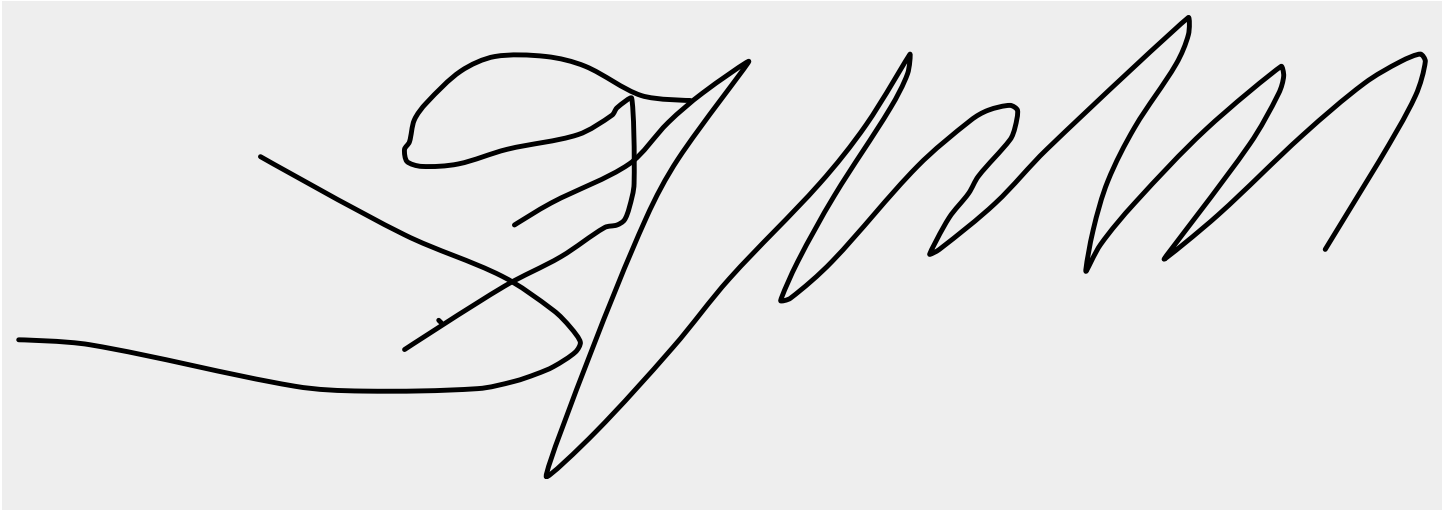
Responses Selected:

Yes

Signature, Head of Charter School

A large, stylized handwritten signature in black ink on a light gray background. The signature is composed of several loops and a long horizontal stroke that curves upwards at the end.

Signature, President of the Board of Trustees



Date

Aug 1 2022

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

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

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

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

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

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

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

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

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

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information

directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

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

2. Audit Firm Contact Information

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

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

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

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

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

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

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 1 2022

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

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

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

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

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

[LML Amber Financial Disclosure](#)

Filename: LML Amber Financial Disclosure.pdf **Size:** 1.6 MB

[JG Amber Financial Disclosure](#)

Filename: JG Amber Financial Disclosure.pdf **Size:** 1.6 MB

[BQ Amber Financial Disclosure](#)

Filename: BQ Amber Financial Disclosure.pdf **Size:** 1.6 MB

[TD Amber Financial Disclosure](#)

Filename: TD Amber Financial Disclosure.pdf **Size:** 1.6 MB

[MG Amber Financial Disclosure](#)

Filename: MG Amber Financial Disclosure.pdf **Size:** 1.6 MB

[JP Amber Financial Disclosure](#)

Filename: JP Amber Financial Disclosure.pdf **Size:** 643.1 kB

[RE Amber Financial Disclosure](#)

Filename: RE Amber Financial Disclosure.pdf **Size:** 1.6 MB

[SH Amber Financial Disclosure](#)

Filename: SH Amber Financial Disclosure.pdf **Size:** 1.6 MB

[AC Amber Financial Disclosure](#)

Filename: AC Amber Financial Disclosure.pdf **Size:** 793.0 kB

[FA Amber Financial Disclosure](#)

Filename: FA Amber Financial Disclosure.pdf **Size:** 639.9 kB

[LG Amber Financial Disclosure](#)

Filename: LG Amber Financial Disclosure.pdf **Size:** 642.7 kB

[BO Amber Financial Disclosure](#)

Filename: BO Amber Financial Disclosure.pdf **Size:** 606.2 kB

Entry 7 BOT Membership Table

Completed Aug 1 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

AMBER CHARTER SCHOOL EAST HARLEM 800000047051

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	John Gutierrez		Chair	Education, Executive	Yes	7	12/8/2017	11/30/2023	10
2	Soledad Hiciano		Secretary	Development, Executive,	Yes	21	12/08/2017	09/01/2025	7
3	Amador Centeno		Vice Chair	Facilities, Executive	Yes	7	01/01/2021	12/31/2025	9
4	Timothy Day		Trustee/Member	Facilities	Yes	1	7/29/2021	6/30/2024	9
5	Frank Aldridge		Treasurer	Finance and Executive	Yes	10	12/8/2017	09/30/2023	5 or less
6	Jenna Pantel		Trustee/Member	Education and Development	Yes	10	01/01/2022	12/01/2025	8
7	Brian Quillin		Trustee/Member	Education	Yes	5	12/08/2017	09/01/2025	8

8	Kelly Combs		Trustee/Member	Facilities	Yes	4	09/13/2018	06/30/2024	9
9	Miguelina German		Trustee/Member	Education	Yes	4	10/22/2018	09/30/2024	10

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Robyn Epps		Parent Rep	Development	Yes	1	12/10/2020	09/01/2025	9
11	Lindsay Long		Trustee/Member	Development	Yes	1	03/01/2021	5/31/2024	10
12	Li'Esha Garcia		Trustee/Member	Finance	Yes	1	06/30/2021	04/30/2024	9
13	Brad Olsen		Trustee/Member	Finance	Yes	4	09/13/2018	06/30/2024	6
14	Vasthi Acosta		Trustee/Member	Education, Executive, Development, Facilities, Finance	No	7	09/01/2008	06/30/2022	9
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, 2022	12
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

3. Number of Board meetings held during 2021-2022

11

4. Number of Board meetings scheduled for 2022-2023

11

Total number of Voting Members on June 30, 2022:

11

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

0

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

1

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

13

Thank you.

Entry 8 Board Meeting Minutes

In Progress Last edited: Aug 1 2022 Hidden from applicant

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

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

May 2022 Board Meeting Minutes

Filename: May 2022 Board Meeting Minutes.pdf **Size:** 104.7 kB

January 2022 Board Meeting Minutes

Filename: January 2022 Board Meeting Minutes.pdf **Size:** 105.7 kB

April 2022 Board Meeting Minutes

Filename: April 2022 Board Meeting Minutes.pdf **Size:** 104.1 kB

June 2022 Board Meeting Minutes

Filename: June 2022 Board Meeting Minutes.pdf **Size:** 1.0 MB

[November 2021 Board Meeting Minutes](#)

Filename: November 2021 Board Meeting Minutes.pdf **Size:** 103.8 kB

[December 2021 Board Meeting Minutes](#)

Filename: December 2021 Board Meeting Minute 1JYwck5.pdf **Size:** 113.4 kB

[September 2021 Board Meeting Minutes](#)

Filename: September 2021 Board Meeting Minutes.pdf **Size:** 140.1 kB

[March 2022 Board Meeting Minutes](#)

Filename: March 2022 Board Meeting Minutes.pdf **Size:** 99.6 kB

[February 2022 Board Meeting Minutes](#)

Filename: February 2022 Board Meeting Minutes.pdf **Size:** 99.6 kB

[October 2021 Board Meeting Minutes](#)

Filename: October 2021 Board Meeting Minutes.pdf **Size:** 134.4 kB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

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

Required of ALL Charter Schools

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

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	Student recruitment efforts were focused in Amber's communities' which include East Harlem,	Student recruitment continues to

Economically Disadvantaged	<p>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.</p>	<p>be focused on the local communities of Washington Heights, Inwood, and Kingsbridge.</p>
English Language Learners	<p>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.</p>	<p>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 day cares centers. A mailing with recruitment materials and applications was sent out to over 200 head start centers and day cares centers in Manhattan. Amber participated in charter school fairs to extend the reach to more families.</p>
Students with Disabilities	<p>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 these students are chosen in the lottery they are asked to register. Of the 50 students registered for the incoming kindergarten</p>	<p>During student recruitment the services and accommodations that Amber Charter School provides students with disabilities continue to be publicized for the network. Of the 53 students registered for the incoming kindergarten classes for Amber East Harlem, 9 are students with IEP's, 16%. Of the 15 students registered for first grade, only 6 students have an</p>

	<p>classes for Amber East Harlem , 2 were students with IEP's. Of the 14 students registered for first grade, 6 were students with an IEP for Amber East Harlem. Of the 50 students registered for second grade, 2 were students with an IEP for Amber East Harlem. Of the 5 students registered for third grade, 1 was a student with an IEP for Amber East Harlem. Last, Of the 5 students registered for fourth grade, 4 were students with an IEP for Amber East Harlem.</p>	<p>IEP for Amber East Harlem, 40%. Of the 11 students registered for second grade, 2 were students with an IEP for Amber Inwood, 18%. Of the 5 students registered for third grade, 2 were students with an IEP for Amber East Harlem, 40%. Lastly, of the 6 students registered for fourth grade, 2 were students with an IEP for Amber East Harlem, 33%.</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>With a 91% free and reduced lunch student population in 2021-22 for Amber East Harlem, it is clear that Amber retains this student population.</p>	<p>With 85% of the student population returning in 2022, we anticipate maintaining our retention of this population.</p>
	<p>In the student registration for 2021-2022, 15 students were identified from the Home Language Survey [HLS] as English Language Learners [ELLs]. Twenty students were tested with New York State Identification Test for English Language Learners (NYSITELL). Of the 20 tested, 6 students passed the NYSITELL, therefore 9 students were identified as ELLs.</p> <p>Amber East Harlem has 8% of its student population identified as ELL's, 31 students in grades kindergarten to thirdt.</p>	

English Language Learners	<p>Grade # ELL students KDG 5 1st 14 2nd 8 3rd 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 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>	<p>he 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 2021-22 will also be made in the new school year.</p>
	<p>Amber East Harlem has 19% of its student population identified as students with disabilities, out of a total 244 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 # students with IEP's KDG 2 1st</p>	

Students with Disabilities	<p>18 2nd 19 3rd 10 4th 10 5th 11</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>
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Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

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

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] 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] 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_fingerprintoct19.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

Incomplete Hidden from applicant

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

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

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

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	

Thank you.



Entry 12 Organization Chart

Incomplete Hidden from applicant

Instructions

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

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

Entry 13 School Calendar

Completed Aug 1 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

Tentative calendar 2022-2023

Filename: Tentative calendar 2022 2023 QncJrVG.pdf Size: 72.1 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

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

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Amber Charter School East Harlem

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.ambercharter.org/Page/308
2. Board meeting notices, agendas and documents	https://www.ambercharter.org/Page/50
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000047051
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.ambercharter.org/acs
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.ambercharter.org/domain/39
6. Authorizer-approved FOIL Policy	https://www.ambercharter.org/Page/215
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.ambercharter.org/Page/215

Thank you.



Entry 15 Staff Roster

Incomplete Hidden from applicant

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

AMBER CHARTER SCHOOLS AND AFFILIATES

NEW YORK, NEW YORK

AUDITED CONSOLIDATED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

(With Comparative Totals for 2021)

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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, 2022, 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, 2022, 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.

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 and 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.

Report on Summarized Comparative Information

We previously audited Amber Charter Schools and Affiliates' June 30, 2021 consolidated financial statements, and we expressed an unmodified opinion on those audited consolidated financial statements in our report dated October 25, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2022 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.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 14, 2022

AMBER CHARTER SCHOOLS AND AFFILIATES
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022
(With Comparative Totals for 2021)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash (including restricted cash of \$1,226,033 and \$213,358, respectively)	\$ 11,513,846	\$ 11,947,098
Grants and contracts receivable	3,345,904	899,130
Prepaid expenses	66,213	41,432
TOTAL CURRENT ASSETS	14,925,963	12,887,660
<u>PROPERTY AND EQUIPMENT, net</u>	17,511,632	11,417,038
<u>OTHER ASSETS</u>		
Security deposits	136,114	133,614
Deferred lease receivable	267,077	553,842
Cash in escrow	154,077	153,923
	557,268	841,379
TOTAL ASSETS	\$ 32,994,863	\$ 25,146,077
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Current maturities of long-term debt, net of unamortized debt issuance costs of \$340,655 at June 30, 2021	\$ 494,766	\$ 6,664,101
Accounts payable and accrued expenses	553,052	278,747
Accrued payroll and benefits	1,918,102	1,625,810
Deferred revenue	117,206	-
TOTAL CURRENT LIABILITIES	3,083,126	8,568,658
<u>OTHER LIABILITIES</u>		
Deferred lease payable	7,081,512	2,742,689
Long-term debt, net of unamortized debt issuance costs of \$368,024 and \$67,189, respectively	14,634,537	1,998,822
	21,716,049	4,741,511
TOTAL LIABILITIES	24,799,175	13,310,169
<u>NET ASSETS</u> - without donor restrictions	8,195,688	11,835,908
TOTAL LIABILITIES AND NET ASSETS	\$ 32,994,863	\$ 25,146,077

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, 2022
(With Comparative Totals for 2021)

	Year ended June 30,	
	2022	2021
Revenue, gains and other support:		
Public school district:		
Resident student enrollment	\$ 16,626,493	\$ 15,232,140
Students with disabilities	48,760	18,640
Grants and contracts:		
State and local	86,758	73,466
Federal - Title and IDEA	751,168	615,863
Federal - other	3,585,986	548,733
Food service / Child nutrition program	366,727	114,881
NYC DoE Rental Assistance	2,316,398	1,425,645
	<u>23,782,290</u>	<u>18,029,368</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT		
Expenses:		
Program:		
Regular education	16,183,364	10,103,625
Special education	3,446,334	2,579,374
	<u>19,629,698</u>	<u>12,682,999</u>
TOTAL PROGRAM EXPENSES		
Management and general	8,318,129	7,389,659
Fundraising and special events	259,325	234,692
	<u>28,207,152</u>	<u>20,307,350</u>
TOTAL OPERATING EXPENSES		
	<u>(4,424,862)</u>	<u>(2,277,982)</u>
DEFICIT FROM SCHOOL OPERATIONS		
Support and other revenue:		
Contributions		
Foundations	600,000	725,500
Individuals	24,974	80,359
Corporations	83,142	110,990
In-kind	30,000	-
Fundraising	22,601	26,041
Investment income	251	6,440
Paycheck Protection Program note forgiveness	-	1,915,100
Miscellaneous income	23,674	108,292
	<u>784,642</u>	<u>2,972,722</u>
TOTAL SUPPORT AND OTHER REVENUE		
	<u>(3,640,220)</u>	<u>694,740</u>
CHANGE IN NET ASSETS		
Net assets without donor restrictions at beginning of year	11,835,908	11,141,168
NET ASSETS WITHOUT DONOR RESTRICTIONS AT END OF YEAR	<u>\$ 8,195,688</u>	<u>\$ 11,835,908</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, 2022
(With Comparative Totals for 2021)

		Year ended June 30,							
		2022							2021
		Program Services			Supporting Services				
	No. of Positions	Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total	Total	Total
Personnel Services Costs:									
Administrative staff personnel	46	\$ 793,308	\$ 140,476	\$ 933,784	\$ 3,735,132	\$ -	\$ 3,735,132	\$ 4,668,916	\$ 3,533,014
Instructional personnel	96	5,217,494	1,444,003	\$ 6,661,497	-	-	-	6,661,497	5,914,010
Non-instructional personnel	5	225,267	38,720	263,987				263,987	159,546
Total salaries and staff	147	6,236,069	1,623,199	7,859,268	3,735,132	-	3,735,132	11,594,400	9,606,570
Fringe benefits, payroll taxes, and retirement		1,804,843	472,967	2,277,810	1,067,445	-	1,067,445	3,345,255	2,921,125
Retirement		210,111	57,922	268,033	139,459	-	139,459	407,492	377,771
Professional development		141,916	23,608	165,524	-	-	-	165,524	143,767
Legal services		-	-	-	86,400	-	86,400	86,400	19,120
Accounting / audit		-	-	-	75,038	-	75,038	75,038	48,262
Financial management services		-	-	-	51,686	-	51,686	51,686	70,297
Professional services		858,519	217,167	1,075,686	257,819	259,290	517,109	1,592,795	1,014,778
Travel and conference		15,091	3,783	18,874	16,244	-	16,244	35,118	9,096
Student and staff recruitment		91,961	16,015	107,976	94,953	-	94,953	202,929	96,755
Supplies / materials		679,710	115,879	795,589	-	-	-	795,589	805,706
Office expenses		26,780	4,345	31,125	108,734	35	108,769	139,894	92,856
Food service		310,063	56,909	366,972	-	-	-	366,972	194,581
Student services		261,426	-	261,426	-	-	-	261,426	8,864
Insurance		41,281	7,125	48,406	123,116	-	123,116	171,522	114,476
Dues and subscriptions		25,636	6,353	31,989	14,657	-	14,657	46,646	31,637
Building and land rent / lease		4,178,145	609,510	4,787,655	2,129,068	-	2,129,068	6,916,723	3,856,903
Utilities		29,048	4,815	33,863	19,030	-	19,030	52,893	62,886
Non-capitalized equipment and furnishings		4,561	985	5,546	2,374	-	2,374	7,920	6,398
Technology		230,905	42,276	273,181	30,354	-	30,354	303,535	163,945
Repairs and maintenance		135,017	25,446	160,463	63,493	-	63,493	223,956	73,074
Depreciation and amortization		442,889	77,374	520,263	98,239	-	98,239	618,502	339,078
Interest expense		317,615	56,151	373,766	157,677	-	157,677	531,443	126,582
Other		141,778	24,505	166,283	47,211		47,211	213,494	122,823
		\$ 16,183,364	\$ 3,446,334	\$ 19,629,698	\$ 8,318,129	\$ 259,325	\$ 8,577,454	\$ 28,207,152	\$ 20,307,350

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, 2022
(With Comparative Totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ (3,640,220)	\$ 694,740
Adjustments to reconcile change in net assets to net cash (used for) provided from operating activities:		
Depreciation and amortization	618,502	339,078
Amortization of debt issuance costs included in interest expense	39,820	4,335
Bad debt expense	-	19,112
Paycheck Protection Program note forgiveness	-	(1,915,100)
Changes in certain assets and liabilities affecting operations:		
Grants and contracts receivable	(2,446,774)	(25,932)
Other receivables	-	3,225
Prepaid expenses	(24,781)	108,518
Security deposits	(2,500)	(2,010)
Deferred lease receivable	286,765	(311,954)
Accounts payable and accrued expenses	274,305	153,191
Accrued payroll and benefits	292,292	181,493
Deferred revenue	117,206	-
Deferred lease payable	<u>4,338,823</u>	<u>2,742,689</u>
NET CASH (USED FOR) PROVIDED FROM OPERATING ACTIVITIES	(146,562)	1,991,385
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Additions to property and equipment	<u>(6,488,636)</u>	<u>(6,966,165)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(6,488,636)	(6,966,165)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings on long-term debt	6,508,891	6,429,548
Repayment of long-term debt	<u>(306,791)</u>	<u>(141,174)</u>
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>6,202,100</u>	<u>6,288,374</u>
NET (DECREASE) INCREASE IN CASH AND RESTRICTED CASH	(433,098)	1,313,594
Cash and restricted cash at beginning of year	<u>12,101,021</u>	<u>10,787,427</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 11,667,923</u>	<u>\$ 12,101,021</u>

AMBER CHARTER SCHOOLS AND AFFILIATES
CONSOLIDATED STATEMENT OF CASH FLOWS, Cont'd

YEAR ENDED JUNE 30, 2022
(With Comparative Totals for 2021)

	<u>Year ended June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Interest paid	<u>\$ 491,623</u>	<u>\$ 129,991</u>
Reconciliation of cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash	\$ 11,513,846	\$ 11,947,098
Cash in escrow	<u>154,077</u>	<u>153,923</u>
Total cash and restricted cash shown in the statement of cash flows	<u>\$ 11,667,923</u>	<u>\$ 12,101,021</u>
<u>NON-CASH INVESTING AND FINANCING ACTIVITIES</u>		
Purchase of property and equipment through acquisition of long-term debt	<u>\$ 60,169</u>	<u>\$ 222,977</u>
Capitalized interest included in long-term debt and property and equipment	<u>\$ 164,291</u>	<u>\$ 51,615</u>
Capitalized debt issuance costs included in long-term debt	<u>\$ -</u>	<u>\$ 340,655</u>
<u>NON-CASH OPERATING ACTIVITIES</u>		
Contribution of nonfinancial assets	<u>\$ 30,000</u>	<u>\$ -</u>

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

AMBER CHARTER SCHOOLS AND AFFILIATES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

JUNE 30, 2022
(With Comparative Totals for 2021)

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 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 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 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 Schools Foundation, Inc. ("Foundation") was organized under the laws of the State of New York as a not-for-profit under subparagraph (c)(3) of Section 501 of the Not-For-Profit Corporation law in March 2014. The Foundation is established to support the functions of, and to assist in carrying out the educational and charitable purposes of, Amber East Harlem, Amber Kingsbridge, and Amber Inwood. In July 2022, Amber Schools Foundation, Inc. changed its name to Amber Education Fund, Inc. ("Fund").

Amber Charter Schools is the sole member of 652 West 187th Street, LLC ("652 West"), 3120 Corlear Avenue, LLC ("3120 Corlear") and 220 East 106th 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 Amber Kingsbridge operates. Such properties were subsequently sublet to Amber 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 Amber East Harlem on the mortgage payable and line of credit arrangement with Raza Development Fund, Inc. ("Raza").

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

The Fund is the sole member of Inwood 532 West 215th Street, LLC ("532 West"), a limited liability company established under the laws of the state of New York. 532 West was established to hold the lease agreement with an unrelated party for the property in which Inwood will operate. Such property is sublet to Inwood.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Principles of consolidation

The accompanying consolidated financial statements include the accounts of East Harlem, Kingsbridge, Inwood, Shared Support Team, Fund, 652 West, 3120 Corlear, 220 East and 532 West, (collectively referred to as the "Organization"). Amber Charter Schools maintains an economic interest and control in the Fund through common board membership and the ability to elect the Fund's board members. The only activity in the LLC's during 2022 and 2021 was rental income from Amber Charter Schools and rent expense to an unrelated party as disclosed in Note D. All intercompany balances and transactions have been eliminated in the accompanying consolidated financial statements.

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, 2022 or 2021.

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.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

The Organization records revenues both over time and at a point in time as follows:

	June 30,	
	2022	2021
Revenues earned over time	\$ 19,096,781	\$ 16,740,597
Revenues earned at a point in time	<u>22,601</u>	<u>26,041</u>
	<u>\$ 19,119,382</u>	<u>\$ 16,766,638</u>

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 Charter School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the 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.

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.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Fundraising

The Organization conducts special events in which a portion of the gross proceeds paid by the participant represents payment for the direct cost of the benefits received by the participant at the event—the exchange component, and a portion represents a contribution to the Organization. Unless a verifiable objective means exists to demonstrate otherwise, the fair value of meals and entertainment provided at special events is measured at the actual cost to the Organization. The contribution component is the excess of the gross proceeds over the fair value of the direct donor benefit. The direct costs of the special events, which ultimately benefit the donor rather than the Organization, are recorded as fundraising expense in the consolidated statement of functional expenses. The performance obligation is delivery of the event. The event fee is set by the Organization. Special event fees collected by the Organization in advance of its delivery are initially recognized as liabilities (deferred revenue) and recognized as special event revenue after delivery of the event. For special event fees received before year-end for an event to occur after year-end, the Organization follows AICPA guidance where the inherent contribution is conditioned on the event taking place and is therefore treated as a refundable advance along with the exchange component.

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

		June 30,	
	2022	2021	2020
Grants and other receivables	\$ 4,970	\$ -	\$ 447,807

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 \$600,000 and \$300,000 of contribution revenue on the accompanying consolidated statement of activities and changes in net assets for the years ended June 30, 2022 and 2021 relating to this contribution, respectively.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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. There was approximately \$117,200 of revenue deferred at June 30, 2022. There was no revenue deferred at June 30, 2021. The Charter School received cost-reimbursement grants of approximately \$3,468,644 and \$214,846 that have not been recognized at June 30, 2022 and 2021, respectively, 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 \$154,077 and \$153,923 at June 30, 2022 and 2021, respectively.

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, 2022 or 2021.

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, 2022

(With Comparative Totals for 2021)

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

Deferred lease receivable (payable)

The Organization leases two facilities. The leases contain pre-determined fixed escalation of the base rent. In accordance with GAAP, the Organization recognizes the related rent expense on a straight-line basis over the lease term and records the difference between the recognized rental expense and the amounts payable under the lease as a deferred lease receivable (payable).

The amount of rent expense recognized in excess of rent paid under the 3120 Corlear Ave. lease was \$287,000 for the year ended June 30, 2022. The amount of additional rent paid in excess of the rent expense recognized under that lease was approximately \$312,000 for the year ended June 30, 2021.

The amount of additional rent expense recognized in excess of the rent paid under the 530W 215th Street lease was approximately \$1,865,000 and \$2,743,000 for the years ended June 30, 2022 and 2021, respectively.

The amount of additional rent expense recognized in excess of the rent paid under the 532W 215th Street lease was approximately \$2,473,000 for June 30, 2022.

Tax exempt status

Amber Charter Schools and the Fund are tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, are exempt from federal and state taxes on income. Amber Charter Schools and the Fund file Form 990 tax returns in the U.S. federal jurisdiction. In addition, the Fund files a CHAR 500 in New York State. The LLCs are single member LLCs and are disregarded for tax purposes. The tax returns for the years ended June 30, 2019 through June 30, 2022 are still subject to potential audit by the IRS. Management of Amber Charter Schools and the Fund 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 \$202,900 and \$96,800 for the years ended June 30, 2022 and 2021, respectively.

Use of estimates in the preparation of financial statements

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

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Adoption of new accounting standard - gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kinds recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and is being applied on a retrospective basis. The Organization adopted this standard during the year ended June 30, 2022. See Note O.

New accounting pronouncement - leases

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

Comparative information for the year ended June 30, 2021

The consolidated financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2021 from which the summarized information was derived.

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 14, 2022, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE D: SCHOOL FACILITIES

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 rental paid under the third party lease was approximately \$1,439,000 and \$1,426,000 for the years ended June 30, 2022 and 2021, respectively. 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, 2022 and 2021. There are additional security deposits of \$13,708 at both June 30, 2022 and 2021, which represent deposits on electric meters and lease below.

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

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 1,447,000
2024	1,451,000
2025	1,459,000
2026	1,468,000
2027	984,000
Thereafter	<u>28,182,000</u>
	<u>\$ 34,991,000</u>

In May 2020, 532 West 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. 532 West did not pay any rent for this facility for the year ended June 30, 2021 as Inwood was not yet occupying the space; however, 532 West occupied the property to make property improvements during the fiscal year ended June 30, 2021. Rent began on July 1, 2021, but there was a rent release from August through November 2021 for construction purposes. Rent paid for the year ended June 30, 2022 was \$855,280. In conjunction with this facility lease, 532 paid a first installment of the security deposit in the amount of \$58,333 which is included in security deposits on the accompanying consolidated statement of financial position at June 30, 2022 and 2021. There are remaining installments of \$116,666 due in subsequent years. The lease agreement between 532 West and the third party is guaranteed by Amber Charter Schools.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE D: SCHOOL FACILITIES, Cont'd

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

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 1,338,000
2024	2,125,000
2025	2,233,000
2026	2,305,000
2027	2,305,000
Thereafter	84,433,000
	<u>\$ 94,739,000</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 rental paid under this lease was approximately \$2,446,000 for the year ended June 30, 2022.

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

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 2,770,000
2024	3,457,000
2025	3,566,000
2026	3,876,000
2027	4,148,000
Thereafter	151,927,000
	<u>\$ 169,744,000</u>

Kingsbridge leased a portion of this space from Inwood for the year ended June 30, 2022 for \$611,579. This amount was properly eliminated in the accompanying consolidated financial statements.

All intercompany rent between Inwood and 532 West is eliminated in the accompanying consolidated financial statements; \$2,446,316 for the year ended June 30, 2022. Total rent expense for all leases, as outlined above was \$6,916,723 and \$3,856,903 for the years ended June 30, 2022 and 2021, respectively.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE E: PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

	June 30,	
	2022	2021
Land	\$ 335,000	\$ 335,000
Building	5,262,373	5,260,973
Furniture and fixtures	1,024,289	562,655
Computers and equipment	2,558,298	1,918,503
Software	55,860	55,860
Leasehold improvements	6,436,972	292,467
Construction in progress	<u>6,311,080</u>	<u>6,845,315</u>
	21,983,872	15,270,773
Less accumulated depreciation and amortization	<u>4,472,240</u>	<u>3,853,735</u>
	<u>\$ 17,511,632</u>	<u>\$ 11,417,038</u>

Construction in progress relates mainly to architect fees and building construction costs for the Inwood location. 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. As of September 1, 2021, approximately ½ of the building was completed and properly put into service. The Organization entered into a commitment with a general contractor for approximately \$7,800,000 as of June 30, 2021. As of June 30, 2022, approximately \$9,917,000 was incurred relative to the general contractor. A remaining amount of \$641,000 is expected to be incurred during fiscal year ending June 30, 2023.

The Organization capitalized interest costs incurred on funds used to construct property and equipment. The capitalized interest is recorded as part of the asset to which it relates and is amortized over the asset's estimated useful life. The total amount of interest that was capitalized at June 30, 2022 and 2021, was \$164,291 and \$51,615, respectively.

Depreciation expense for the years ended June 30, 2022 and 2021 was approximately \$619,000 and \$339,000, respectively.

NOTE F: 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.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE F: LONG-TERM DEBT, Cont'd

Long-term debt is summarized as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Amber East Harlem:		
Note payable, due in monthly installments of \$16,315, including interest at 6.04%, through December 2036. The note is collateralized by real property.	\$ 1,889,425	\$ 1,968,480
Less unamortized debt issuance costs	(62,854)	(67,189)
Capital lease, due in monthly installments of \$2,468, including interest at 5.71%, through September 2024. The lease is collateralized by certain equipment with a net book value of \$55,702 and \$81,411 at June 30, 2022 and 2021, respectively.	56,059	81,768
Capital lease, due in monthly installments of \$3,094, including interest at 0.417%, through December 2023. The lease is collateralized by certain equipment with a net book value of \$55,346 and \$92,244 at June 30, 2022 and 2021, respectively.	<u>55,500</u>	<u>92,308</u>
Amber East Harlem Subtotal	1,938,130	2,075,367
Amber Kingsbridge:		
Capital lease, due in monthly installments of \$394, including interest at 6.43%, through August 2024. The lease is collateralized by certain equipment with a net book value of \$8,729 and \$12,758 at June 30, 2022 and 2021, respectively.	8,730	12,758
Capital lease, due in monthly installments of \$3,138, including interest at 0.417%, through December 2023. The lease is collateralized by certain equipment with a net book value of \$56,142 and \$93,570 at June 30, 2022 and 2021, respectively.	56,298	93,635
Capital lease, due in monthly installments of \$1,159, including interest at 6.05%, through November 2026. The lease is collateralized by certain equipment with a net book value of \$53,149 at June 30, 2022.	<u>53,777</u>	<u>-</u>
Amber Kingsbridge Subtotal	118,805	106,393

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE F: LONG-TERM DEBT, Cont'd

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Balance forward	\$ 2,056,935	\$ 2,181,760
Amber Education Fund:		
Construction note payable for a maximum of \$12,525,000, bearing interest only payments beginning February 2021 at a rate of 4.71% until conversion date. The full amount of construction loan was borrowed and termed out. The loan construction period was completed and loan repayments began on conversion date, February 1, 2022, at which point the aggregate balance was converted into a permanent note payable. Monthly payments of principal plus interest at a fixed rate of 4.71% based on a hypothetical 25 year amortization period will be due through January 2026. Remaining outstanding principal balance due on January 4, 2026. Secured by the Inwood property and guaranteed by Amber Charter Schools.	12,414,341	5,918,130
Construction note payable for a maximum of \$1,000,000 bearing interest only payments beginning April 1, 2021 at a rate of 4.75% until conversion date. The full amount of construction loan was borrowed and termed out. The loan construction period was completed and loan repayments began on conversion date, February 1, 2022, at which point the aggregate balance was converted into a permanent note payable. Monthly payments of principal plus interest at a fixed rate of 4.75% based on a hypothetical 25 year amortization period will be due through January 2026. Remaining outstanding principal balance due on January 4, 2026. Secured by the Inwood property and guaranteed by Amber Charter Schools. Subordinate to construction note payable above.	963,197	903,688
Less unamortized debt issuance costs	(305,170)	(340,655)
Amber Education Fund Subtotal	<u>13,072,368</u>	<u>6,481,163</u>
	15,129,303	8,662,923
Less current portion of long-term debt	(494,766)	(6,664,101)
	<u>\$ 14,634,537</u>	<u>\$ 1,998,822</u>

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE F: LONG-TERM DEBT, Cont'd

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

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 494,766
2024	477,792
2025	437,208
2026	12,560,886
2027	112,554
Thereafter	<u>1,414,121</u>
	<u>\$ 15,497,327</u>

532 West and Amber Charter Schools must comply with certain financial covenants relative to the construction loans. 532 West and Amber Charter Schools are in compliance with these covenants at June 30, 2022 and 2021.

NOTE G: NET ASSETS

Net assets without donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Undesignated net assets	\$ 5,813,359	\$ 9,081,793
Invested in property and equipment, net of related debt	<u>2,382,329</u>	<u>2,754,115</u>
	<u>\$ 8,195,688</u>	<u>\$ 11,835,908</u>

NOTE H: 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, 2022, 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.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE I: OPERATING LEASES AND COMMITMENTS

The Organization leases office equipment under non-cancelable lease agreements, expiring at various dates through October 2032.

The future minimum payments on these agreements are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 162,500
2024	131,500
2025	95,000
2026	81,100
2027	16,500
Thereafter	27,100
	<u>\$ 513,700</u>

NOTE J: RETIREMENT PLAN

The Organization sponsors a defined contribution 403(b) plan covering all eligible employees. The Organization contributes a percentage of compensation based on job classification, 4% for administration staff and 3% for instructional staff. Contributions on behalf of union employees are in accordance with the union agreement, which specified a 5% contribution for the years ended June 30, 2022 and 2021. The Organization made contributions of approximately \$407,500 and \$377,800 for the years ended June 30, 2022 and 2021, respectively.

NOTE K: UNION AGREEMENT

At June 30, 2022, the Organization had 147 employees, of which 38 are represented by a union. The union agreement covering these employees expired on August 31, 2018. In March 2018, the Organization entered into a collective bargaining agreement with the employee union. This agreement went into effect during September 2018 and expires August 31, 2022.

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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.

NOTE M: CONCENTRATIONS

At June 30, 2022 and 2021, approximately 37% and 90%, respectively of grants and contracts receivable are due from New York State relating to certain grants.

During the years ended June 30, 2022 and 2021, 70% and 85%, respectively, 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: GIFT-IN-KIND

For the year ended June 30, 2022, the following table outlines the gift-in-kind recognized and the program that benefited from the gift-in-kind services received. There were no associated donor restrictions with the contributed legal services. The services were valued at cost indicated by the donor.

	<u>Revenue Recognized</u>
Contributed Nonfinancial Assets:	
Legal services	<u>\$ 30,000</u>
	<u>Donated Services</u>
Program or Supporting Service:	
Management and general	<u>\$ 30,000</u>

AMBER CHARTER SCHOOLS AND AFFILIATES

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE P: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2023.

In response to the COVID-19 outbreak, in May 2020, the Organization applied for and was approved by a bank for a loan of \$1,915,100 through the Paycheck Protection Program established by the Small Business Administration. Due to the potential of forgiveness, the loan was reported as a long-term note payable on the accompanying statement of financial position at June 30, 2020. The loan principal and accrued interest was fully forgiven by the Small Business Administration as of March 30, 2021 and is reported as Paycheck Protection Program note forgiveness on the accompanying statement of activities and changes in net assets for the year ended June 30, 2021.

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 \$1,925,000 and \$191,000 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively. The Organization has \$3,373,000 of ESSER grants still available through September 30, 2024; as of June 30, 2022.

AMBER CHARTER SCHOOLS AND AFFILIATES

OTHER FINANCIAL INFORMATION

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, 2022, and have issued our report thereon dated October 14, 2022, 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, 2022, as a whole.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 14, 2022

AMBER CHARTER SCHOOLS

CONSOLIDATING STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

ASSETS	Amber Charter Schools					Amber Education Fund	Eliminations	Consolidated Total
	Amber East Harlem	Amber Kingsbridge	Amber Inwood	Shared Support Team	Total			
CURRENT ASSETS								
Cash (including restricted cash of \$1,226,033)	\$ 2,165,930	\$ 3,982,512	\$ 552,394	\$ 1,624,361	\$ 8,325,197	\$ 3,188,649	\$ -	\$ 11,513,846
Grants and contracts receivable	1,152,871	1,040,895	1,130,478	2,400	3,326,644	19,260	-	3,345,904
Prepaid expenses	7,265	7,567	-	34,131	48,963	17,250	-	66,213
Related party receivables (payables)	5,125,101	525,779			5,650,880		(5,650,880)	
TOTAL CURRENT ASSETS	8,451,167	5,556,753	1,682,872	1,660,892	17,351,684	3,225,159	(5,650,880)	14,925,963
PROPERTY AND EQUIPMENT, net	4,107,733	526,419	1,343,468	3,600	5,981,220	11,530,412	-	17,511,632
OTHER ASSETS								
Security deposits	-	73,271	-	-	73,271	62,843	-	136,114
Deferred lease receivable	-	267,077	-	-	267,077	-	-	267,077
Cash in escrow	154,077	-	-	-	154,077	-	-	154,077
	154,077	340,348	-	-	- 494,425	62,843	-	557,268
TOTAL ASSETS	\$ 12,712,977	\$ 6,423,520	\$ 3,026,340	\$ 1,664,492	\$ 23,827,329	\$ 14,818,414	\$ (5,650,880)	\$ 32,994,863
LIABILITIES AND NET ASSETS (DEFICIENCY)								
CURRENT LIABILITIES								
Current maturities of long-term debt	\$ 146,634	\$ 52,474	\$ -	\$ -	\$ 199,108	\$ 295,658	\$ -	\$ 494,766
Accounts payable and accrued expenses	156,655	80,016	234,920	58,696	530,287	22,765	-	553,052
Accrued payroll and benefits	732,782	854,146	152,423	178,751	1,918,102	-	-	1,918,102
Deferred revenue	30,806	-	-	86,400	117,206	-	-	117,206
Related party payables	-		3,808,464	985,428	4,793,892	856,988	(5,650,880)	
TOTAL CURRENT LIABILITIES	1,066,877	986,636	4,195,807	1,309,275	7,558,595	1,175,411	(5,650,880)	3,083,126
OTHER LIABILITIES								
Deferred lease payable	-	-	2,473,387	-	2,473,387	4,608,125	-	7,081,512
Long-term debt, net of unamortized debt issuance costs of \$368,024	1,791,496	66,331			1,857,827	12,776,710		14,634,537
	1,791,496	66,331	2,473,387		4,331,214	17,384,835		21,716,049
TOTAL LIABILITIES	2,858,373	1,052,967	6,669,194	1,309,275	11,889,809	18,560,246	(5,650,880)	24,799,175
NET ASSETS (DEFICIENCY)	9,854,604	5,370,553	(3,642,854)	355,217	11,937,520	(3,741,832)	-	8,195,688
TOTAL LIABILITIES AND NET ASSETS (DEFICIENCY)	\$ 12,712,977	\$ 6,423,520	\$ 3,026,340	\$ 1,664,492	\$ 23,827,329	\$ 14,818,414	\$ (5,650,880)	\$ 32,994,863

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AMBER CHARTER SCHOOLS

CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2022

	Amber Charter Schools					Amber Education Fund	Eliminations	Consolidated Total
	Amber East Harlem	Amber Kingsbridge	Amber Inwood	Shared Support Team	Total			
Revenue, gains and other support:								
Public school district:								
Resident student enrollment	\$ 6,487,888	\$ 9,252,948	\$ 885,657	\$ -	\$ 16,626,493	\$ -	\$ -	\$ 16,626,493
Students with disabilities	-	48,760	-	-	48,760	-	-	48,760
Grants and contracts:								
State and local	37,811	36,236	12,711	-	86,758	-	-	86,758
Federal - Title and IDEA	291,046	421,827	38,295	-	751,168	-	-	751,168
Federal - other	1,351,638	941,535	1,292,813	-	3,585,986	-	-	3,585,986
Food service / Child nutrition program	147,624	193,870	25,233	-	366,727	-	-	366,727
NYC DoE Rental Assistance	-	2,050,701	265,697	-	2,316,398	-	-	2,316,398
TOTAL REVENUE, GAINS AND OTHER SUPPORT	8,316,007	12,945,877	2,520,406	-	23,782,290	-	-	23,782,290
Expenses:								
Program:								
Regular education	4,249,445	6,785,705	4,168,929	718,398	15,922,477	2,099,722	(1,838,835)	16,183,364
Special education	1,400,686	1,448,346	469,094	132,283	3,450,409	249,119	(253,194)	3,446,334
TOTAL PROGRAM EXPENSES	5,650,131	8,234,051	4,638,023	850,681	19,372,886	2,348,841	(2,092,029)	19,629,698
Management and general	2,255,665	3,906,550	2,434,493	2,949,749	11,546,457	1,270,584	(4,498,912)	8,318,129
Fundraising and special events	-	-	-	-	-	259,325	-	259,325
TOTAL OPERATING EXPENSES	7,905,796	12,140,601	7,072,516	3,800,430	30,919,343	3,878,750	(6,590,941)	28,207,152
SURPLUS (DEFICIT) FROM SCHOOL OPERATIONS	410,211	805,276	(4,552,110)	(3,800,430)	(7,137,053)	(3,878,750)	6,590,941	(4,424,862)
Support and other revenue:								
Contributions	-	-	-	-	-	-	-	-
Foundations	-	-	-	600,000	600,000	-	-	600,000
Individuals	40	-	-	-	40	24,934	-	24,974
Corporations	60,642	22,500	-	-	83,142	-	-	83,142
In-kind	-	-	-	-	-	30,000	-	30,000
Management fee income	-	-	-	3,533,046	3,533,046	-	(3,533,046)	-
Fundraising	-	-	-	22,601	22,601	-	-	22,601
Rental income	-	-	611,579	-	611,579	2,446,316	(3,057,895)	-
Investment income	-	-	-	-	-	251	-	251
Miscellaneous income	1,061	1,498	158	-	2,717	20,957	-	23,674
TOTAL SUPPORT AND OTHER REVENUE	61,743	23,998	611,737	4,155,647	4,853,125	2,522,458	(6,590,941)	784,642
CHANGE IN NET ASSETS	471,954	829,274	(3,940,373)	355,217	(2,283,928)	(1,356,292)	-	(3,640,220)
Net assets (deficiency) at beginning of year	9,382,650	4,541,279	297,519	-	14,221,448	(2,385,540)	-	11,835,908
NET ASSETS (DEFICIENCY) AT END OF YEAR	\$ 9,854,604	\$ 5,370,553	\$ (3,642,854)	\$ 355,217	\$ 11,937,520	\$ (3,741,832)	\$ -	\$ 8,195,688

AMBER EAST HARLEM

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER

YEAR ENDED JUNE 30, 2022

	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	8	\$ 109,544	\$ 24,920	\$ 134,464	\$ 537,852	\$ 537,852	\$ 672,316
Instructional personnel	38	1,986,366	744,595	2,730,961	-	-	2,730,961
Non-instructional personnel	<u>2</u>	<u>92,833</u>	<u>21,119</u>	<u>113,952</u>	<u>-</u>	<u>-</u>	<u>113,952</u>
Total salaries and staff	48	2,188,743	790,634	2,979,377	537,852	537,852	3,517,229
Fringe benefits and payroll taxes		647,418	233,865	881,283	159,095	159,095	1,040,378
Retirement		85,829	31,004	116,833	21,092	21,092	137,925
Professional development		19,224	4,372	23,596	-	-	23,596
Professional services		435,358	139,229	574,587	1,429,270	1,429,270	2,003,857
Student and staff recruitment		12,215	4,373	16,588	2,931	2,931	19,519
Travel and conference		4,933	1,782	- 6,715	1,212	1,212	7,927
Supplies / materials		215,350	48,988	264,338	-	-	264,338
Office expenses		6,031	1,372	7,403	29,613	29,613	37,016
Food service		116,433	26,487	142,920	-	-	142,920
Student services		67,342	-	67,342	-	-	67,342
Insurance		2,453	886	3,339	603	603	3,942
Dues and subscriptions		8,052	2,908	10,960	1,980	1,980	12,940
Non-capitalized equipment and furnishings		1,725	623	2,348	424	424	2,772
Technology		76,228	17,341	93,569	10,396	10,396	103,965
Repairs and maintenance		32,686	11,807	44,493	8,032	8,032	52,525
Depreciation and amortization		191,539	43,572	235,111	26,123	26,123	261,234
Interest expense		75,338	27,214	102,552	18,513	18,513	121,065
Other		<u>62,548</u>	<u>14,229</u>	<u>76,777</u>	<u>8,529</u>	<u>8,529</u>	<u>85,306</u>
		<u>\$ 4,249,445</u>	<u>\$ 1,400,686</u>	<u>\$ 5,650,131</u>	<u>\$ 2,255,665</u>	<u>\$ 2,255,665</u>	<u>\$ 7,905,796</u>

AMBER KINGSBRIDGE

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER

YEAR ENDED JUNE 30, 2022

		Program Services			Supporting Services		Total
		Regular Education	Special Education	Sub-total	Management and general	Sub-total	
		No. of Positions					
Personnel Services Costs:							
Administrative staff personnel	14	\$ 207,855	\$ 33,767	\$ 241,622	\$ 966,488	\$ 966,488	\$ 1,208,110
Instructional personnel	50	2,763,014	646,469	3,409,483	-	-	3,409,483
Non-instructional personnel	2	53,148	8,635	61,783			61,783
Total salaries and staff	66	3,024,017	688,871	3,712,888	966,488	966,488	4,679,376
Fringe benefits and payroll taxes		874,107	199,121	1,073,228	279,369	279,369	1,352,597
Retirement		101,302	23,077	124,379	32,376	32,376	156,755
Professional development		66,602	10,819	77,421	-	-	77,421
Legal services		-	-	-	10,211	10,211	10,211
Professional services		345,112	66,085	411,197	2,040,860	2,040,860	2,452,057
Student and staff recruitment		13,534	3,063	16,597	4,227	4,227	20,824
Travel and conference		5,909	1,346	7,255	1,888	1,888	9,143
Supplies / materials		291,223	47,311	338,534	-	-	338,534
Office expenses		11,815	1,919	13,734	54,937	54,937	68,671
Food service		172,691	28,054	200,745	-	-	200,745
Student services		173,203	-	173,203	-	-	173,203
Insurance		1,312	299	1,611	419	419	2,030
Building and land rent / lease		1,511,216	344,255	1,855,471	482,990	482,990	2,338,461
Dues and subscriptions		11,876	2,705	14,581	3,796	3,796	18,377
Utilities		12,609	2,872	15,481	4,031	4,031	19,512
Non-capitalized equipment and furnishings		302	69	371	96	96	467
Technology		51,798	8,415	60,213	6,691	6,691	66,904
Repairs and maintenance		14,242	3,244	17,486	4,553	4,553	22,039
Depreciation and amortization		98,650	16,026	114,676	12,742	12,742	127,418
Interest expense		1,766	402	2,168	565	565	2,733
Other		2,419	393	2,812	311	311	3,123
		<u>\$ 6,785,705</u>	<u>\$ 1,448,346</u>	<u>\$ 8,234,051</u>	<u>\$ 3,906,550</u>	<u>\$ 3,906,550</u>	<u>\$ 12,140,601</u>

AMBER INWOOD

STATEMENT OF FUNCTIONAL EXPENSES BY CHARTER

YEAR ENDED JUNE 30, 2022

		Program Services			Supporting Services		Total
		Regular Education	Special Education	Sub-total	Management and general	Sub-total	
	No. of Positions						
Personnel Services Costs:							
Administrative staff personnel	5	\$ 82,246	\$ 9,301	\$ 91,547	\$ 366,187	\$ 366,187	\$ 457,734
Instructional personnel	8	468,114	52,939	521,053	-	-	521,053
Non-instructional personnel	1	79,286	8,966	88,252			88,252
Total salaries and staff	14	629,646	71,206	700,852	366,187	366,187	1,067,039
Fringe benefits and payroll taxes		170,994	19,337	190,331	99,447	99,447	289,778
Retirement		5,500	622	6,122	3,199	3,199	9,321
Professional development		26,905	3,043	29,948	-	-	29,948
Legal services		-	-	-	8,713	8,713	8,713
Professional services		29,826	3,373	33,199	195,754	195,754	228,953
Student and staff recruitment		50,853	5,751	56,604	21,746	21,746	78,350
Travel and conference		1,792	203	1,995	1,043	1,043	3,038
Supplies / Materials		173,137	19,580	192,717	-	-	192,717
Office expenses		4,249	481	4,730	18,919	18,919	23,649
Food service		20,939	2,368	23,307	-	-	23,307
Student services		20,881	-	20,881	-	-	20,881
Building and land rent / lease		2,903,123	328,305	3,231,428	1,688,388	1,688,388	4,919,816
Dues and subscriptions		4,370	494	4,864	2,541	2,541	7,405
Utilities		15,259	1,726	16,985	8,875	8,875	25,860
Non-capitalized equipment and furnishings		2,443	276	2,719	1,421	1,421	4,140
Technology		34,114	3,858	37,972	4,219	4,219	42,191
Repairs and maintenance		10,449	1,182	11,631	6,077	6,077	17,708
Depreciation and amortization		63,100	7,136	70,236	7,804	7,804	78,040
Other		1,349	153	1,502	160	160	1,662
		<u>\$ 4,168,929</u>	<u>\$ 469,094</u>	<u>\$ 4,638,023</u>	<u>\$ 2,434,493</u>	<u>\$ 2,434,493</u>	<u>\$ 7,072,516</u>

AMBER SCHOOL SERVICES TEAM

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2022

		Program Services			Supporting Services		Total
		Regular Education	Special Education	Sub-total	Management and general	Sub-total	
	No. of Positions						
Personnel Services Costs:							
Administrative staff personnel	<u>19</u>	\$ 393,663	\$ 72,488	\$ 466,151	\$ 1,864,605	\$ 1,864,605	\$ 2,330,756
Total salaries and staff	19	393,663	72,488	466,151	1,864,605	1,864,605	2,330,756
Fringe benefits and payroll taxes		111,725	20,573	132,298	529,189	529,189	661,487
Retirement		17,480	3,219	20,699	82,792	82,792	103,491
Professional development		29,185	5,374	34,559	-	-	34,559
Legal services		-	-	-	30,401	30,401	30,401
Accounting / Audit		-	-	-	65,258	65,258	65,258
Financial management services		-	-	-	51,686	51,686	51,686
Professional services		42,123	7,756	49,879	121,466	121,466	171,345
Student and staff recruitment		15,359	2,828	18,187	60,649	60,649	78,836
Travel and conference		2,457	452	2,909	11,638	11,638	14,547
Office expenses		267	49	316	1,267	1,267	1,583
Insurance		22,739	4,187	26,926	107,706	107,706	134,632
Dues and subscriptions		1,338	246	1,584	6,340	6,340	7,924
Utilities		1,180	217	1,397	5,591	5,591	6,988
Non-capitalized equipment and furnishings		91	17	108	433	433	541
Technology		68,765	12,662	81,427	9,048	9,048	90,475
Repairs and maintenance		22	4	26	102	102	128
Depreciation and amortization		144	27	171	19	19	190
Other		<u>11,860</u>	<u>2,184</u>	<u>14,044</u>	<u>1,559</u>	<u>1,559</u>	<u>15,603</u>
		<u>\$ 718,398</u>	<u>\$ 132,283</u>	<u>\$ 850,681</u>	<u>\$ 2,949,749</u>	<u>\$ 2,949,749</u>	<u>\$ 3,800,430</u>



Amber Charter School April Board Minutes April 7, 2022

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING: Amber Kingsbridge Campus, 3120 Corlear Avenue, Bronx, NY

ATTENDANCE:

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

Staff: Dr. Vasthi Acosta, Veronica Almedina, Maria Almeida, Matthew Bull, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Gina Mellusi, Mercedes Minaya, Mia Thomas, Ana Vargas

Absent: Frank Aldridge

Call to Order

Dr. Gutierrez called the meeting to order at 6:21pm.

I. Lottery Update - Reported by Christine Ganey

- The lottery was held on April 5th across the network for all grades.
- 192 offers already accepted as of April 7th

II. Executive Director's Report - Reported by Dr. Vasthi

- Dr. Acosta reported that the schools recently finished the ELA NYS tests. She asked Ms. Elliott to give an update.
 - Ms. Elliott reported that day 1 was multiple choice.
 - It was the first time schools had students complete the test up until dismissal.

- Day two was more challenging with tougher questions.
- ACS will be holding instruction forums to touch base with teachers to figure out what else needs to be done to streamline the process.
- The students were prepared, and the staff did an amazing job.
- Ms. Sasha reported that when they receive the data, they will be able to compare it with the other schools.
- We are getting ready for the math test at the end of this month.
- Dr. Acosta reported that Inwood had a visit from SUNY CSI for their initial year visit. She asked Ms. Almedina to update. Ms. Almedina congratulated Ms. Vargas and her team did a great job during the visit. She also described the glows and grows from the visit.
- Dr. Acosta reported that the ribbon-cutting celebration will be held on June 2nd @ 10am at Inwood.
- Dr. Acosta asked Ms. Gomez to report on student vaccinations.
- Ms. Gomez reported that ASC applied to a LISC program partnered with Uber and received a grant for \$75,000 for a vaccine initiative to offer to families. Ten families have registered and are open to all families and staff. We hope to get more families to join on April 30th.
- Ms. Gomez reported that the families want more data before getting their children vaccinated.
- Average of 34% of students across the network, 45% EH, 32% KB, 36% KBMS, 23% IW.
- Sasha, Veronica, and Dr. Acosta have participated in the AF Accelerator program. It will be wrapping up in April after two years. Ms. Elliott and Dr. Acosta will be attending the final in-person workshops.
- Dr. Acosta was appointed to the Panel for Educational Policy by Mayor Adams and as a result she stepped down from the steering committee of BLACC.

III. ACS's Inwood Principals Report - Reported by Ana Vargas

- Ms. Vargas reported that IW had their visit from SUNY CSI.
- The authorizers recognized that SEL was evident across all of the classrooms.
- April is poetry month and will be kicking off a mystery reader initiative. Soledad, Jenna, Robyn, & John have volunteered to read to the students.
- Have partnered with neighbors to work in Bruce's Garden for community service in the neighborhood.

IV. ACS Kingsbridge ES Principal Report : Reported by Ms. Gina Mellusi

- Ms. Mellusi introduced Assistant Principal Ms. Almeida.
- We have 100% completion of the Parent-Teacher Conferences with specialists seeing over 50 parents.
- State testing went well, and the staff wore blue and yellow in support. Very proud of all the students and want to celebrate them all.
- Assembly highlighting the character trait of Community will be the first week of May.

V. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- Ms. Thomas reported on the Sailing Program students are participating in partnership with the Hudson River Sailing at the Middle School.
- Proud of students and teachers who persevered during the NYS testing.
- We are celebrating the character trait of community and will have the leaders create proposals to decide which organizations they want to work with.

VI. East Harlem Principal Report: Reported by Matt Bull

- The student government received sashes with their names after being sworn into office. They also did a fundraiser.
- Students were excited about the snacks they received during the state testing.

VII. Board Chair Report: Reported by John Gutierrez

- Ms. Long updated on the Fun Run fundraiser, and unfortunately, the dates are not in our favor and cannot happen this year.
- The spring appeal will include a donation to honor Dr. Vasthi's leadership.
- In addition, a pop-up shop called Charleston Wrap will be conducted as a fundraiser.
- Dr. Gutierrez reminded trustees of their give/get commitment.
- Ms. Hiciano suggested doing both the spring appeal letter and the spring catalog pop-up store.
- Dr. Gutierrez presented the resolution to memorialize the Co-CEO model and the hiring of Ms. Gomez and Ms. Almedina.

Motion to approve the resolution

- **Moved** Jenna Pantel
- **Second:** Brian Quillin
- Aye: All
- Nay: None
- Annual board retreat in July, initially scheduled for July 18th cannot take place. A new date is needed. New date proposed was dinner on July 24th and full day on July 25th.
- Save the date for Dr. Vasthi's retirement on June 22nd, 6-9pm.

VIII. Motion to approve the March 2022 board meeting minutes

- **Moved:** Jenna Pantel
- **Second:** Soledad Hiciano
- Aye: All
- Nay: None
- Abstain: Tim Day

IX. Motion to adjourn

- **Moved:** Jenna Pantel
- **Second:** Brian Quillin

- Aye: All
- Nay: None

Meeting adjourned at 7:50pm

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

Trustee Name:

Soledad Higuano

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.).

Secretary, chair

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

☐ Yes ☒ No

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

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in 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**

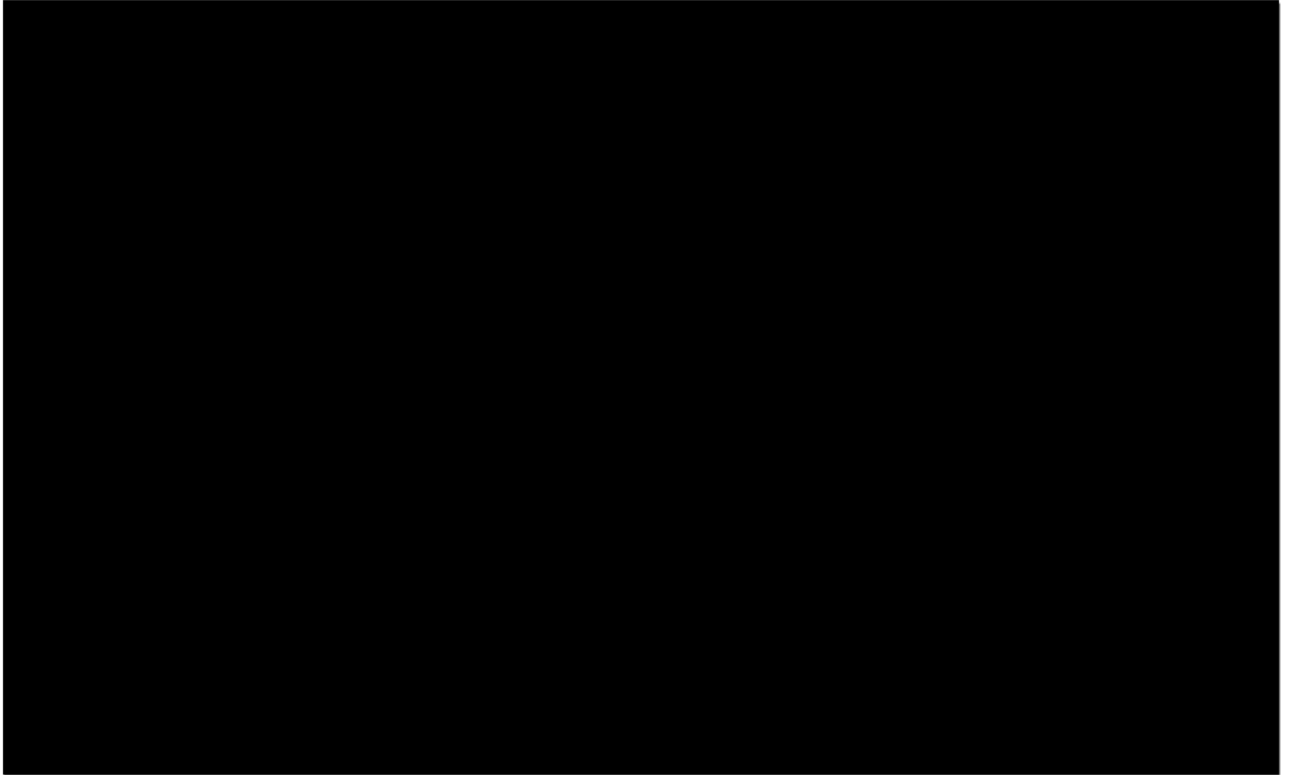
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	N/A		

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
	N/A			

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Arledsd *6/8/22*
Signature **Date**

Acceptable signature formats include:

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last revised 04/2022

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

Trustee Name:

John 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**

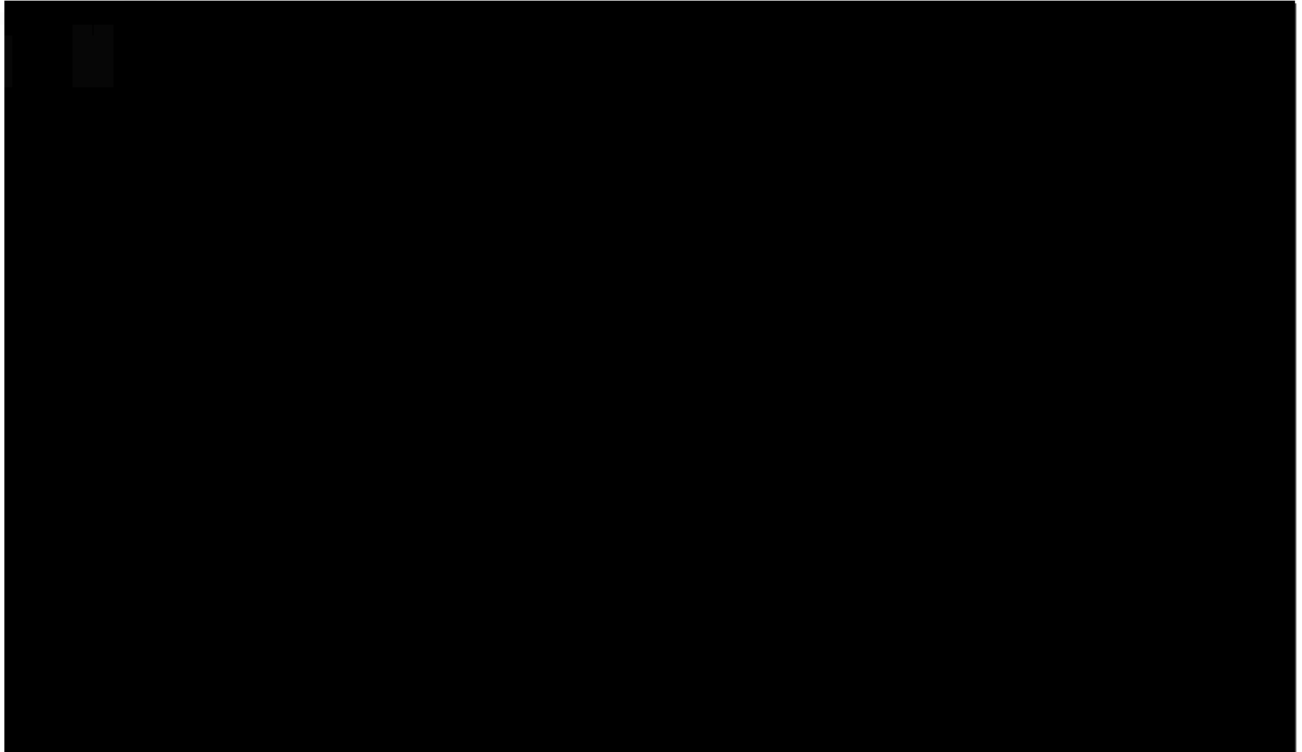
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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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Signature **Date**

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last revised 04/2022

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

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.).

Trustee - teacher 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.

MUSIC Teacher - Kingsbridge Elementary
Salary: \$78,836.00

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**

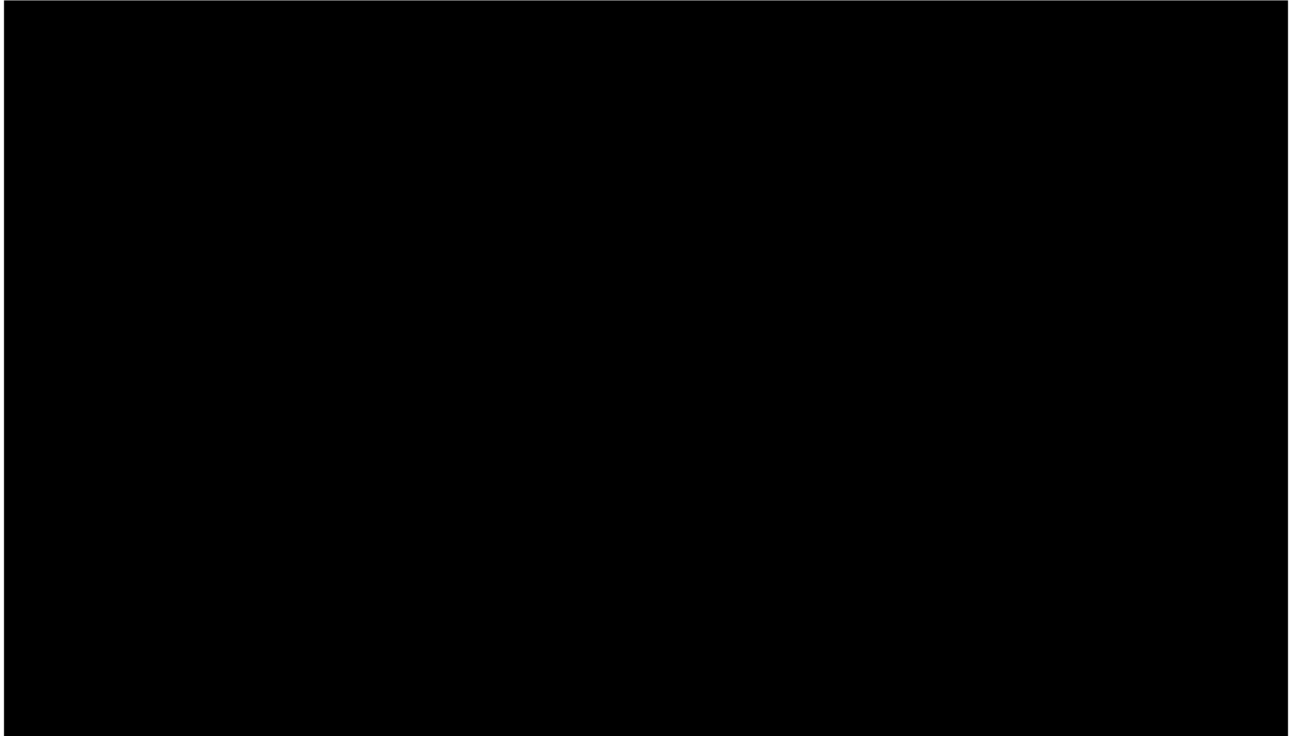
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☒ **None**

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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 6/9/22
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:

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**

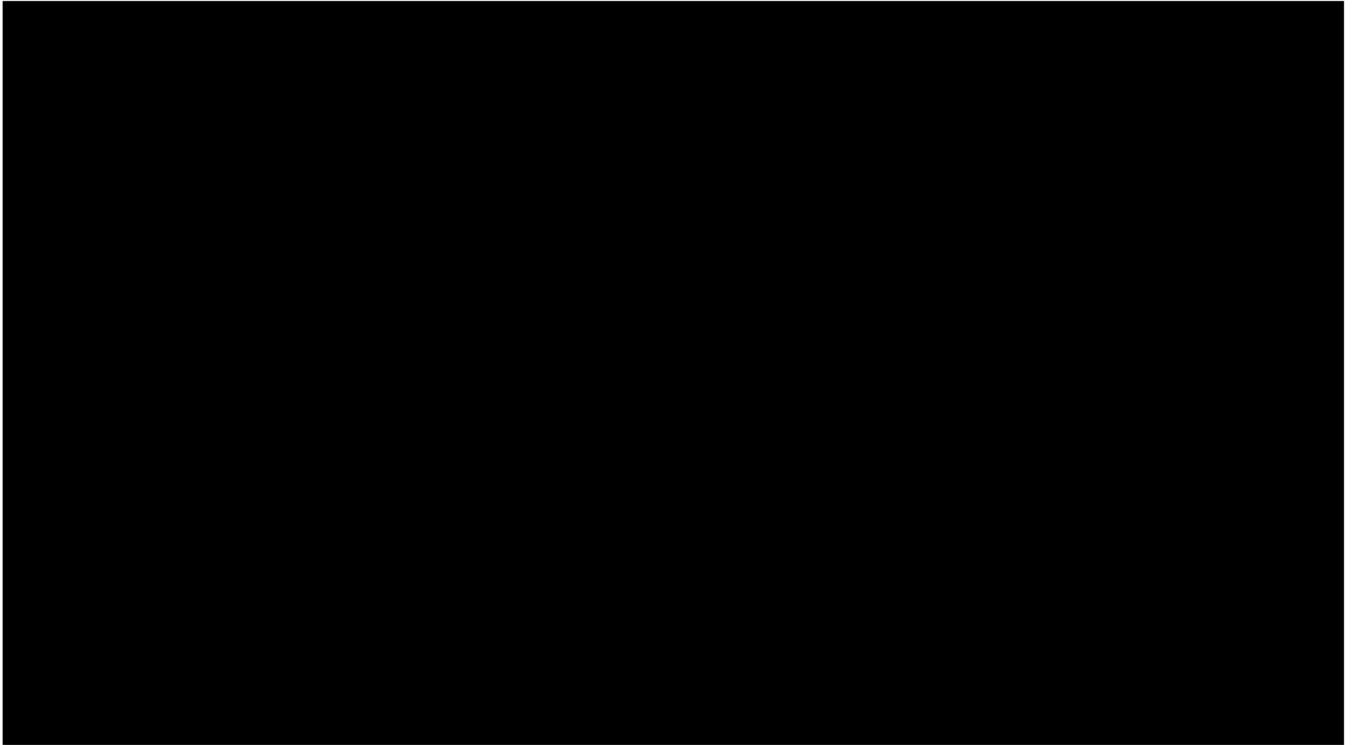
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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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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M. Germe 6/9/22
Signature **Date**

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last revised 04/2022

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

Trustee Name:

Amber Lindsay Marino Cong

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.).

*Member of the Board, member/
Chair of Development 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**

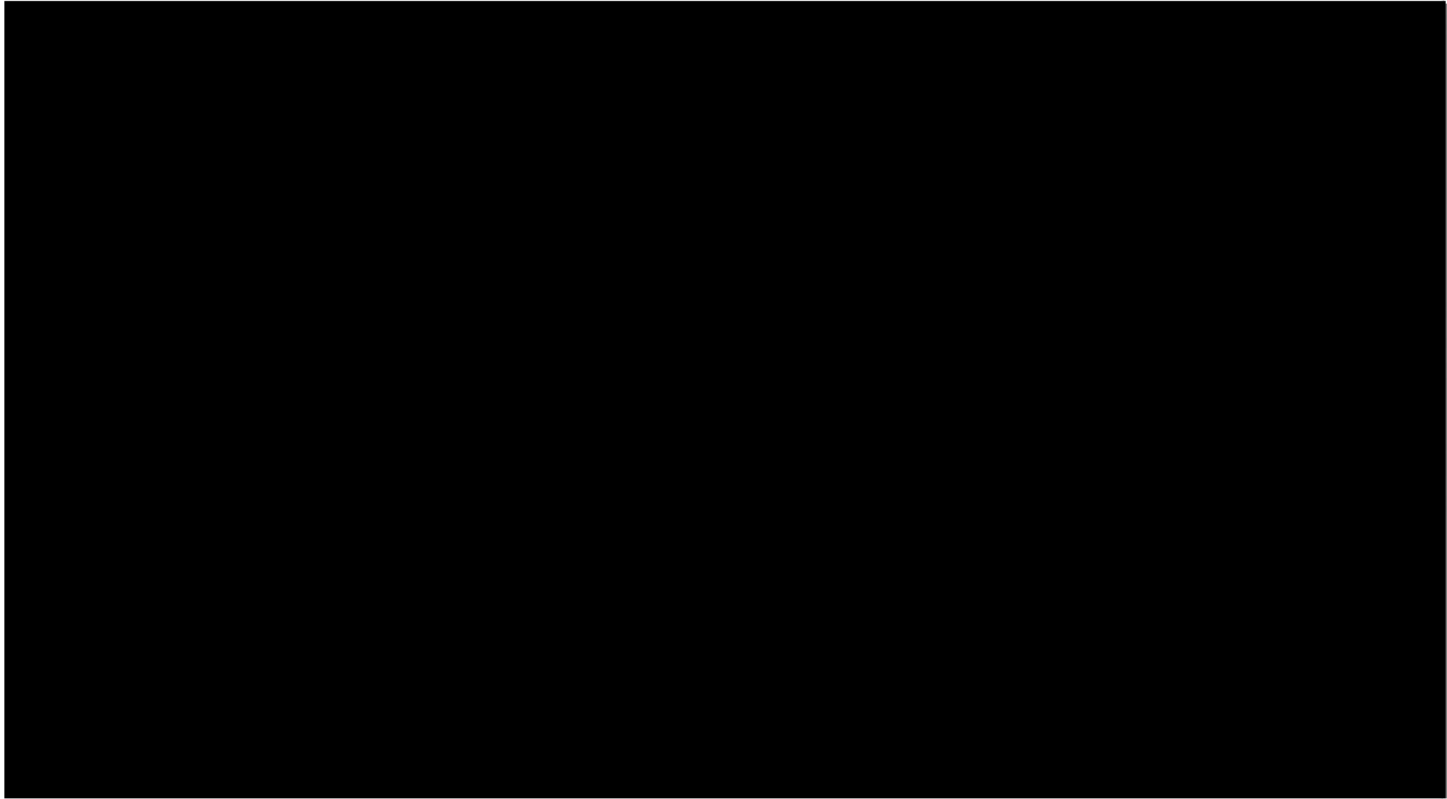
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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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 6/9/22
Signature **Date**

Acceptable signature formats include:

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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.).

Parent representative

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

☐ Yes ☒ No

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

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in 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.

Mother no the students will not benefit from my 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

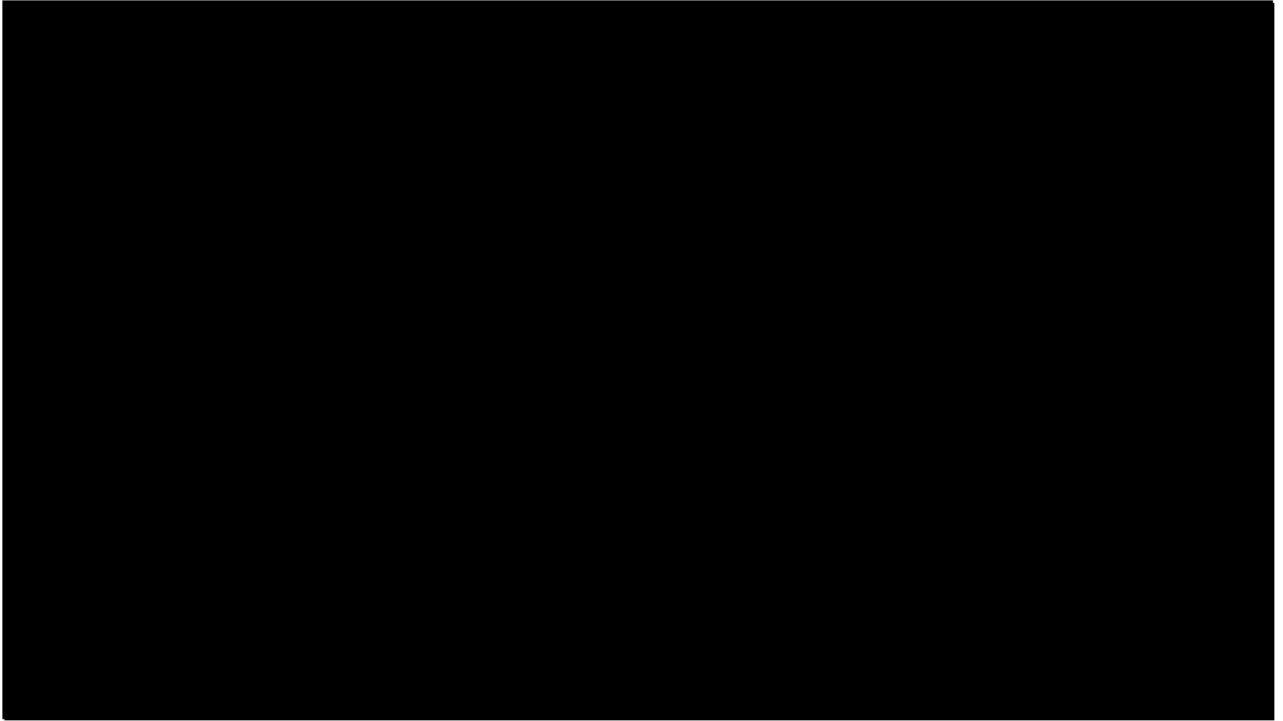
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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**.

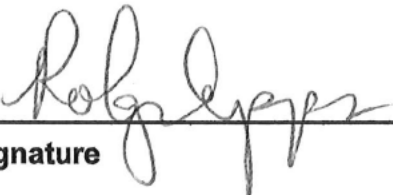


None

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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Signature _____ Date 6/9/22

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

Trustee Name:

TIMOTHY DAY

Name of Charter School Education Corporation:

AUBER 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 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

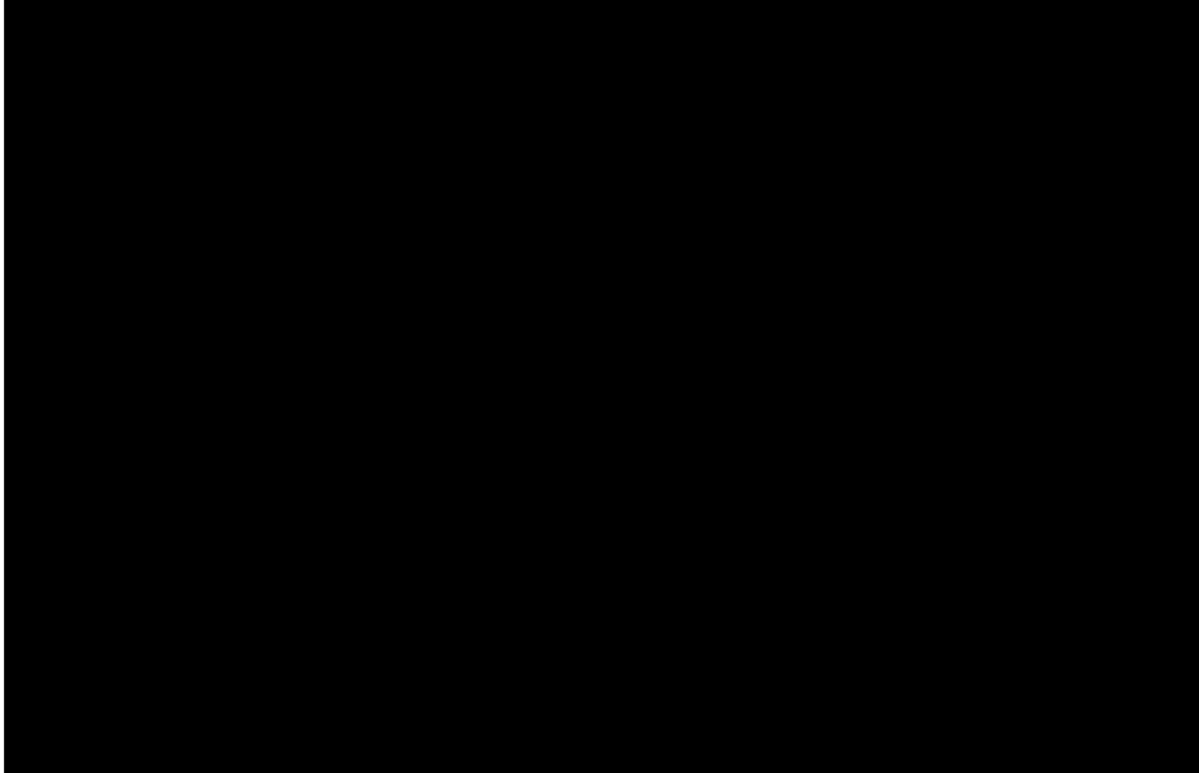
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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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last revised 04/2022



Amber Charter School December Board Minutes December 8, 2021

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING HELD VIA ZOOM

ATTENDANCE:

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

Staff: Dr. Vasthi Acosta, Kirsys Gomez, Christine Ganey, Veronica Almedina, Ana Vargas, Matt Bull, Gina Mellusi, Mia Thomas, Heidi Hamilton, Sashemani Elliott, Mercedes Minaya, Masiel Reyes-Weiss

Guest: Tavannie Perez - Parent of EH Student

Absent: Frank Aldridge, Brad Olsen

Call to Order

Dr. Gutierrez called the meeting to order at 6:05pm.

I. Report on the CEO search by Amador Centeno

- Mr. Centeno reported that the Alma Advisory Group has been hired to help with the process of finding a CEO.
- The search firm has targeted 3-4 months to find someone which will include the interview, group interviews, and screening process. The target for hire is the springtime.

II. Development Committee report by Lindsay Long & Christine Ganey

- Ms. Long reported on the technical outage that affected the Double Good fundraiser.
- The fundraiser will be extended for an extra day.
- The total sales from the board side are over \$4,600.

- The schools started selling and have sold over \$6,000.
- Ms. Tavannie Perez asked how parents can share fundraiser ideas. Dr. Gutierrez referred her to Ms. Ganey. She also noted that the board meeting information is not easily accessible to parents who would want to attend and suggested the information be added to Parent Square. Dr. Acosta confirmed that all board meetings dates are available on the website with the steps parents need to take if they want to attend.
- Ms. Hiciano informed Ms. Perez that we have parent representatives that sit on the board of trustees.

III. Facilities Report: Reported by Mr. Amador Centeno

- Memorandum of Understanding for a new lease of space for the Kingsbridge Middle School with the landlord. This will allow ACS to continue to negotiate a long-term lease.
 - **Motion to approve the MOU**
 - **Moved:** Soledad Hiciano
 - **Second:** Amador Centeno
 - Aye: All
 - Nay: None

V. Executive Director's Report: Reported by Dr. Vasthi Acosta

- Dr. Acosta reported that Joey Gustafson, Managing Director of the Amber Education Fund was working with the ACS leadership team on a 21st Century Grant for the after-school program for Kingsbridge and Inwood and submitted it on November 30th. Ms. Hiciano also submitted the grant through ACDP for East Harlem.
- ACS leadership team has been working with the Robin Hood Foundation to provide high dosage tutoring, however, they are only interested in new schools so this will be for Kingsbridge Middle School and Inwood Elementary.
- Construction continues at Inwood and seems to be coming to a substantial completion date for January 7th.
- Principals are planning some after-school evening tours for parents and open houses for potential parents.
- Staffing continues to be an issue and ACS is already planning to start hiring for the new school year in September. Our talent team has been working hard to fill up all of our vacancies.
- Next week ACS holiday celebration will be at the Botanical Garden Train and Glo show.
- There has been an uptick in positive Covid cases. Parents have been reporting that their children have tested positive. Will need to monitor for the new year and see if we can continue with the plans we have in place.
- Ms. Perez suggested having options of places where families can receive free covid testing services.

- Dr. Acosta reminded her that when a student tests positive for Covid a notice goes out to the family with the testing sites in their neighborhood.

VI. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- Ms. Vargas reported that there were new construction updates after the Thanksgiving break. New benches have been installed along the hallways and they enable small group instruction and quick check-ins with the students and staff.
- Gearing up for the open houses and getting ready to enroll and recruit families for the upcoming school year.
- Looking forward to meeting and recruiting the new talent for the incoming classes.

VII. ACS Kingsbridge ES Principal Report: Reported by Gina Mellusi

- Ms. Mellusi reported that they held their first round of parent-teacher conferences the week of Thanksgiving via zoom.
- Last week had the first round of publishing parties for first through fourth grade and families were able to join virtually.
- Celebrating Amber Way character trait of Respect in December. Also celebrating those Amber stars who achieved honor roll.
- Dr. Gutierrez gave kudos to Ms. Mellusi after seeing how great the school is after his visit to the campus earlier in the week.

VIII. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- Ms. Mia reported on the parent-teacher conference and 100% of families were able to participate.
- Students had a schoolwide gratitude shout-out session before the break.
- Will be celebrating Amber Way character trait of Respect and Amber leaders will be interviewing one another on the importance of showing respect.

IX. East Harlem Principal Report: Reported by Matt Bull

- Over 95% of parent-teacher conferences attended.
- Students had a publishing party and families were able to attend virtually.
- Conducting meetings in the gym in person. It's good to be around others and not via the squares of zoom.

X. Board Chair Report: Reported by Dr. Gutierrez

- Dr. Gutierrez reported that it is still unknown if the state will extend the waiver for the Open Meetings Law in January.

XI. Election to renew terms of Board Trustees

- Dr. Gutierrez presented the motion to renew Ms. Jenna Pantel's and Mr. Amador Centeno's terms to serve on the board until 2025.

- The Amber Foundation is creating two videos for fundraising and recruitment purposes. Dr. Gutierrez gave words of thanks to Ms. Almedina, Ms. Ganey, Ms. Mellusi, and the KB staff.
- **Vote to approve the term renewal for Ms. Jenna Pantel**
 - **Move:** Soledad Hiciano
 - **Second:** Li'Esha Garcia
 - **Aye:** All
 - **Nay:** None
 - **Abstain:** None
- **Vote to approve the term renewal for Mr. Amador Centeno**
 - **Move:** Soledad Hiciano
 - **Second:** Dr. Miguelina German
 - **Aye:** All
 - **Nay:** None
 - **Abstain:** None

Motion to approve the November board meeting minutes

- **Moved:** Jenna Pantel
- **Second:** Amador Centeno
- Aye: All
- Nay: None
- Abstain: Soledad Hiciano

XII. Motion to adjourn the meeting

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

Meeting adjourned at 6:59pm



Amber Charter School February Board Minutes February 9, 2022

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING HELD VIA ZOOM

ATTENDANCE:

Board: Frank Aldridge, Amador Centeno, Kelly Combs, Tim Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Lindsay Long, Brad Olsen, Jenna Pantel, Brian Quillin

Staff: Dr. Vasthi Acosta, Veronica Almedina, Matthew Bull, Roselvi Castillo, Karen Drezner, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Gina Mellusi, Mercedes Minaya, Mia Thomas, Ana Vargas

Absent: Soledad Hiciano

Call to Order

Dr. Gutierrez called the meeting to order at 6:02pm.

I. Report on the CEO Search - Reported by Amador Centeno

- The search firm has done some outreach to schedule interviews with the board members.
- The Executive Committee had some deliberation on the evolving process of the search.

II. Executive Director's Report - Reported by Dr. Vasthi Acosta, Ms. Veronica Almedina, & Ms. Karen Drezner

- Dr. Acosta reported that everyone is back in the building. 100% of staff and students were tested on the 23rd, with only two positive cases via rapid testing.

- Dr. Acosta gave Kirsys and her team a shout-out for all the preparation conducted and a smooth process.
- Ms. Almedina presented the test to stay protocol. It was rolled out on Monday, January 24th.
- Dr. Acosta reported the percentage of vaccinated students at each school so far.
- Mid-year evaluation meetings were conducted with all leadership. The entire organization is going through the mid-year review process.
- Dr. Acosta reported that Ms. Hamilton is no longer with Amber.
- The school leadership is planning to pilot a program for ICT classrooms in the fall.
- Ms. Pantel explained that ICT stands for Integrated Co-Teaching and it is a classroom with special education and general education students learning alongside a special education and general education teachers.
- SUNY CSI has set a date to conduct the initial visit and evaluate Inwood for March 31.
- Ms. Drezner reported on the ACS talent progress and the priority work conducted this year on staff retention. They are continuing to look for a Director of Talent.

III. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- We are excited that students are back in the building.
- In December, we were down three staff members but are now 100% staffed. Kudos to the Talent Team for all of their efforts.
- Excited to be kicking off spirit week and celebrating 100 days of school.

V. ACS Kingsbridge ES Principal Report: Reported by Gina Mellusi

- Ms. Mellusi reported that the I-Ready diagnostic was completed in the past week.
- Celebrated 100 days of school.
- We will have spirit week next week with staff included.
- Ms. Mellusi thanked the board members for their support of the family in the fire.

VI. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- We completed the winter I-Ready diagnostic.
- Preparing for honesty assembly, honoring one another.
- One hundred days will be next Tuesday. Students were challenged to commit to 100 acts of kindness and log them.
- Open house for current families will be next week.

VII. East Harlem Principal Report: Reported by Matt Bull

- Celebrated 100 days of school.
- The staff enjoyed wearing sweatpants and getting Thai food for lunch as part of spirit week.

VIII. Board Chair Report: Reported by Amador Centeno

- Mr. Centeno gave kudos to the talent team and the presentation conducted by Ms. Drezner.
- Ms. Long reported that as part of the board goal to raise \$50,000, the committee is planning to have a fun run spring fundraiser and tie it to the Inwood building ribbon-cutting ceremony on June 4th.

Motion to switch the board meetings to Thursday for March, April, May, and June

- **Moved:** Dr. Miguelina German
- **Second:** Kelly Combs
- Aye: All
- Nay: None
- Abstain: None

Motion to approve the January 2022 board meeting minutes

- **Moved:** Jenna Pantel
- **Second:** Dr. Miguelina German
- Aye: All
- Nay: None
- Abstain: Frank Aldridge, Robyn Epps, Brian Quillin

XII. Motion to adjourn the meeting

- **Move:** Jenna Pantel
- **Second:** Kelly Combs
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 7:20pm



Amber Charter School January Board Minutes January 12, 2022

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING HELD VIA ZOOM

ATTENDANCE:

Board: Amador Centeno, Kelly Combs, Tim Day, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Soledad Hiciano, Lindsay Long, Brad Olsen, Jenna Pantel

Staff: Dr. Vasthi Acosta, Veronica Almedina, Matt Bull, Yahaira Degro, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Heidi Hamilton, Gina Mellusi, Mercedes Minaya, Masiel Reyes-Weiss, Mia Thomas, Ana Vargas

Absent: Frank Aldridge, Robyn Epps, Brian Quillin

Call to Order

Dr. Gutierrez called the meeting to order at 6:05pm.

I. Report on the CEO search by Amador Centeno

- Mr. Centeno reported that the search would be taking off in the next two weeks and that the cabinet leaders would meet with Monica and Venus.
- Timeline to target April/May for a candidate. Alma Group will be finishing the interviews with the board members in the next two weeks.
- Alma Group has started sourcing candidates and will be meeting with Michael Stolper and Joey Gustafson from Amber Education Fund.
- Amador meets with the Alma Group weekly, and they also meet with the other search committee members bi-weekly.
- Dr. Gutierrez emphasized the importance and advised the board to be as flexible as possible during this process.

II. Development Committee report by Lindsay Long & Christine Ganey

- Ms. Long reported that we exceeded the sales from last year by more than \$6000.
- We are on track to hit the board goal of \$50,000 by the end of the year.
- We are in the process of pulling some information on other school areas to build a strategy that will help Amber. Meeting the third goal will be concurrent with the fundraising plan to be presented in the July retreat.

III. Facilities Committee Report: Reported by Mr. Amador Centeno

- Progress continues with three open items on the lower floors. Targeting to finish at the end of the month
- A large item is the water main pipe that needs to be replaced during the winter break in February.
- We are closing out the elevator and fire inspections in the coming weeks.

V. Executive Director's Report: Reported by Dr. Vasthi Acosta & Ms. Veronica Almedina

- Due to the positive cases, Dr. Acosta reported that EH and KB ES had to move to remote learning before the holiday break.
- We tested 100% of faculty and students on Monday, January 3rd. The results were alarming, so we decided to go remote for two weeks.
- ACS will implement "test to stay" protocols when we return on January 24th. To return Amber will do the rapid testing of 100% staff and students then roll out the test to stay protocols.
- DOE and the Department of Health are shipping free rapid tests to the school campuses. We received two shipments and have received enough for all the students. We will be purchasing more tests as a backup.
- Kudos to Ms. Gomez and Ms. Castillo, who have done an incredible job putting the test to stay protocols together and all the hard work to return students to in-person learning.
- We had a family Town Hall on Monday to encourage vaccinations for students.
- Ms. Almedina praised Mr. Day for helping with getting Dr. Rogo to participate in the town hall meeting. A total of 80 participants attended. Dr. Rogo was amazing and helped parents understand more about the vaccine.
- Mr. Day mentioned that the town hall was very professionally done and organized. Dr. Rogo has offered to come back and do it again if needed.
- Ms. Hiciano asked if we have data on how many kids are vaccinated. Dr. Acosta stated that we have started collecting data and don't have all the information.
- Dr. Acosta continues working with BLACC on their steering committee and it has been very active.. They are pushing the READ Act into legislation to lift the cap on new charters so that they go to leaders of color, in addition, giving teachers tax breaks, and creating a third authorizer.

- Amber had one family in the Bronx fire who lost everything but are all safe. We will share any gofundme page that the family sets up.

VI. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- Ms. Vargas reported that coming back to the building and seeing all the construction progress was wonderful.
- The nurse's office is now a suite, and the construction office is now a classroom.
- Ms. Vargas wanted to commend the leaders who have been proactive in coming up with a plan, but it was the right decision to go remote.
- Today we had the best attendance turnout, with 100% of students joining virtually.

VII. ACS Kingsbridge ES Principal Report: Reported by Gina Mellusi

- Students were proud to have their parents on the line with them and telling them that they are pros in taking their covid test.
- Students are remote and engaged and want to stay connected instead of having lunch, they stay and talk. Our community remains strong.
- One of our students lived on the third floor next door to the apartment where the fire started. The family received a voucher to stay at a hotel until the 24th. The parent only needed a Chromebook to get her son online. We will be supporting the family with clothing and a GoFundMe.
- Ms. Hiciano reported that if the family needs mental health services, ACDP will provide them. The Gap sent new clothes to the families. We are also supporting HPD to identify some housing units, and if they qualify, we can help them with that.

VIII. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- Ms. Mia reported that the leadership has been so impactful during this time.
- Students were super ready for remote learning and highly prepared, and the attendance was impressive.
- I wanted to thank Ms. Ganey for helping us kick off the Sail Academy after-school program.
- Parents will soon learn more about this opportunity. Our students will learn how to sail and build boats in the Dyckman marina.

IX. East Harlem Principal Report: Reported by Matt Bull

- Our fourth and fifth-grade students are running for student council and are excited about it.
- Our third grader attended the Three kings day parade virtually.
- Shout out to our specialists for covering classes that weren't their own.

X. Board Chair Report: Reported by Dr. Gutierrez

- Dr. Gutierrez acknowledged the strength of the Amber community.
- The waiver for the meetings law doesn't expire until January 15th.

- I had two sessions with teachers and staff, and I want to establish a regular link between the teachers in the classroom and the board.
- We hope we can visit the campuses at some point.
- Two videos were presented that the Amber Foundation helped put together for fundraising and student recruitment.
- Ms. Hiciano gave kudos to the Amber staff for all they do.

Motion to approve the December 2021 board meeting minutes

- **Moved:** Jenna Pantel
- **Second:** Amador Centeno
- Aye: All
- Nay: None
- Abstain: Brad Olsen

XII. Motion to adjourn the meeting

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

Meeting adjourned at 7:20pm



Amber Charter School June Board Minutes June 9, 2022

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING: Inwood Campus, 532 W. 215th Street

ATTENDANCE:

Board: Timothy Day, Robyn Epps, Dr. Miguelina German, Dr. John Gutierrez, Soledad Hiciano, Lindsay Marino Long, Brian Quillin

Staff: Dr. Vasthi Acosta, Veronica Almedina, Matthew Bull, Rose Castillo, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Gina Mellusi, Mercedes Minaya, Mia Thomas, Ana Vargas, Francina Yaw-Costello

Absent: Frank Aldridge, Amador Centeno, Li'Esha Garcia, Brad Olsen, Jenna Pantel

Call to Order

Dr. Gutierrez called the meeting to order at 6:15pm.

I. Check-In

II. I-Ready Student Assessment Spring Results - Reported by Ms. Sasha Elliott, Ms. Mellusi, Ms. Thomas, Mr. Bull, and Ms. Vargas

- Ms. Elliott reported on the Network-wide ELA and Math I-Ready assessment comparison from September 2021 and May 2022.
- Ms. Mellusi reported on the Kingsbridge Elementary I-Ready assessment for ELA and Math comparison from September 2021 and May 2022.
- Ms. Thomas reported on the Kingsbridge Middle School I-Ready assessment for ELA and Math comparison from September 2021 and May 2022.
- Mr. Bull reported on East Harlem I-Ready assessment for ELA and Math comparison from September 2021 and May 2022.

- Ms. Vargas reported on the Inwood I-Ready assessment for ELA and Math comparison from September 2021 and May 2022.
- Ms. Elliott reported on the Bloomberg Philanthropies grant that was received for ACS summer school program.

II. Co-Chief Executive Officer's Report - Reported by Veronica Almedina and Kirsys Gomez

- Ms. Almedina and Ms. Mellusi reported on an incident that happened outside of the Kingsbridge Elementary campus where police were informed to secure staff and students from threats made by a stranger. Outdoor recess was suspended and families were informed about the incident.
- Dr. German asked regarding the safety emergency plan we currently have in place.
- Ms. Gomez reported that we have worked with a school security consultant to review our emergency plan and will be working on reviewing all the plans that are in place in July.
- Ms. Almedina reported on the Inwood Ribbon Cutting Ceremony and thanked Ms. Ganey and Ms. Minaya for organizing the event.
- Ms. Almedina reported that Ms. Vargas will be transitioning out of Amber and will be helping ACS as a consultant.
- Ms. Yaw-Costello will be transitioning from Assistant Principal to Principal of Inwood elementary in the new school year.
- Kids in the game [KING] is a non-profit organization summer program that will be working at Inwood. Partnering with this program will hopefully expand Amber's network and community footprint.
- Ms. Almedina shared her plan for maternity leave to start on August 12th and return on January 3rd.
- While Ms. Almedina is out, Ms. Elliott will provide academic support and Ms. Mellusi will serve as principal team leader.
- Ms. Almedina reported on the workforce reduction required at EH to meet the budget.
- Ms. Gomez reported on the grants Amber has received,
 - Bloomberg Summer Boost
 - Robin Hood foundation
 - FEMA reimbursements
 - LISC
- Inwood Building is almost completed pending some electrical work and installation of the basketball hoop and FDNY inspection.
- A SUNY CSI material revision will be submitted to account for the enrollment decrease at EH and IW.
- First per-pupil invoice for SY 2022-21 was submitted to DOE.

IV. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- Excited the building will be 100% done by the end of the month.

- Added additional dress-down day for tomorrow and assemblies happening next week on zoom.
- Our olympic day will be next week in the community.
- Ms. Francina reported on Amber Service Day with items donated to the local fire department.

V. ACS Kingsbridge ES Principal Report: Reported by Gina Mellusi

- Ms. Mellusi reported on Amber Service Day and the release of the butterflies by the Kindergarteners.
- Kicking off senior week for 4th-grade seniors tomorrow.
- The stepping-up ceremony will be on Monday.

VI. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- Career week was this week with over 20 guest speakers. The most popular question was the salary.
- Amber Service day, went to see the FDNY and went to the post office. Collected over 7 bags of garbage at Inwood Hill Park.
- Sail academy ended this week and students took a boat from the Hudson Marina to Chelsea Piers.
- Will open an additional 6th-grade class next year.

VII. East Harlem Principal Report: Reported by Matt Bull

- Amber Service Day was conducted.
- We finished the last assessment of the year.
- Our Olympic day was yesterday. Mr. Jamie did an amazing job.

VIII. Board Chair Report: Reported by John Gutierrez

- Dr. Gutierrez recommended for the trustees to attend the stepping-up ceremonies.
- The retreat is set for Monday, August 8th, with dinner starting at 6pm, and a full day on Tuesday, August 9th. The August board meeting will be at the end of the retreat. During the retreat there will be a moment to meet with the Amber Education Fund Trustees.
- Dr. Vasthi's final evaluation as Executive Director will be sent via email with a survey link.
- Dr. Gutierrez asked the trustees to empower the Executive Committee to finalize the following items:
 - the disaffiliation resolution for AEF and ACS;
 - enter into a memorandum of understanding between AEF and ACS.;
 - Final contracts with the Co-CEOs

Motion to empower the Executive Committee to approve the resolution to enter into a contract with the Co-CEOs, memorandum of understanding, and the disaffiliation between ACS and AEF.

- Moved: **Dr. John Gutierrez**
- Second: **Tim Day**
- Aye: All

- Nay: None
- Abstain: None

Dr. Vasthi thanked the board for their commitment and passion for Amber during her tenure as Executive Director.

IX. Motion to approve the May 2022 board meeting minutes

- **Moved: Dr. John Gutierrez**
- **Second: Lindsay Marino**
- Aye: All
- Nay: None
- Abstain: **Soledad Hiciano, Brian Quillin**

X. Motion to adjourn

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

Meeting adjourned at 8:15pm



Amber Charter School March Board Minutes March 10, 2022

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING HELD VIA ZOOM

ATTENDANCE:

Board: Frank Aldridge, Amador Centeno, Kelly Combs, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Soledad Hiciano, Lindsay Long, Brad Olsen, Jenna Pantel, Brian Quillin

Staff: Matthew Bull, Roselvi Castillo, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Seth Keller, Gina Mellusi, Mercedes Minaya, Mia Thomas, Ana Vargas

Absent: Dr. Vasthi R. Acosta, Tim Day

Call to Order

Dr. Gutierrez called the meeting to order at 6:03pm.

I. Executive Director's Report - Reported by Kirsys Gomez

- Students returned to school after the mid-winter break two weeks ago.
- Only one positive case was reported in the student body, 100% of the staff was negative.
- Dr. Acosta and Ms. Almedina are attending the Leaders of Colors Conference in New Orleans sponsored by the Charter Schools Growth Fund.
- New York State Testing ELA March 29th - 31st.
- Virtual Parent-Teacher conference held today and tomorrow.
- Inwood gearing up for the first SUNY CSI visit on March 31st.
- East Harlem is up for the child nutrition program audit.

- Mask mandate lifted and optional as of March 14th.
- Two staff members have resigned since the lift of the mandate, one when the city made the announcement and the other after we sent the email.
- Dr. Gutierrez asked regarding the waterline work that was being done during the winter break. Ms. Gomez reported that it was completed.
- Dr. German asked about the position of the staff members that resigned. Ms. Gomez reported that they were both teachers, one a Spanish teacher and the other a Middle School teacher.

II. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- Gearing up for the SUNY CSI visit with state testing simultaneously.
- Began the walkthrough and vision planning for next year with the talent team.
- Getting ready for an open house happening the week of the 22nd.

III. ACS Kingsbridge ES Principal Report: Reported by Gina Mellusi

- Full swing in report card preparations and our virtual parent-teacher conversations.
- Virtual spelling bee championship for each grade was held last week.
- Kindergarten publishing party was held last week as well.
- Excited to start our kindergarten ballet program which was put on hold because of the COVID surge.
- State testing is also coming up soon.
- We welcomed families for a tour of the school before the mid-winter break and later this month will be welcoming prospective families.

IV. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- We also had our spelling bee and it was very intense as the students take it very seriously.
- We are finding ways to get the students excited about the state testing. Planning a pep rally and other fun activities.

V. East Harlem Principal Report: Reported by Matt Bull

- Middle school process has been difficult this year. One of our students was accepted to Horace Mann.
- Huge shout out to our school counselor, Ms. Jennifer was able to get all of our students gift certificates for a free meal. She also worked with the grocery store across the street for gift certificates for 100 of our families.

VI. i-Ready Winter Assessment Report: Reported by Sashemani Elliott

- Mr. Keller, Ms. Thomas, Ms. Mellusi, Ms. Vargas, and Mr. Bull reported on the school's iReady Fall 2021 and Winter 2022 results.

- VII. Board Chair Report:** Reported by John Gutierrez
- Ms. Long reported that unfortunately, the site to do the fun run is not available for June 4th. Exploring to move it to Saturday, May 21, 2022, at either Inwood Hill Park or Jefferson Park in East Harlem.
 - Dr. Gutierrez announced that we are meeting in person at Kingsbridge for the next board meeting.
- VIII. Motion to approve the February 2022 board meeting minutes**
- **Moved:** Jenna Pantel
 - **Second:** Kelly Combs
 - Aye: All
 - Nay: None
 - Abstain: Soledad Hiciano
- IX. Motion to move into Executive session**
- **Move:** Dr. John Gutierrez
 - **Second:** Jenna Pantel
 - Aye: All
 - Nay: None
 - Abstain: None
- X. Discussion in the Executive Session focused on the approval of the Co-CEO model.**
- XI. Motion to exit Executive session**
- Move: Soledad Hiciano
 - Second: Jenna Pantel
 - Aye: All
 - Nay: None
 - Abstain: None
- XII. Motion to adjourn**
- **Move:** Jenna Pantel
 - **Second:** Soledad Hiciano
 - Aye: All
 - Nay: None
 - Abstain: None

Meeting adjourned at 8:13pm



Amber Charter School May Board Minutes May 12, 2022

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING: Amber East Harlem Campus, 220 E. 106th Street

ATTENDANCE:

Board: Frank Aldridge, Amador Centeno, Kelly Combs, Timothy Day, Robyn Epps, Li'Esha Garcia, Dr. Miguelina German, Dr. John Gutierrez, Lindsay Marino Long

Staff: Dr. Vasthi Acosta, Veronica Almedina, Matthew Bull, Yahaira Degro, Sashemani Elliott, Christine Ganey, Kirsys Gomez, Gina Mellusi, Mercedes Minaya, Mia Thomas, Francina Yaw-Costello

Absent: Soledad Hiciano, Brad Olsen, Jenna Pantel, Brian Quillin

Call to Order

Dr. Gutierrez called the meeting to order at 6:15pm.

I. Check-In

II. Development Committee Update - Reported by Lindsay Long

- Ms. Long thanked Dr. German for the donation received through Montefiore
- The committee will present a development plan at the board retreat. She is working on a joint agenda with the Amber Education Fund.
- A few slides of pertinent information from the development plan were shared with the board.

II. Presentation of Budget for SY 2022-2023 - Reported by Frank Aldridge & Kirsys Gomez

- Mr. Aldridge suggested new steps needed to increase enrollment, such as spending \$100,000 on marketing. He urged that Amber needs to rethink how we get revenue and new kids in the schools with lower enrollment.
- Ms. Gomez reported on the budget and the student enrollment goals set.
- Year 2 ESSER funds, allocated 40% to use next year.
- Last year of the CSGF commitment.
- Dr. Gutierrez reported that ACS has been talking about making East Harlem a K-8 school.
- Dr. Miguelina reported about the lack of afterschool programs that may be a cause of losing students.
- Dr. Acosta reported that incubating the students from KBMS has helped IW with bringing in revenue.
- Dr. German suggested having a parent's voice to hear what will help them.
- Dr. Acosta mentioned that parents are asking for enrichment programs which we had pre-covid.
- Enrichment, after school, and providing uniforms will help in getting more students.
- Sponsorship of uniforms could be a development idea, the monogrammed items are the most expensive.

Motion to approve the Budget

- **Moved: Frank**
- **Second: Amador Centeno**
- Aye: All
- Nay: None
- Abstain: None

III. Executive Director's Report - Reported by Dr. Vasthi Acosta

- Construction at Inwood is almost finished.
- The MOU for KBMS currently with the development company will be ready to be signed soon.
- Kirsys and Christine completed the Columbia Senior Leadership Program.
- Veronica and Sasha finished the Accelerator Leadership Program last month.
- Karen resigned and has a new position at another Charter School.
- The NYS math test for 3rd and 4th graders had the most difficult questions. 6th grade test seemed fair.
- NYSESLAT testing going on now for English language learners through May.
- Science test is scheduled for the first Monday in June.
- Pop up vaccination clinic one more on May 21.
- The transition and onboarding of the incoming Co-CEOs is going very well.
- Invited by SUNY to be part of two best practices in working with children who are struggling.

IV. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- Wrapped up mystery reader and students enjoyed it.
- May 3rd family orientation and welcome incoming families.
- 1st graders enjoyed a performance of the Yale Acapella group in the school.
- We have been having recess time in the gym.
- June events, Amber Service Day the last Friday of May, field trip to Applebees.

V. ACS Kingsbridge ES Principal Report: Reported by Gina Mellusi

- Staff appreciation week last week, Amber Stars were involved and did a video for the staff.
- Community assembly celebrated Amber Hero and honor roll students.
- 4th graders are the seniors in the building, and they went to visit our middle school. They were excited about the gym and STEAM class.
- In-person step-up ceremony on June 13th at St. Barnabas High School.

VI. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- Concert at IW campus from Shades of Yale, who came from New Haven to perform to our students
- Searching to fill the Assistant Principal position.
- Our Amber Leaders were excited and welcomed the 4th graders.

VII. East Harlem Principal Report: Reported by Matt Bull

- Mr. Matt introduced Ms. Degro, the Assistant Principal.
- Kids were excited to be on the bus and go on school trips.
- Were able to get Mets tickets for our families.
- June 16th @ 11am Stepping up ceremony at the Academy of Medicine.

VIII. Board Chair Report: Reported by John Gutierrez

- Dr. Gutierrez reported on the board goals.
- Need to get more board members who can bring some skill sets that we don't have.
- Dr. Gutierrez encouraged the trustees to attend a Stepping up ceremony.
- Dr. Vasthi's final evaluation will be sent to trustees.
- Board retreat update. Mercedes to send out a new doodle poll with dates.
- Dr. Gutierrez reported that Ms. Combs will be leaving the board.

IX. Motion to approve the April 2022 board meeting minutes

- **Moved: John Gutierrez**
- **Second: Amador Centeno**
- Aye: All
- Nay: None
- Abstain: Frank Aldridge

X. Motion to move into Executive session: To discuss Personnel issues.

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

XI. Motion to exit Executive session

- Move: Frank Aldridge
- Second: Li'Esha Garcia
- Aye: All
- Nay: None
- Abstain: None

XII. Motion to adjourn

- **Move:** Frank Aldridge
- **Second:** Dr. Miguelina German
- Aye: All
- Nay: None
- Abstain: None

Meeting adjourned at 8:00pm



Amber Charter School November Board Minutes November 10, 2021

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING HELD VIA ZOOM

ATTENDANCE:

Board: Dr. John Gutierrez, Amador Centeno, Jenna Pantel, Robyn Epps, Brian Quillin, Dr. Miguelina German, Frank Aldridge, Li'Esha Garcia, Lindsay Long, Kelly Combs, Tim Day, Brad Olsen

Staff: Dr. Vasthi Acosta, Kirsys Gomez, Christine Ganey, Veronica Almedina, Rose Castillo, Ana Vargas, Matt Bull, Gina Mellusi, Karen Drezner, Mia Thomas, Mercedes Minaya

Absent: Soledad Hiciano

Call to Order

Dr. Gutierrez called the meeting to order at 6:03pm.

I. Check-In

Board members and staff checked in.

II. Report on the CEO search by Amador Centeno

- Mr. Centeno reported that he is getting closer to hiring a search firm to help with the process.
- The search firm anticipates finding someone in 3-4 months.

III. Development Committee report by Lindsay Long & Christine Ganey

- Ms. Ganey reported that they were unable to get the December 1st date. The new date for the fundraiser will be on Monday, December 6th @ 12am and will run for four days through Friday, December 10 @ 12am.
- Amber families can raise money the following week.
- Ms. Long reported that she is working on a broader calendar and will have an update on that soon.

IV. Facilities Report: Reported by Heidi Hamilton

- Ms. Hamilton reported that the network-wide emergency response plan is required by statute and the authorizer to be reviewed and filed every year.
- The new plan covers the entire network, the original one was when we only had one school.
- The board needs to approve the plan.
 - **Motion to approve the Emergency Response Plan**
 - **Moved:** Jenna Pantel
 - **Second:** Li'Esha Garcia
 - Aye: All
 - Nay: None

V. Executive Director's Report: Reported by Dr. Vasthi Acosta, Ms. Gomez, Ms. Elliott

- Dr. Acosta reported that we received a grant called the Emerging Connectivity Fund for \$240,000 from the Federal E-rate program for Chromebooks and hotspots.
- Applying for the 21st Century Grant to cover the afterschool program.
- UFT chapter chair from East Harlem resigned as a teacher and joined the UFT as an organizer. They are now looking for a new chair.
- A letter went out to all of the families encouraging vaccination and providing them with information.
- Ms. Gomez reported on the vaccination refusal survey that was conducted at the schools. 20% refused at East Harlem, 20% at Kingsbridge, 27% at Middle Schools, and 40% at Inwood which is the highest number especially with it being a low population of students.
- We have informed families of the different incentives that the city is offering families as well as provided them with information on clinics where they can go.
- We will be conducting a town hall in English and Spanish and will share with families all of the things children will be able to do in the school once they are vaccinated.
- Mr. Day offered support on getting a pediatrician to participate in the town hall.
- Dr. Acosta reported that she conducted a network-wide community check-in and ended it with a survey to give the staff an opportunity to share their voice.

- Ms. Elliott reported on the Your Voice Matters staff survey. Three crucial questions were asked in the survey and the responses were informative.

VI. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- Ms. Vargas reported that they had their first picture day, and dress as your favorite character for dress down day.

VII. ACS Kingsbridge ES Principal Report: Reported by Gina Mellusi

- Ms. Mellusi reported that at the end of October they had a virtual back-to-school night.
- Celebrating Amber Way character trait of Respect and students are picking an Amber Hero.
- KB ES is gearing up for Parent-Teacher conferences.
- Interventionists and specialists are so flexible and are so helpful. We are truly lucky to have the teachers that we have at Amber.

VIII. ACS Kingsbridge MS Principal Report: Reported by Mia Thomas

- Students are working on a writing project that requires them to create their own invention. The ELA department has taken a shark tank approach to the presentation.
- We are also preparing for our Parent-Teacher Conferences.
- Picture day at Inwood Campus with Middle Schoolers is very intense, and students take their pictures very seriously.

IX. East Harlem Principal Report: Reported by Matt Bull

- Starting with the middle school process for enrollment and orientation with families for our fourth and fifth graders.
- Concluding the Professional Learning Goal meetings with the teachers.

X. Board Chair Report: Reported by Dr. Gutierrez

- Dr. Gutierrez reported that the board understands the amount of stress the faculty is under and are proud of all of the accomplishments. Need to support the teachers as they are the backbone of Amber.
- We will plan to stay after December's meeting for a holiday celebration.
- State waivers for in-person meetings will expire at the end of December. Will need to start meeting in person again starting in January. The first option is to meet at one of the schools, masked, vaccinated, and socially distant. The second option is to meet with enough board members to make quorum and the other board members virtual but won't be able to vote, unless the address where you are physically at will need to be publicly posted.
- Agreement to meet in January at Inwood.
- Ms. Pantel asked if other schools are lobbying on the Open Meeting issues. Dr. Acosta mentioned that they are pushing for the waiver to be extended and are also advocating

so that the video conference is not so restrictive with the voting process. Will check if ACS can put in by-laws to have meetings virtually.

XI. Motion to approve the October board meeting minutes

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

XII. Motion to adjourn the meeting

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

Meeting adjourned at 7:16pm



Amber Charter School October Board Minutes October 20, 2021

MEETING CHAIR:

Dr. John Gutierrez

MEETING SCRIBE:

Mercedes Minaya

MEETING HELD VIA ZOOM

ATTENDANCE:

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

Staff: Dr. Vasthi Acosta, Kirsys Gomez, Christine Ganey, Veronica Almedina, Ana Vargas, Matt Bull, Gina Mellusi, Karen Drezner, Mia Thomas, Mercedes Minaya

Guest: Robert Keogh (4th Sector Solutions Inc.), Kate Van Bramer (Mengler Metzger Barr & Co), Michelle Cain (Mengler Metzger Barr & Co)

Absent: Brad Olsen

Call to Order

Dr. Gutierrez called the meeting to order at 6:02 pm.

I. Check-In

Board members and staff checked in.

II. Report on the CEO search by Amador Centeno

- Mr. Centeno reported that he received approximately 40 resumes in about two months.
- He has spent some time interviewing search firms.
- He has spoken to the SST leadership team to get everyone's input on the most important things to focus on with the search.
- The search committee is looking for someone that is an educator.

- No formal interviews have been conducted. The committee is waiting until the end of October to source as many resumes as possible.
- He will be meeting with the search committee to go over the interview process. The idea is to meet with the group, ideally in person.
- He will create a scoring system and present similar questions to all the candidates.
- Dr. Gutierrez reported that they have reached out to the Charter School Growth Fund about the search, and they've offered some suggestions that will be incorporated into the search.
- Dr. German asked if the search committee had thought about changing the model to a Co-Executive Director so that two people could share the work. Some other charter schools use that model and she would love to see some internal candidates apply for the position. Mr. Centeno responded that everything is up for consideration.

III. Executive Director Report

- Dr. Acosta announced that Ms. Mia Thomas had been promoted to Principal of Kingsbridge Middle School. Kudos were expressed to Ms. Thomas.
- Amber will be at 100% with vaccinations by October 31st. A lunch attendant and a teacher assistant left because of the vaccination. Amber is gearing up and preparing to do a campaign to promote child vaccinations once they are available.
- Dr. Acosta reported that once children's vaccines are available, ACS will consider the 'test to stay' process to keep students in the building as much as possible.
- Ms. Almedina reported that East Harlem had five class closures, Kingsbridge, three class closures, and the Inwood campus, including elementary and middle school, only one class closure as of October 18th.
- Ms. Ganey reported that the network enrollment is now at 1,028 students. ACS has enrolled 34 new students across the network since the first day of school.
- ACS has opened applications for the new school year 2022-2023.
- Received 125 parent referrals last year and will relaunch this program for the next school year.
- ACS will look into 3D virtual tours and work on recruitment strategies to increase enrollment, including a promotion video with Lin Manuel and directed by JJ.
- Ms. Gomez reported that due to enrollment, classes were closed. In May, the budget was for 1,225 students; however, we are currently at 1,028.
- East Harlem, budgeted at 445, is currently at 396, with the most significant loss in kindergarten.
- Kingsbridge Elementary budgeted 450 and is at 456, with Kindergarten and second grade being the most substantial cohorts.
- Middle School projected 170 students, is currently at 121.
- Inwood projected 120 students, is currently at 55 and has three classrooms instead of six.
- We are currently at a \$1.3M deficit due to student enrollment; however, we have received grants and the fully forgiven PPP loan from last year will cover the deficit.

IV. ACS Inwood & KB Middle School Joint Principal Report: Reported by Ms. Ana Vargas & Ms. Mia Thomas

- Ms. Vargas shared a video of the Inwood campus.
- Ms. Mia reported how excited the students and staff have been at the school and looking forward to using the other spaces in the building once completed.

V. ACS Kingsbridge Elementary Principal Report: Reported by Ms. Gina Mellusi

- Ms. Mellusi reported that they launched a ballet program for the first graders after school.
- Picture day was conducted and some students were confused that they were allowed to remove their masks for the photo.
- The first assembly of the school year to celebrate the responsibility character traits is planned.

VI. ACS East Harlem Principal Report: Reported by Mr. Matthew Bull

- Mr. Bull reported that it's been great sitting with the teachers, reviewing the iReady data, and finding ways to intervene and support the children.
- They celebrated Amber Heroes, and teachers and kids were happy to celebrate themselves.

VII. Development Committee Report: Reported by Lindsay Long

- Ms. Long reported on the Double Good fundraiser to launch on Wednesday, December 1st through Saturday, December 5th.
- Would like to extend to the Amber families and conduct both campaigns.

VIII. Facilities Committee Report: Reported by Amador Centeno

- Mr. Centeno reported on Amber's Emergency Response Plan and would like for the board of trustees to review it and will need to vote to approve it at the next board meeting in November.

IX. Motion to approve the October board meeting minutes

- **Moved:** Jenna Pantel
- **Second:** Brian Quillin
- Aye: All
- Nay: None
- Abstain: Frank Aldridge

XI. Finance Committee: Audit presentation

- Dr. Gutierrez introduced Kate Van Bramer from MMB
- Ms. Van Bramer went over the audit's high level key points, shared the audited financial statements, and reported it is a clean and unmodified opinion.
- Ms. Cain reviewed the material weakness found specifically for LLC under the Amber Foundation and noted that the loan and its multiple parts was not a typical transaction.
- On behalf of the Foundation, Mr. Keogh reported that a management response was written and submitted to address the material weakness found.

XII. Motion to approve the audit statements

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

XII. Motion to adjourn the meeting

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

Meeting adjourned at 7:40pm



Amber Charter School September Board Minutes September 13, 2021

MEETING CHAIR:

Soledad Hiciano

MEETING SCRIBE:

Mercedes Minaya

MEETING HELD VIA ZOOM

ATTENDANCE:

Board: Soledad Hiciano, Amador Centeno, Jenna Pantel, Robyn Epps, Brian Quillin, Dr. John Gutierrez, Dr. Miguelina German, Brad Olsen, Frank Aldridge, Li'Esha Garcia, Lindsay Long, Kelly Combs, Tim Day

Staff: Dr. Vasthi Acosta, Kirsys Gomez, Christine Ganey, Veronica Almedina, Sasha Elliott, Ana Vargas, Matt Bull, Gina Mellusi, Francina Yaw-Costello, Karen Drezner, Mercedes Minaya

Guest: Teresa Leahy, ACS EH Parent

Absent: Frank Aldridge

Call to Order

Ms. Hiciano called the meeting to order at 6:04 pm.

I. Check-In

Board members and staff checked in.

II. Election of Board Officers some shifts in positions

- Chair: Dr. John Gutierrez
- Vice-Chair: Amador Centeno
- Secretary: Soledad Hiciano
- Treasurer: Frank Aldridge

Vote for new board shift

- **Moved:** Jenna Pantel
- **Second:** Brad Olsen
- Aye: All
- Nay: None
- Abstain: None

III. Announcement of current Committee Chairs. Ms. Hiciano announced the appointment of the committee chairs.

- Education Committee Chair: Jenna Pantel
- Development Committee Chair: Lindsay Long
- Facilities Chair: Amador Centeno
- Finance Chair: Frank Aldridge
- CEO Search Committee: Amador Centeno
- Governance Committee: John Gutierrez

IV. Monthly Board & Committee Meeting Dates agreed by the Board of Trustees**V. Motion to continue the board meetings on Zoom**

- **Moved:** Dr. John Gutierrez
- **Second:** Jenna Pantel
- Aye: All
- Nay: None
- Abstain: None

VI. Review of the board goals

- First Goal - Continue fundraising for 2021-2022 with a development goal is \$50,000 and 100% participation of give/get.
- Second Goal - By March, the board will identify a candidate for the Executive Director transition.
- Third Goal - By December 2021, an Amber board member will have a clarified and defined role in fundraising and development.
- Fourth Goal - The board will have grown and codified a fully seated governance/nominating committee by June 22.

VII. Motion to approve board notices via email

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

VIII. Motion to renew Dr. Miguelina German's term as a board member

- **Moved:** Jenna Pantel
- **Second:** Dr. John Gutierrez
- Aye: All
- Nay: None
- Abstain: None

IX. Motion to accept the resignation of board member, Rebecca Isaac

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

X. CEO Search Committee Update

- Mr. Centeno reported that he received approximately eleven resumes, with five being possible candidates. Has thought about using a search firm and source resumes through various postings through the industry.
- Will identify some search firms to hire if we need help finding a candidate.

XI. Executive Director Report: Reported by Dr. Vasthi R. Acosta

- Dr. Acosta reported that the opening of the Inwood campus to in-person learning is delayed to September 20th. Had some difficulties with Con Edison, however, have been able to get it resolved.
- SUNY will have their pre-approval site visit tomorrow at Inwood, September 14th, and we will know by then if we are approved to open on the 20th.
- Dr. Acosta reported on the need for a mandated vaccination. There is an urgency to mandate vaccinations for the Amber staff. We had a deadline of September 10th for request of exemption and received only one request for a medical exemption.
- There is a grace period to get a second dose by October 31st. Overall we have 82% overall vaccinated with 77% at East Harlem, 73% at Kingsbridge, 88% at Inwood, and 89% for SST. Anticipate getting 100% by October 31.
- Ms. Pantel asked about the individual who requested an exemption. Dr. Acosta reported a teacher who is expecting a baby, and the doctor provided a note recommending the exemption.
- Dr. Acosta has identified those SST members who will be working remotely 100% and those who will be landing at all campuses at different times. None of the SST members currently have offices.
- The UFT agreement was verbally agreed to before August 23; however, it has not been signed. It will be resolved by the end of the week.
- Schools were closed after the storm Hurricane Ida for one day due to the travel ban the Mayor put in place.

XII. Motion to accept the COVID-19 mandated vaccine policy for Amber Charter Schools

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

XIII. Summer Institute Report: Reported by Sasha Elliott

- It was the first time in two years that we had done Summer Institute with the staff in the building, therefore, it was extra special.
- We welcomed over 30 new staff members to the organization.
- We learned how to do professional development in person and conjunction with technology.
- Kicked off our DEI, diversity, equity, inclusion, anti-racism, and SEL for students and staff.

XIV. School Health Safety Measures: Reported by Veronica Almedina

- We monitor traffic flow in the hallways throughout the building and outside on the sidewalk during dismissal and arrival.
- Masks are worn at all times by staff and students.
- No visitors are allowed inside the building at the moment. Dr. Acosta stated that they would reconsider having visitors again once there is a vaccine for children younger than 12.
- 25% of all students are tested weekly, so that 100% of all students are tested monthly.
- Testing occurs every Wednesday and is supervised and supported by Amber staff.
- In January, February, and April, we will have our holiday breaks. Upon the return, all students and staff will be screened instead of the 25% that is traditionally done weekly.
- Some classes were closed due to positive cases. East Harlem had three class closures, and Kingsbridge had one class closure since they opened on September 1st.
- Classes are quarantined for ten calendar days.
- For school closures, if we have four classes with unrelated positive cases within the same week, we will quarantine the school.
- Anytime classes or schools are closed, students receive remote instruction.
- Dr. German asked how long it takes for the results to return from the lab. Ms. Almedina reported that we test on Wednesdays, and results are usually in by 5am the following morning.

XV. Student Enrollment: Reported by Christine Ganey

- East Harlem is currently at 466 students, Kingsbridge ES at 466, Kingsbridge MS at 137, and Inwood at 60 for a total of 1,129 students.
- Some students have been discharged; however, those numbers have not been subtracted, so these numbers will change. We are waiting for the discharge documents from the families.
- The attendance average for EH is 71%, KB ES is 74%, KB MS is 88%, and IW is 69%.
- Kindergarten enrollment at EH is at 45, which is a concern, and we have never seen this before. The other grades are at healthy numbers.

XVI. ACS Inwood Principal Report: Reported by Ms. Ana Vargas

- Ms. Vargas reported hosting the town halls and Q&As in August for the excited families.
- The team has been working hard to prepare for the SUNY visit, and the students coming in the next week.
- Teachers reached out to the families to ensure they had any questions addressed.

XVII. ACS Kingsbridge Principal Report: Reported by Ms. Gina Mellusi

- We opened our doors on September 1st. Children and parents were both happy to go back to school.
- We had our first day with the middle school via zoom, and it was awesome.

XVIII. ACS East Harlem Principal Report: Reported by Mr. Matthew Bull.

- It's wonderful to have the families back.
- Teachers are doing incredible work, with routines, procedures, love, and care, and working on any challenges they have.

XIX. Motion to approve the July board meeting minutes

- **Move:** Jenna Pantel
- **Second:** Brian Quillin
- Aye: All
- Nay: None
- Abstain: Dr. Miguelina German, Robyn Epps

XX. Motion to adjourn the meeting

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

Meeting adjourned at 7:45pm

**PLEASE NOTE THE FDNY IS CURRENTLY
NOT SHARING ANY INSPECTION REPORTS.**

**INSPECTIONS ARE HAPPENING WITHOUT
ANY NOTICE ON A YEARLY BASIS FOR ALL
BUILDINGS IN THE CITY.**

**IF YOU HAVE ANY QUESTIONS, PLEASE
REACH OUT TO US.**

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.*

A. Borough: Manhattan Address: 220 EAST 106 STREET Building Identification Number (BIN): 1052428	Block Number: 01655 Lot Number(s): 38 Building Type: Altered	Certificate Type: Final Effective Date: 02/07/2011
<i>For zoning lot metes & bounds, please see BISWeb.</i>		
B. Construction classification: 1-B (1968 Code) Building Occupancy Group classification: PUB (Prior to 1968 Code) Multiple Dwelling Law Classification: None		
No. of stories: 5 Height in feet: 60 No. of dwelling units: 0		
C. Fire Protection Equipment: None associated with this filing.		
D. Type and number of open spaces: None associated with this filing.		
E. This Certificate is issued with the following legal limitations: None		
Borough Comments: 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	
CEL	278		F-3 F-4		3	
001	18	100	PUB		3	
002	182	100	PUB		3	
003	169	100	PUB		3	
004	186	100	PUB		3	
005	185	100	PUB		3	
MULTI PURPOSE						
END OF SECTION						



Borough Commissioner



Commissioner

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TENTATIVE

School Year Calendar

2022 - 2023

August 22 - 26	Summer Institute (New staff)
August 29 - Sept. 2	Summer Institute (All staff)
September 6	1st day of classes
26	Rosh Hashanah (No classes)
October 10	Indigenous Day (No classes)
November 11	Veteran's Day (No classes)
24 & 25	Thanksgiving Recess (No classes)
Dec. 23 – Jan. 2	Holiday Break (No classes)
January 2023	
3	Students return
16	MLK Jr. Day (No classes)
February 20 - 24	Winter Break (No classes)
April 3 -	
April 10	Spring Break (No classes)
May 29	Memorial Day (No classes)
June 19	Juneteenth (No classes)
23	Last day of classes (½ day)

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