

# Application: Amber Charter Schools Kingsbridge

Natalie Chaparro - nchaparro@ambercharter.org  
Annual Reports

## Summary

**ID:** 0000000281

**Status:** Annual Report Submission

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

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

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

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

AMBER CHARTER SCHOOL KINGSBRIDGE 321000861074

**a1. Popular School Name**

Amber Kingsbridge

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

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

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

CSD #12 - BRONX

**d. DATE OF INITIAL CHARTER**

7/2016

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2016

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

[www.ambercharter.org](http://www.ambercharter.org)

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

425

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

416

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

Check all that apply

Grades Served

K, 1, 2, 3, 4

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

No

## **FACILITIES INFORMATION**

## m. FACILITIES

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

	No, just one site.
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### School Site 1 (Primary)

## m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	3120 Corlear Avenue, Bronx, NY 10463	646-802-1140	NYC CSD 10	K-5	



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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Gina Mellusi			<a href="mailto:gmellusi@ambercharter.org">gmellusi@ambercharter.org</a>
Operational Leader	Roselvi Castillo			<a href="mailto:rcastillo@ambercharter.org">rcastillo@ambercharter.org</a>
Compliance Contact	Kirsys Gomez			<a href="mailto:kgomez@ambercharter.org">kgomez@ambercharter.org</a>
Complaint Contact	Heidi Hamilton			<a href="mailto:hhamilton@ambercharter.org">hhamilton@ambercharter.org</a>
DASA Coordinator	Mia Thomas			<a href="mailto:mthomas@ambercharter.org">mthomas@ambercharter.org</a>
Phone Contact for After Hours Emergencies	Dr. Vasthi Acosta			<a href="mailto:vacosta@ambercharter.org">vacosta@ambercharter.org</a>

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

Private Space

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

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

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

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

## Site 1 Fire Inspection Report

[Fire Inspection.pdf](#)

**Filename:** Fire Inspection.pdf **Size:** 112.3 kB

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

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

No

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

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

Yes

### ATTESTATION

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

Name	Vasthi Acosta
Position	Executive Director
Phone/Extension	
Email	<a href="mailto:vacosta@ambercharter.org">vacosta@ambercharter.org</a>

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature reads "Vasthi Acosta" in a cursive, flowing script. The first name "Vasthi" is followed by a space and then the last name "Acosta".

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

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, consisting of several loops and a long horizontal stroke at the end. It is not legible as a specific name.

**Date**

Aug 3 2020

Thank you.



## Entry 2 NYS School Report Card

Completed Aug 3 2020

### Instructions

#### SUNY-authorized charter schools only

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

## Entry 2 NYS School Report Card Link

AMBER CHARTER SCHOOL KINGSBRIDGE 321000861074

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### NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000084247>

## Entry 3 Progress Toward Goals

Incomplete

### Instructions

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

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

“N/A”.

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

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

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#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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## 2019-20 Progress Toward Attainment of Academic Goals

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

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

(No response)

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

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

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

(No response)

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

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



#### 4. ORGANIZATION GOALS

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

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

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

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

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

(No response)

## 6. FINANCIAL GOALS

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

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

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

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

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

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

**Completed** Sep 14 2020

### Instructions

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

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

### **[2019-20-Accountability-Plan-Progress-Report-Kingsbridge](#)**

**Filename:** 2019 20 Accountability Plan Progress R HHg74fj.pdf **Size:** 391.7 kB

## Entry 7 Disclosure of Financial Interest Form

**Completed** Aug 3 2020

### Instructions - Multiple Uploads Permitted

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

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

complete a signed:

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

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

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

### **Financial Disclosure Jenna P**

**Filename:** Financial Disclosure Jenna P yWEWNUB.pdf **Size:** 300.3 kB

### **Financial Disclosure John G**

**Filename:** Financial Disclosure John G 5sBnUle.pdf **Size:** 120.1 kB

### **Financial Disclosure Brad O**

**Filename:** Financial Disclosure Brad O DiXs6Gi.pdf **Size:** 163.7 kB

### **Financial Disclosure Brian Q**

**Filename:** Financial Disclosure Brian Q r2pniDl.pdf **Size:** 134.4 kB

### **Financial Disclosure Frank A**

**Filename:** Financial Disclosure Frank A dRP7lsc.pdf **Size:** 197.3 kB

### **Financial Disclosure Amador C**

**Filename:** Financial Disclosure Amador C SUdIV27.pdf **Size:** 1.2 MB

### **Financial Disclosure Elena VG**

**Filename:** Financial Disclosure Elena VG XF7NLwQ.pdf **Size:** 361.3 kB

### **Financial Disclosure Kelly CT**

**Filename:** Financial Disclosure Kelly CT 0P8Ufil.pdf **Size:** 437.6 kB

### **Financial Disclosure Mercedes M**

**Filename:** Financial Disclosure Mercedes M KT6RhN9.pdf **Size:** 454.8 kB

### **Financial Disclosure Soledad H**

**Filename:** Financial Disclosure Soledad H E5YX9ZD.pdf **Size:** 123.8 kB

### **Financial Disclosure Vasthi A**

**Filename:** Financial Disclosure Vasthi A XpdoGOa.pdf **Size:** 136.7 kB

## [Financial Disclosure Miguelina G](#)

**Filename:** Financial Disclosure Miguelina G o3vLl4Z.pdf **Size:** 1.0 MB

## [Financial Disclosure Shawnte L](#)

**Filename:** Financial Disclosure Shawnte L WKAFllJ.pdf **Size:** 1.4 MB

## Entry 8 BOT Membership Table

**Completed** Aug 3 2020

## Instructions

### Required of All charter schools

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

## Entry 8 BOT Table

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

**AMBER CHARTER SCHOOL KINGSBRIDGE 321000861074**

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

Trustee Name and Email Address	Position on the Board	Committ ee Affiliation s	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/	End Date of Current Term (MM/DD/	Board Meetings Attended During 2019-
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						YYYY)	YYYY)	2020
1	Soledad Hiciano, [REDACTED]	Chair	Development, Education, Facilities, Executive and Finance Committee	Yes	20	09/11/2019	09/12/2021	11
2	John Gutierrez [REDACTED]	Vice Chair	Executive and Education Committee	Yes	5	09/11/2019	09/12/2021	9
3	Frank Aldridge, [REDACTED]	Treasurer	Executive and Education Committee	Yes	8	9/11/2019	09/13/2020	8
4	Amador Centeno, [REDACTED]	Secretary	Executive and Facilities Committee	Yes	4	10/09/2019	12/15/2021	8
5	Jenna Pantel, [REDACTED]	Trustee/Member	Education, and Development Committee	Yes	8	09/11/2019	12/15/2021	10
6	Elena Goldberg Velasquez, [REDACTED]	Trustee/Member		Yes	3	12/11/2019	1/15/2022	5 or less

7	Brian Quillin, [REDACTED]	Trustee/Member	Education Committee	Yes	2	9/11/2019	09/14/2020	11
8	Shawnte Lorick, [REDACTED]	Parent Rep	Development Committee	Yes	3	9/11/2019	02/15/2021	11
9	Kelly Combs, [REDACTED]	Trustee/Member	Facilities Committee	Yes	3	9/11/2019	06/15/2021	11

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

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
10	Brad Olsen, [REDACTED]	Trustee/Member	Finance Committee	Yes	3	09/11/2019	06/15/2021	
	Miguelina							

11	German, [REDACTED]	Trustee/Member	Education Committee	Yes	2	09/11/2019	09/12/2021	
12	Vasthi Acosta, [REDACTED]	Trustee/Member	Executive , Development, Education, Facilities and Finance Committee	No	6	09/11/2019	09/12/2021	
13	Mercedes Minaya, [REDACTED]	Parent Rep	Development Committee	Yes	1	10/09/2019	09/12/2022	
14								
15								

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

No



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

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

a. Total Number of BOT Members on June 30, 2020	13
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

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

11

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

11

Thank you.

## Entry 9 Board Meeting Minutes

Completed Jul 30 2020

### Instructions

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

## **[June 2020 Board Minutes](#)**

**Filename:** June 2020 Board Minutes 1 arNg5hK.pdf **Size:** 113.4 kB

## **[May 2020 Board Minutes](#)**

**Filename:** May 2020 Board Minutes 1 moSv6O4.pdf **Size:** 133.3 kB

## **[December 2019 Board Minutes](#)**

**Filename:** December 2019 Board Minutes 1 ih2B4WJ.pdf **Size:** 124.8 kB

## **[April 2020 Board Minutes](#)**

**Filename:** April 2020 Board Minutes 1 qbEjSXF.pdf **Size:** 124.0 kB

## **[March 2020 Board Minutes](#)**

**Filename:** March 2020 Board Minutes 2 ikM6RB8.pdf **Size:** 91.4 kB

## **[January 2020 Board Minutes](#)**

**Filename:** January 2020 Board Minutes yL2dvIE.pdf **Size:** 119.6 kB

## **[November 2019 Board Minutes](#)**

**Filename:** November 2019 Board Minutes EybJZQb.pdf **Size:** 123.3 kB

## **[February 2020 Board Minutes](#)**

**Filename:** February 2020 Board Minutes 1 Ks8LO6H.pdf **Size:** 115.6 kB

## **[October 2019 Board Minutes](#)**

**Filename:** October 2019 Board Minutes AWDJu3D.pdf **Size:** 231.5 kB

## **[September 2019 Board Minutes](#)**

**Filename:** September 2019 Board Minutes b4epvVF.pdf **Size:** 154.5 kB

## **[July 2019 Board Minutes](#)**

**Filename:** July 2019 Board Minutes r44x7Mv.pdf **Size:** 116.1 kB

## **Entry 10 Enrollment & Retention**

**Completed** Aug 3 2020

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

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

addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

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

**AMBER CHARTER SCHOOL KINGSBRIDGE 321000861074**

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Student recruitment efforts were focused in Amber's communities which include East Harlem and Washington Heights, both low socioeconomic areas. Therefore, the majority of Amber's applications are from families that are indigent or from low economic standing.	Student recruitment continues to be focused on the local communities of Washington Heights, Inwood and Kingsbridge.
	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 as well as in bus shelters in strategic locations. Posters in English and Spanish were distributed	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 as well as in bus shelters in strategic locations. Posters in English and Spanish were distributed throughout the community to

English Language Learners/Multilingual Learners	throughout the community to local businesses, churches, community offices, social media outlets, and daycare centers. An electronic mailing with recruitment materials and applications was sent out to over 200 head start centers and daycare centers in Manhattan and the Bronx. The local housing projects were papered with flyers in the two languages by a street team.	local businesses, churches, community offices, social media outlets, and daycare centers. A mailing with recruitment materials and applications was sent out to over 200 head start centers and daycare centers in Manhattan and the Bronx. The local housing projects were papered with flyers in three languages by a street team. Amber Kingsbridge participated in charter school fairs to extend the reach to more families.
Students with Disabilities	As in past years, during student recruitment, the services that Amber provides for students with disabilities are publicized. Students that apply to Amber Charter School for admission to kindergarten, first grade, and second 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 111 students registered for the incoming kindergarten classes for Amber Kingsbridge, 9 were students with IEPs. Of the 4 students registered for first grade, none had an IEP for Amber Kingsbridge. Of the 4 students registered for second grade, none had an IEP for Amber Kingsbridge.	During student recruitment, the services and accommodations that Amber Charter School provides students with disabilities continue to be publicized for both schools, Amber East Harlem and Amber Kingsbridge. Of the 93 students registered for the incoming kindergarten classes for Amber Kingsbridge, 6 are students with IEPs, 6%. Of the 4 students registered for first grade, none are students with an IEP for Amber Kingsbridge, 0%. Of the 1 student registered for second grade, none are students with an IEP for Amber Kingsbridge, 0%. Of the 3 students registered for fourth grade, none are students with an IEP for Amber Kingsbridge, 0%. No new students are registered for third grade and fifth grade.

## Retention Efforts Toward Meeting Targets

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	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	With a 73% free and reduced lunch student population in 2019-20 for Amber Kingsbridge, it is clear that Amber retains this student population.	With 98% of the student population [not graduates] returning in 2020, we anticipate maintaining our retention of this population.
English Language Learners/Multilingual Learners	<p>In the student registration for 2019-2020, 34 students were identified from the Home Language Survey [HLS] as English Language Learners [ELLs]. Thirty-four students were tested with the New York State Identification Test for English Language Learners (NYSITELL). Of the 34 tested, 9 students passed the NYSITELL, therefore 25 students were identified as ELLs. One new first grader registered was identified as an ELL. Amber Kingsbridge has 10% of its student population identified as ELLs, 43 students in grades kindergarten to third. One student moved and was discharged from the program. The breakdown per grades:</p> <p>Grade # ELL students</p> <p>KDG 24</p> <p>1st 11</p> <p>2nd 6</p> <p>3rd 1</p> <p>4th 0</p> <p>Most Amber ELL students pass the NYSESLAT in second grade or before. There is a staff member assigned to oversee the assessment of ELLs and assignment to English as a New Language (ENL) instruction. Select faculty members are sent</p>	<p>In the student registration for 2020-21, it was not possible to identify the students from the Home Language Survey [HLS] as possible ELLs for Amber Kingsbridge because of the school closure for COVID-19 acquiring these forms has been delayed. When these students are identified they will be tested in September to confirm if they are ELLs. The ELLs will be provided with pull-out ENL instruction as well as other intervention services as needed. Their progress will be monitored through their performance on benchmark and formative assessments. All efforts made during 2019-20 will also be made in the new school year.</p>

	<p>to outside professional development on teaching ELLs as part of the ELL Consortium. During every benchmark assessment the progress of ELLs is monitored by administration and teachers and reported to the Board. During State testing ELLs are given testing accommodations.</p>	
Students with Disabilities	<p>Amber Kingsbridge has 12% of its student population identified as students with disabilities, out of a total of 418 students in grades kindergarten to fourth. During the school year, 15 students were referred for an evaluation; 6 are currently in process. The breakdown per grades:</p> <p>Grade # students with IEPs</p> <p>KDG 10</p> <p>1st 9</p> <p>2nd 16</p> <p>3rd 10</p> <p>4th 6</p> <p>Amber Kingsbridge has a good history of retaining students with disabilities, as well as identifying new students that may need special services and accommodations and then acquiring those services. During the school year, for every benchmark assessment, the progress of students with disabilities was monitored by administration, teachers, and reported to the Board.</p>	<p>Amber will continue to serve all of its students with disabilities population and retain a high percentage. In addition, other students may be identified in need of special services and accommodations and these students and families will be ushered through the referral process by Amber staff.</p>

## Entry 12 Percent of Uncertified Teachers

## Instructions

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

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

## Entry 12 Uncertified Teachers

**School Name:** AMBER CHARTER SCHOOL KINGSBRIDGE 321000861074

## Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	0.0



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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	0.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total Category D	0

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

	FTE Count
Total Category E	0

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	0



Thank you.

## Entry 13 Organization Chart

Completed Aug 3 2020

### [Instructions](#)

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

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

### [ACS Org Chart 2019](#)

**Filename:** ACS Org Chart 2019 bQj5JBe.pdf **Size:** 35.7 kB

## Entry 14 School Calendar

Completed Aug 3 2020

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

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

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

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

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

### [Tentative calendar 2020 -21](#)

**Filename:** Tentative calendar 2020 21 WIERmVT.pdf **Size:** 139.3 kB

# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## Instructions

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

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

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

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

**School Name:** Amber Charter Schools Kingsbridge

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://www.ambercharter.org">https://www.ambercharter.org</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://www.ambercharter.org/Page/49">https://www.ambercharter.org/Page/49</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.ambercharter.org/Page/50">https://www.ambercharter.org/Page/50</a>
3. Link to NYS School Report Card	<a href="https://www.ambercharter.org">https://www.ambercharter.org</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://ambercharterschool.schoolmint.net/welcome">https://ambercharterschool.schoolmint.net/welcome</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.ambercharter.org">https://www.ambercharter.org</a>
6. District-wide Safety Plan	<a href="https://www.ambercharter.org">https://www.ambercharter.org</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.ambercharter.org">https://www.ambercharter.org</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.ambercharter.org/Page/215">https://www.ambercharter.org/Page/215</a>
8. Subject matter list of FOIL records	<a href="https://www.ambercharter.org/Page/215">https://www.ambercharter.org/Page/215</a>
9. Link to School Reopening Plan	<a href="https://www.ambercharter.org/domain/53">https://www.ambercharter.org/domain/53</a>

**Thank you.**



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

**Completed** Aug 3 2020

### **Instructions**

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

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

If applicable, please provide the name and publisher of all end of year assessments provided by grade

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

## Entry 16 COVID 19 Related Information

**School Name:** Amber Charter Schools Kingsbridge

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	416	416	416

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

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

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

[illegible]

		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
Tota															0
I															

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Completed** Aug 3 2020 Hidden from applicant

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

### [Staff Roster as of 8-3-2020](#)

**Filename:** Staff Roster as of 8 3 2020 v0U5rOV.xlsx **Size:** 11.3 kB





**AMBER CHARTER SCHOOL  
KINGSBRIDGE**

**2019-20 ACCOUNTABILITY PLAN  
PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

September 15, 2020

By Dr. Vasthi R. Acosta

3120 Corlear Ave, Bronx, NY 10463

646-802-1140

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Dr. Vasthi R. Acosta, Executive Director, prepared this 2019-20 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position
Soledad Hiciano	Board Chair, Executive Committee and Ad hoc member of all board committees
Frank Aldridge	Treasurer, Executive and Finance Committee Chair
John Gutierrez	Executive Committee, Vice Chair, Education Committee; Nominating Committee Chair
Amador Centeno	Executive Committee, Secretary, Facilities Committee Chair
Shawnte Lorick	Parent Representative, Development Committee [resigned August, 2020]
Elena Goldberg	Member, Nominating Committee [resigned August, 2020]
Kelly Combs	Member, Facilities Committee
Brian Quillin	Teacher representative, Education Committee
Brad Olsen	Member, Finance Committee
Jenna Pantel	Education Committee Chair, Development committee
Mercedes Minaya	Parent Representative, Development Committee [resigned August, 2020]

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

<b>Miguelina Germán</b>	<b>Member, Education Committee</b>
<b>Vasthi Acosta</b>	<b>Member, Ad hoc member of all board committees</b>
<b>Michael Stolper</b>	<b>General Counsel to the Board</b>

**Gina Mellusi has served as the school leader since 2020.**

## SCHOOL OVERVIEW

Founded in 2000, Amber's mission reads:

*Our mission is to provide our students an academically rigorous and well-rounded education, along with strong character development, that will enable them to prosper in top middle schools and beyond.*

In 2016 Amber Kingsbridge opened in CSD 6, Washington Heights. In 2017, Amber Kingsbridge moved to its permanent location in the Kingsbridge neighborhood of the Bronx. During the fourth year of operation Amber Kingsbridge served over 400 students in grades kindergarten to fourth. Our students were approximately 11% African American, and 74% Latino, and 15% White/Asian/Multi-racial with 77% eligible for free and reduced lunch. There were 49% male and 51% female students.

In literacy the curriculum was *Into Reading & Writing* from Houghton Mifflin Harcourt. In math the curriculum was *Into Math* also from Houghton Mifflin Harcourt. Science and Social Studies instruction was provided using *Inspire Science* and Social Studies Core Curriculum from McGraw Hill for all grades. In addition, Amber Kingsbridge offered specialty classes in reading intervention, Spanish, music, art, and physical education.

2019 has been a year like no other in our long history. Amidst the heightened economic, mental and physical strain the COVID-19 pandemic has caused in the communities we serve, we strengthened our approach to psychosocial health, systematically gathering information from our families and staff members about their challenges and concerns. Fostering and maintaining connections between students, with families and amongst our staff was even more critical.

When the school shifted to remote learning in March 2019, Amber Kingsbridge immediately distributed all Chromebooks and hotspots to students in need. Families were directed to nearby food distribution resources. Teachers and students were learning virtually within three days. All teachers and students were well versed the i-Ready platform therefore that was the first platform used. Over time other platforms were added as teachers were trained to use them, namely, RAZ kids, and Google Classroom. Students still received enrichment classes, music, art, physical education, and Spanish virtually as well as intervention classes.

Family check-ins via phone calls and surveys were conducted to assess the needs of our students and provide needed support and resources. Weekly wellness newsletter and community calls were conducted to foster the health and connections within staff and faculty.

For the first time Amber East Harlem offered a virtual summer program, Springboard, for all students even those entering the school in the fall. This intervention strategy was used to help mitigate any learning loss from the school building closure and move to remote learning due to the spread of COVID-19.

Despite the complex challenges our schools, communities, city and country faced since March, and

continue to endure, our leaders and teachers have learned, stretched and iterated in a variety of ways as we continue to strive to achieve our mission. We did this work daily, collaboratively, and with great intensity, throughout the spring. Over the summer, we sought to leverage what worked and address what did not. This has made Amber all the more prepared to serve more students, more effectively, and truly achieve our mission.

## ENROLLMENT SUMMARY

In the table below, Amber Kingsbridge's BEDS Day enrollment for each school year.

School Enrollment by Grade Level and School Year

School Year	K	1	2	3	4	Total
2016-17	83	45				127
2017-18	108	111	53			272
2018-19	110	106	98	43		357
2019-20	107	96	98	85	37	423

## GOAL 1: ENGLISH LANGUAGE ARTS

### ELEMENTARY ENGLISH LANGUAGE ARTS

Summary of changes to the Elementary ELA Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates, PIs, district comparisons, effect sizes, or mean growth scores.
- However, in the absence of state test results, schools should report relevant results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

**Goal 1: English Language Arts** All students at Amber Charter School will be proficient readers and will make strong yearly progress toward mastery of English-language reading skills.

### BACKGROUND

Amber Kingsbridge uses *Journeys* from Houghton Mifflin Harcourt as the literacy curriculum. *Journey's*, has an excellent balance of non-fiction and fiction texts, a balance and diversity of text genres, as well as a text complexity analysis for the main texts. Guided reading books are incorporated that can be used for ELL support/differentiation/small group instruction and they address a range of complexity levels. In addition, a phonics curriculum aligned with the common core standards and geared towards ENL learners, *Super Kids*, was implemented. Super

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Kids was created just for Kindergarten –Second Grades and it provides systematic and explicit instruction in phonics. Finally, a literature initiative consisting of daily read-aloud using classic children’s literature is conducted to encourage students’ love of reading.

Professional development to the faculty is offered during Summer Institute as well as throughout the school year. A professional development plan is designed every school year to address the individual needs of each faculty member and ensure their professional growth.

Fall 2019, Amber Kingsbridge used i-Ready as a diagnostic assessment. This nationally normed diagnostic assessment was administered three time (Fall, Winter, Spring). The i-Ready suite of products includes online lessons which students began using in October as a complement to teacher-led instruction. During the closure of school buildings in March 2020, Amber continued to use i-Ready online lessons.

To increase student literacy skills RAZ kids, was rolled out in March 2020 during distance learning. RAZ kids is an online guided reading program with interactive ebooks, downloadable books, and reading quizzes. In addition, on Google classroom teachers provided lessons that addressed individual student needs as an intervention.

### METHOD

Amber Kingsbridge used i-Ready, nationally normed diagnostic assessment. It was administered three times (Fall, Winter, Spring). With the shift to distance learning, usage of i-Ready increased.

### RESULTS AND EVALUATION

After six weeks of distance learning, Amber conducted an internal study to determine the effectiveness of remote instruction. With 71% of students rated as highly engaged with online lessons (completing ELA lessons each day of the six-week study period), lesson pass rates were comparable or better than those pre-closure. Amber continued using i-Ready online lessons for the remainder of the distance learning, as evidenced in the table below.

2019-2020 iReady Reading Lesson Pass Rate

		Median Lesson Pass Rate	
Grade	Enrolled	Pre-Closure	Post-Closure
K	104	67%	83%
1	96	76%	74%
2	98	76%	69%
3	81	57%	55%
4	37	55%	55%
<b>All</b>	<b>416</b>	<b>67%</b>	<b>69%</b>

**Goal 1: Optional Measure:** Each grade will meet 75% of their I-Ready annual typical growth measure from Fall to Spring in ELA.

## METHOD

The i-Ready diagnostic nationally normed assessment is an adaptive, computer-based test. After completing the initial diagnostic, i-Ready generates a typical growth goal for each student, based on the average student growth at the same grade and placement level. Only students who completed both the initial and end year diagnostic are included in the table below.

## RESULTS AND EVALUATION

Performance on 2019-2020 iReady Diagnostic Assessment English Language Arts Exam

Grade	Cohort Size	Percent Meeting Annual Typical Growth Goal		Target Achieved
		Target	2019-20	
K	104	75	99.04%	YES
1	96	75	90.63%	YES
2	94	75	81.19%	YES
3	77	75	88.31%	YES
4	36	75	69.44%	NO
All	407	75	88.45%	YES

## SUMMARY OF THE ELEMENTARY ENGLISH LANGUAGE ARTS GOAL

Amber students gained in their ELA growth based on the i-Ready diagnostic assessment. All grades except fourth met the 75% growth measure. Fourth grade missed the mark by only 6%. Considering the stressful circumstances under which both students, families, and faculty were under this growth measure is commendable.

## ACTION PLAN

Amber plans to use the updated Houghton Mifflin Harcourt literacy curriculum in the coming school year, *Into Reading and Writing*. This curriculum has an excellent balance of non-fiction and fiction texts, a balance and diversity of text genres, as well as a text complexity analysis for the main texts. Guided reading books are incorporated that can be used for ELL support/differentiation/small group instruction and they address a range of complexity levels.

For the past five years, we have implemented station learning. Teachers begin instruction with a quick mini-lesson and then student's transition to stations where the work is tailored to their small groups' needs. Children can apply skills at their level and the teacher can adjust the stations accordingly if a student needs to be challenged or brought up to speed.

Amber will continue to use i-Ready as a diagnostic assessment. Testing will be conducted three times during the school year to measure student progress in all grades, K-5. The data from this assessment will be examined by the classroom teachers, instructional leadership, and the board. The data will drive instructional practice and academic interventions. Focal points include alignment

with curriculum, other standardized assessments, comparison of in-class performance to the i-Ready assessments, and the validity of i-Ready's ability to prepare students for New York State assessment student performance.

The DRA, Developmental Reading Assessment, will continue to provide strong data for literacy student interventions. Therefore, we use this assessment to provide determine intervention needs for students in first, second and third grade.

Academic Intervention will continue to be provided through Title One Reading Specialist, two SETSS teachers, one more than years' prior, and After School tutoring. Part-time tutors continue to be used in the upper grades to assist with lowering teacher student ratio and provide targeted remediation. DEAL: drop everything and listen, a daily read-aloud, to encourage student love of reading and discussion of literature also continues. Common preparation periods amongst grade teams and content areas; and focused data conversations among teachers are other methods we will use in the upcoming school year to drive student achievement.

Over the summer, we sought to leverage what worked and address what did not. We are ready to launch the year with the necessary resources, with plans to develop the skills and knowledge of our teachers and with a framework to guide us. First and foremost, we aim to improve teaching and learning, both virtually and in-person, in a manner that will afford us the flexibility to be responsive to these uncertain, changing circumstances.

In August, we made the difficult decision to begin the school year 100% remotely for all students, with the hope that we can shift to offer a hybrid (50% remote and 50% in person, on alternating weeks) option to our families sometime during the fall months.

All students will learn English language arts, mathematics, science, and social studies grade level content on a daily basis, whether in school or remote. Specialized instruction will be offered remotely, which includes art, music, physical education, technology, and Spanish.

Revised pacing calendars of major and additional standards and lessons will be provided to teachers for English language arts. Adhering to these calendars for both remote and hybrid learners will allow for synchronous daily ELA lessons, which will be streamed live and recorded and posted, as well as daily monitoring and planning adjustments to instruction informed by data trends. Our daily synchronous ELA lessons, as well as all assessments, are embedded into these pacing calendars. Aligned pacing for hybrid and remote learners prepares our schools for the uncertainties of the year ahead, given the chance that our schools are likely to offer a hybrid option at some point, and may be further required (or a number of students will choose) to shift back to 100% remote learning.

The design of the school day will have students begin each morning with a predictable routine, and then a teacher-directed ELA mini-lesson, which will include the presentation of a learning standard, modeling and "we do." Students will then work independently or in small groups, initially focused on the ELA learning target and then transitioning to targeted ELA station learning, interventions, i-



Ready and IEP-mandated and ELL services. The scheduling of this time will be crafted based on the construction of the classes and pods and the needs of students within these pods.

If and when we provide instruction in the building, SETSS, ESL and AIS teachers will push into distinct pods, rather than pulling students out and intermixing them, and they will also schedule individual or small group remote video meetings with hybrid students on remote weeks and with 100% remote learners.

A schedule will be developed that affords students working remotely the additional support and guidance they may need from teacher assistants, tutors and interventionists, such as SETSS and AIS teachers. As needed, this time may also be utilized to provide IEP-mandated services to students, if the number of learning sessions required cannot be implemented during the ELA blocks.

## GOAL 2: MATHEMATICS

### ELEMENTARY MATHEMATICS

Summary of changes to the Elementary Mathematics Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates, PIs, district comparisons, effect sizes, or mean growth scores.
- However, in the absence of state test results, schools should report results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

**Goal 2: Mathematics** All students at Amber Charter School will become proficient in math and will make strong yearly progress toward mastery of mathematical skills.

### BACKGROUND

*Go Math!* from Houghton Mifflin Harcourt is the curriculum implemented at Amber Kingsbridge. This curriculum has a strong alignment to the common core standards. The materials and instructional pacing are focused, the overviews and lessons promote coherence and opportunities for both fluency and deeper understanding. The materials are also comprehensive and easy to use. They provide the appropriate level and type of scaffolding, differentiation, intervention, and support for a broad range of learners. In addition, response to intervention is embedded in the program to support diverse learners.

Professional development to the faculty was offered during Summer Institute as well as throughout the school year. A professional development plan is designed every school year to address the individual needs of each faculty member and ensure their professional growth.

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

For the 2019-20 school year, Amber continued to use the i-Ready diagnostic assessment. Testing was conducted three times during the school year to measure student progress in all grades, K-5. The data from this assessment was examined by the classroom teachers, instructional leadership, and the board. The data drove instructional practice and academic interventions. Focal points included alignment with curriculum, other standardized assessments, comparison of in-class performance to the i-Ready assessments, and the validity of i-Ready's ability to prepare students for New York State assessment student performance. During the closure of school buildings in March 2020, Amber continued to use i-Ready online lessons.

### METHOD

Amber Kingsbridge used i-Ready, nationally normed diagnostic assessment. It was administered three times (Fall, Winter, Spring). With the shift to distance learning, usage of i-Ready increased.

### RESULTS AND EVALUATION

After six weeks of distance learning, Amber conducted an internal study to determine the effectiveness of remote instruction. With 71% of students rated as highly engaged with online lessons (completing Math lessons each day of the six-week study period), lesson pass rates were comparable or better than those pre-closure. Amber continued using i-Ready online lessons for the remainder of the distance learning, as evidenced in the table below.

2019-2020 iReady Mathematics Lesson Pass Rate

		Median Lesson Pass Rate	
Grade	Enrolled	Pre-Closure	Post-Closure
K	104	83%	94%
1	96	92%	90%
2	98	90%	86%
3	81	82%	73%
4	37	79%	77%
<b>All</b>	<b>416</b>	<b>87%</b>	<b>85%</b>

The sharp increase in Kindergarten pass rates in the second half of the year was attributed to greater technological proficiency over time.

### ADDITIONAL EVIDENCE

**Goal 1: Optional Measure:** Each grade will meet 75% of their I-Ready annual typical growth measure from Fall to Spring in Mathematics.

## METHOD

The i-Ready diagnostic nationally normed assessment is an adaptive, computer-based test. After completing the initial diagnostic, i-Ready generates a typical growth goal for each student, based on the average student growth at the same grade and placement level. Only students who completed both the initial and end year diagnostic are included in the table below.

Performance on 2019-2020 iReady Diagnostic Assessment Math Exam

Grade	Cohort Size	Percent Meeting Annual Typical Growth Goal		Target Achieved
		Target	2019-20	
K	104	75	96.15%	YES
1	96	75	89.47%	YES
2	93	75	69.89%	NO
3	79	75	64.56%	NO
4	36	75	50.00%	NO
All	407	75	79.36%	YES

## SUMMARY OF THE ELEMENTARY MATHEMATICS GOAL

Overall Amber students did meet the 75% growth measure. Amber students in grades K-1 gained in their math growth based on the i-Ready diagnostic assessment. Grades second to fourth did not meet the 75% growth measure. Second grade missed the mark by 5%, third grade by 10% and fourth grade by 25%. Considering the stressful circumstances under which both students, families, and faculty were under some growth measure is commendable.

## ACTION PLAN

Amber plans to use the updated Houghton Mifflin Harcourt math curriculum in the coming school year, *Into Math*. This curriculum has a strong alignment to the common core standards. The materials and instructional pacing are focused, the overview and lessons promote coherence and opportunity for both fluency and deeper understanding. The materials are comprehensive and easy to use. They provide the proper level and type of scaffolding, differentiation, intervention, and support for a broad range of learners. In addition, response to intervention is embedded to support diverse learners.

For the past five years, we have implemented station learning. Teachers begin instruction with a quick mini-lesson and then student's transition to stations where the work is tailored to their small groups' needs. Children can apply skills at their level and the teacher can adjust the stations accordingly if a student needs to be challenged or brought up to speed.

Amber will continue to use i-Ready as a diagnostic assessment. Testing will be conducted three times during the school year to measure student progress in all grades, K-5. The data from this

assessment will be examined by the classroom teachers, instructional leadership, and the board. The data will drive instructional practice and academic interventions. Focal points include alignment with curriculum, other standardized assessments, comparison of in-class performance to the i-Ready assessments, and the validity of i-Ready's ability to prepare students for New York State assessment student performance.

Academic Intervention will continue to be provided through two SETSS teachers, one more than years' prior, and After School tutoring. Part-time tutors continue to be used in the upper grades to assist with lowering teacher student ratio and provide targeted remediation. Common preparation periods amongst grade teams and content areas; and focused data conversations among teachers are other methods we will use in the upcoming school year to drive student achievement.

Over the summer, we sought to leverage what worked and address what did not. We are ready to launch the year with the necessary resources, with plans to develop the skills and knowledge of our teachers and with a framework to guide us. First and foremost, we aim to improve teaching and learning, both virtually and in-person, in a manner that will afford us the flexibility to be responsive to these uncertain, changing circumstances.

In August, we made the difficult decision to begin the school year 100% remotely for all students, with the hope that we can shift to offer a hybrid (50% remote and 50% in person, on alternating weeks) option to our families sometime during the fall months.

All students will learn English language arts, mathematics, science, and social studies grade level content on a daily basis, whether in school or remote. Specialized instruction will be offered remotely, which includes art, music, physical education, technology, and Spanish.

Revised pacing calendars of major and additional standards and lessons will be provided to teachers for math. Adhering to these calendars for both remote and hybrid learners will allow for synchronous daily math lessons, which will be streamed live and recorded and posted, as well as daily monitoring and planning adjustments to instruction informed by data trends. Our daily synchronous math lessons, as well as all assessments, are embedded into these pacing calendars. Aligned pacing for hybrid and remote learners prepares our schools for the uncertainties of the year ahead, given the chance that our schools are likely to offer a hybrid option at some point, and may be further required (or a number of students will choose) to shift back to 100% remote learning.

The design of the school day will have students begin each morning with a predictable routine, and then a teacher-directed math mini-lesson, which will include the presentation of a learning standard, modeling and "we do." Students will then work independently or in small groups, initially focused on the math learning target and then transitioning to targeted math station learning, interventions, i-Ready and IEP-mandated and ELL services. The scheduling of this time will be crafted based on the construction of the classes and pods and the needs of students within these pods.

If and when we provide instruction in the building, SETSS, ESL and AIS teachers will push into distinct pods, rather than pulling students out and intermixing them, and they will also schedule individual or small group remote video meetings with hybrid students on remote weeks and with 100% remote learners.

A schedule will be developed that affords students working remotely the additional support and guidance they may need from teacher assistants, tutors and interventionists, such as SETSS and AIS teachers. As needed, this time may also be utilized to provide IEP-mandated services to students, if the number of learning sessions required cannot be implemented during the math blocks.

## GOAL 3: SCIENCE

### ELEMENTARY SCIENCE

Summary of changes to the Elementary Science Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates or a district comparison.
- However, in the absence of state test results, schools should report results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

**Goal 3: Science** All students at Amber charter will become proficient in science and will make strong yearly progress toward mastery of scientific skills.

### BACKGROUND

The science curriculum from McGraw Hill implemented at Amber Charter II, Inspire Science, is closely aligned with the New York State common core standards and the new NYS Science Standards. In Science students develop a foundational understanding of science at an early age through conceptual learning and hands-on activities/class experiments.

Inspire Science from McGraw Hill offers multiple inquiry activities and investigations at the module and lesson levels. Hands-on activities and performance tasks provide students the opportunity to expand content knowledge and demonstrate skills in science and engineering. Deeper conceptual understanding of science and engineering is also supported through digital simulations and game-based learning.

Inspire Science was designed to empower students to develop the critical thinking skills needed to address real-world problems. It addresses such current issues as next-generation smart-phone, breakthroughs in sustainable energy and advancing medical science. Through these issues' students have practice in addressing challenges and developing solutions.

During the spring months of building closure, Science instruction was embedded in the non-fiction texts assigned to students. It was anticipated that in 2019-20, Amber Kingsbridge's first fourth

grade cohort would take the NYS 4<sup>th</sup> grade Science assessment. Because of COVID-19 this assessment was cancelled.

### METHOD

No formal assessment was given for science.

### RESULTS AND EVALUATION

No formal assessment was given for science.

### SUMMARY OF THE ELEMENTARY SCIENCE GOAL

No formal assessment was given for science.

### ACTION PLAN

*Inspire Science* from McGraw Hill, is the curriculum used for science instruction at Amber Kingsbridge. *Inspire Science* is closely aligned with the New York State common core standards and the new NYS Science Standards. In science students develop a foundational understanding of science at an early age through conceptual learning and hands-on activities/class experiments.

Professional development to the faculty is offered during Summer Institute as well as throughout the school year. A professional development plan is designed that addresses individual teacher professional growth.

In the coming year, if State Assessments are conducted Amber Kingsbridge will have the first cohort of fourth graders take the New York State Science Exam. To prepare the students to take this test and perform well *Ready* materials will be used. Students will learn testing strategies, conduct experiments, and practice testing tips.

## GOAL 4: ESSA

The 2019-20 ESSA Goal remains unchanged due to the Covid-19 school closure. The 2019-20 accountability status based on 2018-19 results and can be found by navigating to the school report card available [here](#).

### Goal 7: Absolute Measure

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

### METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested

students must meet the state standard in and of themselves aside from the overall school results. As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

### RESULTS AND EVALUATION

Amber Charter School is a "School In Good Standing" as per the New York State Department of Education for the school year 2019-20. Amber Kingsbridge has been in "good standing" for the entirety of its charter period.

Accountability Status by Year

Year	Status
2017-18	Good Standing
2018-19	Good Standing
2019-20	Good Standing



## APPENDIX A: OPTIONAL GOALS

The following section contains a Parent Satisfaction optional goal, as well as examples of possible optional measures.

**Goal S: Parent Satisfaction** Amber will maintain strong enrollment and strong parent interest.

### Goal S: Absolute Measure

Each year two-thirds of parents will demonstrate satisfaction with the school's program based on a parent satisfaction survey.

## METHOD

In the spring of 2020 the NYC DOE learning environment survey was distributed to all parents at Amber Kingsbridge. Unfortunately, NYC DOE did not release the results of this survey at the time of the writing of this report. Therefore, reported here are the results of an internal parent survey that is conducted annually.

## RESULTS

The response rate this year was 81%. The parent satisfaction on key survey items was very high.

### 2019-20 Parent Satisfaction Survey Response Rate

Number of Responses	Number of Families	Response Rate
339	416	81.49%

### 2019-20 Parent Satisfaction on Key Survey Results

Item	Percent of Respondents Satisfied
My child's safety at Amber	97%
The teachers / TAs at Amber	97%
My child's homework	95%
Access to Administration	94%
My child's academic progress	91%

## EVALUATION

Goal met. Every area was above 90% in parent satisfaction with the school. It is gratifying to see that the parents trust and are satisfied with the school. The results of the above table clearly indicate that over two-thirds of our parents are satisfied with the school.



**Goal S: Absolute Measure**

Each year, 90 percent of all students enrolled during the course of the year return the following September.

**METHOD**

The final enrollment number of the 2018-19 school year is taken and compared to the total number of students who returned in September, 2019 to determine the retention rate.

**RESULTS**

The full enrollment for Amber Kingsbridge in its third operational year was 340 in September, 2019. Of these students, 299 were returning students resulting in a retention rate of 88%.

2019-20 Student Retention Rate

2018-19 Enrollment	Number of Students Who Graduated in 2018-19	Number of Students Who Returned in 2019-20	Retention Rate 2019-20 Re-enrollment ÷ (2018-19 Enrollment – Graduates)
340	0	299	88%

**EVALUATION**

Goal not met. Yet, a retention rate of 88% is only 2% away from the goal of 90%. This is a strong indicator of parent satisfaction and interest since it is an increase of 5% from the previous year. This increase is a testament that Amber Kingsbridge has established strong ties with families and maintained parent engagement.

**ADDITIONAL EVIDENCE**

Year	Retention Rate
2017-18	75%
2018-19	83%
2019-20	88%

**Goal S: Absolute Measure**

Each year the school will have a daily attendance rate of at least 95 percent.

**METHOD**

Amber Kingsbridge uses PowerSchool student data management software to keep records of student attendance as well as other pertinent student demographics.

## RESULTS

In the fourth year of operation, Amber Kingsbridge reached 92% attendance rate.

2019-20 Attendance

Grade	Average Daily Attendance Rate
K	91.57%
1	93.47%
2	90.86%
3	92.07%
4	94.51%
Overall	92.20%

## EVALUATION

Goal not met. Amber is three points shy of the goal of 95%. Considering the building closure in March 2020 and the great effort Amber took to locate and engage 100% of our students during this time, we are extremely proud of this goal.

## ADDITIONAL EVIDENCE

Year	Average Daily Attendance Rate
2017-18	99.23%
2018-19	94.56%
2019-20	92.20%

### Legal Compliance

**Goal: Amber Kingsbridge will be in legal compliance**

#### **1. Measure:**

**Each year, the school will generally and substantially comply with all applicable laws, rules and regulations, including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act, and the provisions of its by-laws and charter.**

Amber Kingsbridge has complied with all federal, state, and municipal rules and regulations. Amber Kingsbridge has posted meeting dates, time, and location on its web site, in mailings to parents, and staff have participated in appropriate workshops (e.g., Individuals with Disability Education Act

training) to ensure compliance with all applicable laws, rules, and regulations. We received two requests under the New York Freedom of Information Law (FOIL).

**Measure:**

**Each year, the school will have in place and maintain effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met.**

Amber Kingsbridge has established, and refined effective systems, policies, and procedures ensuring that all legal and charter requirements are met. Amber board members meet monthly, document all board meetings, and take an active role in creating and enforcing policies.

**Measure:**

**Each year the school will maintain a relationship with independent legal counsel that reviews relevant policies, documents, incidents and makes recommendations as needed, and in proportion to the legal expertise on the board of trustees, if any.**

Amber Kingsbridge has maintained a relationship with independent legal counsel Michael Stolper, Esq. Mr. Stolper and his firm have contributed many hours *pro bono* in reviewing relevant policies, documents, incidents and have designed and made recommendations as needed. Mr. Stolper serves as counsel to the board.

**Fiscal Soundness**

**Goal: Amber Kingsbridge will make sound decisions, effective, and responsible use of financial resources to maximize student learning.**

**Measure—Budgeting: Each year, the school will operate on a balanced budget meaning actual revenues will equal or exceed actual expenses.**

Monthly, Amber's fiscal office produces financial statements for the current fiscal year. The financial statements are reviewed by the board treasurer and additional members of the board who serve on the finance committee. The financial statements are filed quarterly with the Charter Schools Institute.

In the year ending June 30, 2020, representing the 2019-20 fiscal and school year, Amber Charter Schools Education Corporation demonstrates a balance between resources and expenses in their unaudited financial statements. Total revenue for 2019-2020 was \$17,160,103 with total expenses at \$15,502,359. The resulting \$1,657,744 was added to our net assets. Net assets include revenue that will support operations and expansion in the subsequent fiscal year.

Amber continues to abide by GAAP, engages an external auditing firm to review its books, materials, resources, and procedures. An audit was conducted, completed, and approved in 2019. This audit was delivered to the Charter School Institute.

### **Measure—Financial Condition:**

**Beginning with the school's first operating year, at the end of each fiscal year, unrestricted net assets will be equal to or exceed two percent of the school's operating budget for the upcoming year.**

Amber's unrestricted net assets were equal to two percent of the school's operating budget for the upcoming year.

### **Measure—Internal Controls and Compliance**

**Each year the school will take corrective action, if needed, in a timely manner to address any internal control or compliance deficiencies identified by its external auditor, SED, or the Institute.**

No corrective actions were needed to address internal controls or compliance deficiency.

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Jenna Pantel

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

Amber Charter Schools

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

**Board Trustee, Education Committee Chair**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_Yes \_\_\_X\_\_\_No

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

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

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

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

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

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

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

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

☐ **Yes** ☒ **No**

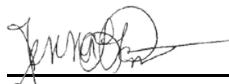
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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

  
Signature

July 20, 2020

Date

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





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

John Gutierrez

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

Amber Charter Schools

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

**Board Vice Chair, Education Committee Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_Yes \_\_\_X\_\_\_No

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

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

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

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

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

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

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

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

☐ **Yes** ☒ **No**


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

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

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

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

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

  
Signature

7/29/20  
Date

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

**Business Telephone:** [REDACTED]

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**Business Address:**

[REDACTED] [REDACTED] [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:**

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**Home Address:** [REDACTED]

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*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Bradley Olsen

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

Amber Charter Schools

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

**Board Trustee, and Finance Committee Member**

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

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

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

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

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

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

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

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

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

\_\_\_Yes \_\_X\_\_No

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

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

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

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

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



7/15/21

Signature

Date

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

**Business Telephone:** [REDACTED]

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**Business Address:**

[REDACTED]

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**E-mail Address:** [REDACTED]

---

**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED]

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*last revised 06/8/2020*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Brian Quillin

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

Amber Charter Schools

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

**Board Trustee, Teacher Representative, and Education Committee Member**

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

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

**Music Teacher at Amber Kingsbridge, Start Date: February 2013, Salary:**



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

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

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

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

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

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

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

☒ **Yes** ☐ **No**

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

**Music Teacher at Amber Kingsbridge, Start Date: February 2013, Salary:**

[REDACTED]

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

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

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

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

Brian Quillin  
Signature

Date 07.20.2020

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Frank Aldridge

---

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

Amber Charter Schools

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

**Board Treasurer, Finance Committee Chair**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_Yes \_\_\_X\_\_\_No

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

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

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

**No**

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

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

**No**

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

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

**No**

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

\_\_\_ Yes \_X\_ No

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


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

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

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a

financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

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

  
\_\_\_\_\_  
Signature

7/23/2020  
\_\_\_\_\_  
Date

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

**Business Telephone:** [REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:** [REDACTED]

**Home Telephone:** [REDACTED]

**Home Address:** [REDACTED]

*last revised 06/8/2020*

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

**Name:**

Amador Centeno

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

Amber Charter Schools

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

**Board Secretary, Facilities Committee Chair**

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

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

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

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

No

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

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

No



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

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

*NO*

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

☐ Yes ☒ No

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

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

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

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

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

  
Signature

  
Date

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

**Business Telephone:** [REDACTED]

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**Business Address:**

[REDACTED]

---

**E-mail Address:** [REDACTED]

---

**Home Telephone:**

---

**Home Address:** [REDACTED]

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*last revised 06/8/2020*

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

**Name:**

Elena Goldberg Velazquez

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

Amber Charter Schools

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

**Board Trustee**

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

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

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

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

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

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

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



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

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

☐ Yes ☒ No

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

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

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

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

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

Signature

Date

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

Business Telephone:

Business Address:

[REDACTED]

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E-mail Address: [REDACTED]

---

Home Telephone:

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Home Address: [REDACTED]

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*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Kelly Combs Thomas

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

Amber Charter Schools

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

**Board Trustee, Facilities Committee Member**

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

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

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

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

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

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



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

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

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

\_\_\_ **Yes** \_X\_ **No**

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

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

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

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

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

	07/14/2020
Signature	Date

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

**Business Telephone:** [REDACTED]

---

**Business Address:** [REDACTED] [REDACTED] [REDACTED]

---

**E-mail Address:** [REDACTED]

---

**Home Telephone:** [REDACTED]  
[REDACTED]

**Home Address:** [REDACTED]

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*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Mercedes Minaya

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

Amber Charter Schools

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

**Board Trustee, Parent Representative from Kingsbridge, Development Committee Member**

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

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

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

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

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

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

[REDACTED]

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

**No**

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

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

**Yes X No**

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

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

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



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

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

Mercedes Miraya  
Signature

7.16.20  
Date

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

**Business Telephone:** [REDACTED]

**Business Address:** [REDACTED]

**E-mail Address:** [REDACTED]

**Home Telephone:**

**Home Address:** [REDACTED]

*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Soledad Hiciano

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

Amber Charter Schools

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

**Board Chair, Member of Development, Finance, Facilities and Education Committees**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_Yes \_\_\_X\_\_\_No

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

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

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

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

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



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

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

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

\_\_\_ Yes \_\_X\_\_ No

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

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

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

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

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

Soledad \_\_\_\_\_  
Signature

7/22/2020  
Date

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

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:**

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**Home Address:** [REDACTED]

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*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Vasthi Acosta

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

Amber Charter Schools

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

**Board Trustee, Member of Development, Finance, Facilities and Education Committees**

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

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

**Executive Director**

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

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

**No**

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

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

**No**

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

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

**No**

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

☒ **Yes** ☐ **No**

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

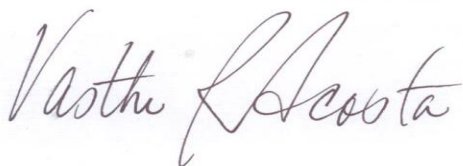
**Executive Director**

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

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

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

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



Signature

July 15, 2020  
Date

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

**Business Telephone:** [REDACTED]

---

**Business Address:** [REDACTED] [REDACTED] [REDACTED]

---

**E-mail Address:** [REDACTED]

[REDACTED]

**Home Telephone:**

---

**Home Address:** [REDACTED]

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*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Miguelina German

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

Amber Charter Schools

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

**Board Trustee, Education Committee Member**

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

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

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

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

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

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

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



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

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

☐ Yes ☒ No

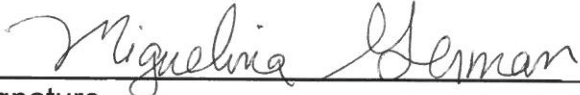
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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


7/20/20

Signature Date

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

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

---

**Home Telephone:** [REDACTED]

---

**Home Address:** [REDACTED]

---

*last revised 06/8/2020*

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

**Name:**

Shawnte Lorick

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

Amber Charter Schools

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

**Board Trustee, Parent Representative for East Harlem, and Development Committee Chair**

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

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

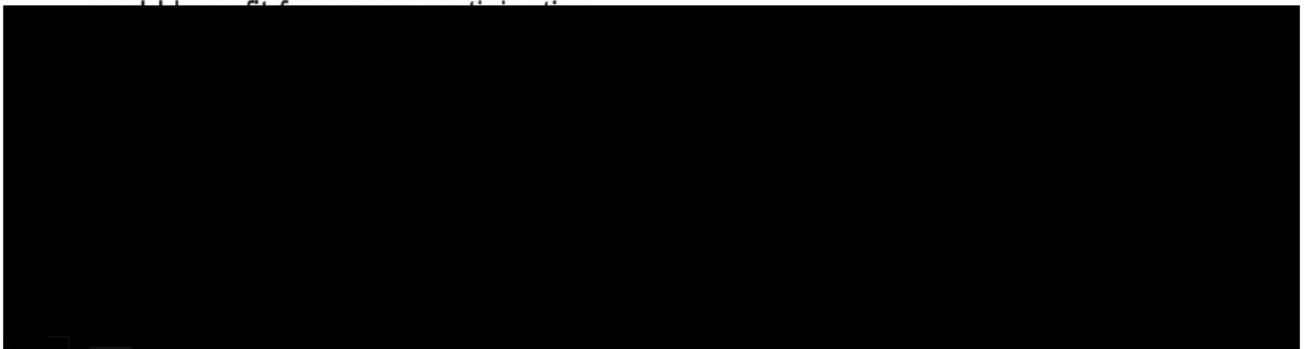
3. Are you related, by blood or marriage, to any person employed by the school?

No

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

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

If **Yes**, please describe the nature of your relationship and how this person



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

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

NO

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

☐ Yes ☒ No


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

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

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

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

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

  
Signature

7/15/2020  
Date

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

Business Telephone [REDACTED] [REDACTED] [REDACTED]

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[REDACTED]s Address: [REDACTED] [REDACTED]

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E-mail Address [REDACTED]

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[REDACTED] [REDACTED]

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Home Address: [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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*last revised 06/8/2020*



## **Amber Charter School Board Minutes June 10, 2020**

### **MEETING CHAIR:**

Soledad Hiciano

### **MEETING SCRIBE:**

Natalie Chaparro

### **MEETING HELD VIA ZOOM**

### **ATTENDANCE:**

**Board:** Frank Aldridge, Kelly Combs, Miguelina German, John Gutierrez, Soledad Hiciano, Shawnte Lorick, Mercedes Minaya, Brad Olsen, Jenna Pantel, and Brian Quillin

**Absent:** Amador Centeno, and Elena Goldberg Velasquez

**Staff:** Vasthi Acosta, Veronica Almedina, Matthew Bull, Natalie Chaparro, Karen Drezner, Sasha Elliott, Christine Ganey, Kirsys Gomez, Heidi Hamilton

### **Call to Order**

Ms. Hiciano called the meeting to order at 6:05 pm .

#### **I. Check In**

Board Members checked in.

#### **II. Ms. Hiciano shared her and the board's support towards the Black Lives Matter movement.**

#### **III. Finance Committee:**

- Mr. Aldridge presented updates to the board:
  - Per pupil amount was released and Amber's budget was only off by one dollar.
  - He shared the tax forms that were prepared by the auditors. He let the board know that our 990 Tax forms will be submitted. There was a slight revision where the school gets a small tax break from the previous years due to transportation benefits.
  - Ms. Gomez added that they are still waiting to hear from the state regarding any additional budget changes.

#### **IV. Development Committee Update:**

- Ms. Lorick reported that she enjoyed the Double Good Popcorn fundraiser. The fundraiser was only 4 days and 10 board members and 3 staff members participated. The total raised was \$10,779.00 and half of that total goes to Amber, \$5,389.50. At the upcoming board retreat we will further discuss whether the fundraiser will be held again at the end of the summer.
- Board members shared that they have received a lot of positive feedback regarding the popcorn flavors.



## **V. Executive Director Report**

- Dr. Acosta reported that the principal for Amber III in Inwood has been hired.
- We have moved to a digital platform for our purchase orders. The program is called Procurify.
- Virtual attempts to attract candidates with a talent talk was conducted.
- Task forces were created to guide in planning towards the re entry to the school building. Teachers, operations and administrators are all represented. There are 5 task forces, Operations and Facilities, Academic, Psychosocial, Communications, and Data and Information. This helps in looking into different areas to ensure we address all aspects of returning to the school buildings. This work has given us another opportunity to view how Amber does things and work on improving.
- Amber Fund has voted in three new advisors to their advisory board. They have taken on the Inwood lease and will sublease to us. They are currently working on the legal steps to separate from Amber Schools.
- Dr. Acosta shared how Amber responded to the social unrest that has been going on in the last few weeks. It was addressed to the staff in writing and in a zoom call, parents were addressed in a zoom call and were provided resources that they could utilize with their children. Teachers were also given guidance on ways they could speak to children about racism. Listening circles were created for staff to express their concerns and fears in a safe space.
- Dr. Acosta shared that the last few months have been challenging for her team to lead through a pandemic, to create a new way of learning and teaching, and to create a new way to communicate. Taking all of this on while personally experiencing the mental and emotional stress has been a real test. A few lessons have been learned and one is that remote learning is going to be an integral part of Amber. She expressed her gratitude for her team on their commitment, resilience, creativity and their love of Amber. They are taking the test and passing with flying colors. Ms Hiciano said thank you to the team. She expressed her gratitude to Dr. Acosta for her outstanding leadership during these times.

## **VI. ACS EH Principal Report Review**

- Mr. Bull shared that tomorrow is pajama day on the class's zoom calls.
- The students created projects for Amber Service Project Day. The projects were collected via Google and distributed to local businesses. Snacks were given out to local fire departments and businesses to say Thank you for their service to the community. One business shared that this was the first time that anyone dropped off anything to them and they were very grateful.
- Amber Career Day had a chef, District Attorney, photographer, and magazine editor. Students had the opportunity to ask questions and the professionals shared their experiences.
- Mr. Bull said Thank you to Ms. Pitula and the team for their leadership through the i-Ready diagnostic.
- Mr. Bull was excited to share that there are now two students who have been accepted into Columbia Secondary Middle School.

## **VII. ACS KB Principal Report Review**

- Ms. Almedina shared about their remote Amber Service Day. The children shared their projects via Google and they were distributed to local businesses.
- She shared her excitement that the first career week was launched with the 4th graders this year.

- Ms. Almedina expressed her gratitude to Dr. German for volunteering her time to distribute infant care packages to our families. Families emails came expressing their gratitude for the packages.
  - 97% of our students completed their assessments at home. Ms. Almedina is thankful to parents and Amber stars for their commitment.
  - Teacher assistants have brought morning meetings to google classroom. One kindergarten family sent a video recording of their daughter singing and dancing to all of the morning meeting songs and the students' joy and delight to have this back was wonderful to watch.
- VIII.** Ms. Hiciano inquired regarding the end of year ceremonies for the children. Dr. Acosta replied that the schedule for the stepping ups were shared with the board and they are all invited. Ms. Hiciano asked trustees to let the principals know if you will attend and if you would like to record a message for the students. Ms. Hiciano shared how wonderful the stepping up ceremonies are. She shared her positive experience on the previous stepping up and encouraged the other board members to attend them if possible.
- IX. Motion to Approve the May 13 Minutes:**
- **Move:** Jenna Pantel
  - **Second:** Frank Aldridge
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None
- X.** Ms. Hiciano reminded the board members that they should be receiving a conflict of interest form from Ms. Chaparro that needs to be signed by the end of July. She also reminded everyone to complete the survey for the upcoming board retreat. She discussed the importance of attending the board retreat in July.
- XI. Motion to go into Executive Session to discuss the Executive Director's Final Evaluation**
- **Move:** Jenna Pantel
  - **Second:** John Gutierrez
  - **Aye:** None
  - **Nay:** None
  - **Abstain:** None
- XII. Motion to exit Executive Session**
- **Move:** Jenna Pantel
  - **Second:** John Gutierrez
  - **Aye:** None
  - **Nay:** None
  - **Abstain:** None
- XIII. Board Meeting Adjournment**
- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
    - **Move:** Jenna Pantel
    - **Second:** Frank Aldridge
    - **Aye:** All

- **Nay:** None
- **Abstain:** None

**Meeting adjourned at 7:08 pm.**



## Amber Charter School Board Minutes May 13, 2020

### **MEETING CHAIR:**

Soledad Hiciano

### **MEETING SCRIBE:**

Natalie Chaparro

### **MEETING HELD VIA ZOOM**

### **ATTENDANCE:**

**Board:** Frank Aldridge, Amador Centeno, Kelly Combs, Miguelina German, Elena Goldberg Velasquez, John Gutierrez, Soledad Hiciano, Shawnte Lorick, Mercedes Minaya, Brad Olsen, Jenna Pantel, and Brian Quillin

**Staff:** Vasthi Acosta, Veronica Almedina, Matthew Bull, Natalie Chaparro, Karen Drezner, Sasha Elliott, Christine Ganey, Kirsys Gomez, Heidi Hamilton, Masiel Reyes-Weiss, and Francina Yaw-Costello

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

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

#### **II. Check In**

Board Members checked in.

#### **III. Finance Committee:**

- Mr. Aldridge presented the budget for both schools for approval to the board:
  - Miscellaneous expenses of \$186K and COVID contingency of \$265K that we were advised to add to our budgets by our authorizer.
  - He shared the additional funding received from the paycheck protection program loan from the government.
  - Mr. Centeno asked when state budgets will be released. Dr. Acosta shared that the state budget came out in April but in June there will be another set of cuts announced. Ms. Gomez added that the Governor is advocating for federal aid that will impact the cuts from the state if it is not received.
  - Ms. Hiciano clarified that we are voting on a budget for East Harlem with a \$500k deficit. Mr. Aldridge reported that from the operating perspective it is \$500k, there are some potential capital expenditures and the budget reflects a conservative outlook.
  - Ms. Pantel asked if there were cuts in the budget made to rein in expenses. Ms. Gomez assured that areas were cut down:
    - Administrative staff salaries will be frozen next year.
    - Only teachers will receive an increase next year per their step.
    - Conservative approach to education supplies

- One area we could not afford to cut was the chromebooks that are currently 2 to 1 and we are moving forward with 1 to 1 ratio student to device.
- Ms. Hiciano asked if we are still buying food and distributing. Ms. Gomez confirmed that we are not and clarified that the projected budget figure stayed the same due to the uncertainty of the times.
- Ms. Hiciano asked about the \$459k already spent on food. Ms. Gomez replied that this reflects more than just food but includes textbooks, classroom supplies, etc. That number is sure to decrease.
- Mr. Aldridge reported that Kingsbridge and East Harlem's budgets were similar.
  - In Kingsbridge we are projecting a \$100k deficit from an operations perspective.
  - Mr. Centeno asked once the state proposals on cuts are received in June and the cuts are larger than anticipated, do we meet again to review the next steps and adjust the budget. Mr. Aldridge replied if it is released prior to the end of June it would give us ample time to adjust the budget, reflect the changes, and submit by the end of June to CSI. Mr. Aldridge asked for clarity on whether the board would meet to decide or does the executive committee approve it. Ms. Hiciano stated that the board would call an emergency meeting to approve the updated budget. Mr. Gutierrez added that the state has until December 30th to issue another series of cuts if needed.
- In summation Mr. Aldridge reported that about \$500k of our deficit is for COVID-19 contingency which was required to be included in the budget.
  - On a positive note we applied for the paycheck protection program. This loan states that if we maintain our staffing levels and continue to pay at the same rate for eight weeks after we receive the loan, then the loan would be forgivable.
  - Ms. Hiciano thanked Mr. Aldridge, Dr. Acosta and Ms. Gomez for being able to complete this process and receiving these additional funds.
  - Ms. Hiciano asked if there is anything that may interfere with the opening of the third school. Mr. Aldridge reported that we have been budgeting conservatively. The only risks would be along the lines of construction being affected by the virus if there are anymore flare ups that cause the city to shut down construction further.
  - Ms. Hiciano asked, has anyone's salary been cut or has anyone been furloughed during this time. Ms. Gomez confirmed that no one has been furloughed and no salaries have been cut.

**IV. Motion to Approve the East Harlem 2020 - 2021 Budget:**

- **Move:** John Gutierrez
- **Second:** Frank Aldridge
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**V. Motion to Approve the Kingsbridge 2020 - 2021 Budget:**

- **Move:** Amador Centeno
- **Second:** Frank Aldridge

- **Aye:** All
- **Nay:** None
- **Abstain:** None

**VI. Ms. Hiciano commended Ms. German on a great job with her televised Robin Hood Foundation fundraiser.**

**VII. Facility Committee Update:**

- Mr. Centeno reported that the executive committee met to further discuss the lease. Ms. Hamilton shared the details of the lease structure.
- Mr. Centeno if all goes well we will have access to the facility as of July 1st which will give us time to begin the renovations. They are also still working on a construction scope of work to present to the board in the near future.

**VIII. Development Committee Update:**

- Ms. Lorick reported that June 30th is the deadline for the give/get. The Double Good Popcorn fundraiser instructions were sent and will go live on May 14th and will run until May 18th. This will help the board members meet their goals. Board members should have also received the emails stating where they currently stand with their give/get as well as additional suggestions on how to meet their goals.

**IX. Update on Remote Learning**

- Ms. Elliott presented on how both schools are conducting remote learning and how families and students are adjusting.
  - Informational newsletters are sent weekly to families that cover an example of daily schedules for children, resources for food and mental health services and on Tuesdays parents receive an social emotional newsletter from the school counselor.
  - Ms. German shared that she is going to send some donations for our families who may be in need of formula and other baby resources.
  - Ms. Elliott reported we have about 900 families within both schools and all of the families have been contacted as of today for check ins by the teachers and counselors.
  - Ms. Gomez was able to acquire hotspots for families and staff who needed.
  - Ms. German shared that she can provide training to school counselors on an evidence based program for bereavement.
  - There have been check ins with students to see where they are emotionally and behaviorally.
  - Data presented to the board on how the children are performing on each standard. Mr. Gutierrez shared that he would like to see the data broken down by grade. Ms. Elliott replied that we do have the information via grade level and we will share it.
  - There was a look into what obstacles were hindering children from logging in daily.
    - Sharing devices amongst several family members
    - Spotty internet service
    - Families/student relocating
    - Families/students affected by illness

- Engagement in iReady and Raz Kids is being monitored. As of today all students are utilizing the programs.
- Zoom meetings are a huge hit as students are meeting with their classmates and their teachers.
- Google Classroom has been implemented and the students and families are acclimated with the program. Ms. Elliott presented an example of what google classroom looks like for the students and families with the board. Teachers are able to give feedback/comments to the students.

**X. Executive Director Report**

- Dr. Vasthi reported that 90% of the students have been engaged with the programs that Ms. Elliott previously mentioned. She gave praise to teachers and parents for guiding the students to academic success during these times.
- Teacher engagement has been 98% in spite of any personal challenges. Dr. Vasthi gave praise to the teachers' commitment to the work for the students.
- Special thanks to the work that Ms. Ganey and Ms. Elliott did to prepare teachers, parents and students in Google classroom. Currently we have 80% student engagement and this number is sure to increase.
- Student registration has been robust. East Harlem has 149 completed applications and Kingsbridge has 109 completed. Thank you to Ms. Ganey, her team, and the operations teams in both schools.
- Ms. Almedina was on Telemundo reporting on Amber's plans for distance learning. She was also recently interviewed for an article in an education special edition for *El Diario*.
- Kingsbridge renewal application to be submitted in August. CSI has sent out new guidelines for this year.
- Shout out to Mr. Aldridge, Mr. Olsen and Ms. Gustafson from the Amber Fund for all their support to Ms. Gomez for the PPP.

**XI. ACS EH Principal Report Review**

- Mr. Bull said a special thank you to Ms. Ganey and the enrollment team for all their help and guiding three virtual orientations via Zoom.
- Thank you to Ms. German for motivating the students to provide positive artwork giving thanks and support to frontline workers. Ms. German added that the artwork was laminated and posted for the frontline workers to see and lift their spirits.
- Mr. Bull reported on where our graduating students will be going next year for middle school:
  - 20 students were accepted to Patrick Henry
  - 1 student was accepted into Columbia Secondary
  - 6 students were accepted into Manhattan East
- Ms. German inquired regarding what steps are taking place for students to participate in stepping up ceremonies. Ms. Hiciano shared that Dr. Acosta and her team are working on plans on how to celebrate the students who are going to be our alumni. Dr. Acosta assured the board that there are many discussions on how we are going to execute our end of year celebrations. Dr. Acosta shared that she has been brainstorming with the faculty on our plans for reentry in the fall. A survey was sent out to the faculty and staff to share their ideas.

**XII. ACS KB Principal Report Review**

- Ms. Almedina shared that tomorrow will be the first virtual career day to welcome new candidates.
- Show and tell in a second grade Zoom meeting a teacher shared that she was pregnant with her students. The students were very excited and one student stated that the announcement was a 10 out 10.
- Ms. Almedina has been collaborating with Ms. German to provide baby care packages for our families. Next week they will begin to distribute to the families in Kingsbridge.
- She was interviewed by Telemundo on May 1st and shared that the reporter had thoughtful questions and she was very compassionate. After the interview aired she received 7 to 8 emails from Amber parents and Ms. Minaya was one of them sharing that it was a pleasure to see her on television. Ms. Almedina was interviewed for an article in *El Diario*. The article focuses on what we are doing during these times, what we are learning and how is this going to make us stronger when we return. The article will be published in the upcoming weekend issue of *El Diario*.

**XIII.** Ms. Hiciano inquired when is the last day of virtual learning. Dr. Acosta shared that we are still following the school calendar. Ms. German shared concerns about the services that will end once the school year ends for our students over the summer months. Is there a possibility to keep connected throughout the summer for our students. Dr. Acosta will take it into consideration while planning for the summer.

**XIV.** Ms. Hiciano reported that July 20th will be the Board Retreat. Prepare ideas on how we will change as a board for Amber 2.0 in the coming year.

**XV.** Motion to Approve the April 8 Minutes:

- **Move:** Jenna Pantel
- **Second:** Shawnte Lorick
- **Aye:** All
- **Nay:** None
- **Abstain:** Elena Goldberg Velasquez

**XVI.** Board Meeting Adjournment

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Jenna Pantel
  - **Second:** Kelly Combs
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 7:49 pm.**





## Amber Charter School Board Minutes December 11, 2019

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

Amber Charter School, East Harlem, 220 East 106<sup>th</sup> Street, New York, NY, 10029

**ATTENDANCE:**

**Board:** Soledad Hiciano, Shawnte Lorick, Brian Quillin, Kelly Combs, Miguelina German, Mercedes Minaya, Amador Centeno, Brad Olsen, Elena Goldberg Velasquez, Frank Aldridge and Jenna Pantel

**Absent:** John Gutierrez

**Staff:** Vasthi Acosta, Veronica Almedina, Kirsys Gomez, Natalie Chaparro, Matthew Bull, Christine Ganey

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**I. Call to Order**

Ms. Hiciano called the meeting to order at 6:13 pm.

**II. Check In**

Board Members checked in.

**III. Facilities Committee**

- Mr. Centeno updated the Board on 215th Street location. The Facilities committee met with the finance committee and reviewed the rent terms. Potential lease execution for January 2020. Mr. Centeno reported that DBI was hired to manage the renovation projects. Architects will be on board to start in February.
- Mr. Centeno reported that with Civic Builders we have exchanged terms and are awaiting response for East Harlem location.
- Ms. Hiciano suggested that the board approve decision to give the executive board the power to sign off on the lease.

**IV. Motion to Approve the Executive Board to Execute lease**

- **Move:** Elena Goldberg Velasquez
- **Second:** Frank Aldridge
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**V. Development Committee**

- Ms. Lorick updated the board on the popcorn fundraiser and reported that we raised over \$11k this year.
- Dr. Acosta reported on the Amber Schools Foundation event. The event went well and added Ms. Elliot was pulled on stage and mentioned Amber during the show. The event raised over \$35k.
- The board members that attended the event shared their highlights of the evening.
- Ms. Lorick reported that we have a set date for the 20th anniversary event. The date is May 20th, 2020 and the event has been finalized. The ticket price will be presented at the upcoming board meeting in January 2020.
- Ms. Ganey reported on the online annual appeal. Ms. Ganey and Ms. Lorick gave a presentation on the new electronic system and how to create your own fundraising page for the school.

#### **VI. Finance Committee**

- Mr. Aldridge updated the Board on the audit report. He thanked Ms. Gomez and the staff for all of the hard work they put into getting everything completed and submitted.
  - Members of the board expressed wanting a presentation of the audit prior to it being submitted. Dr. Acosta suggested sending the audit call invitation to all of the board members and have the audit firm come in and speak to the board members regarding how to review the audit in October 2020.
  - Ms. Hiciano suggested meeting sooner about the audit and having it as a discussion point at the July Board Retreat.

#### **VII. Executive Director Report:**

- Dr. Acosta reported that Eric Seltzer (Real Estate Lawyer) has filed the Article 78.
- Kingsbridge parents held a 50/50 raffle fundraiser and we raised \$750.
- Cabinet had their first winter retreat to begin planning for the upcoming school year.
- She reported we had a visit from La Raza Development [who holds our mortgage]. They visited Kingsbridge and our potential school site.
- She updated the board on the additional visit from the Charter School Growth Fund to our East Harlem location. Ms. Ganey, Ms. Elliot and Ms. Drezner were invited to that meeting. Dr. Acosta reported that the visit went well and they were pleased with the school. There will be a follow up call next week to provide more information about the schools.
- Dr. Acosta presented the revised Complaint Policy and Backfill Policy for Board approval.

#### **VIII. Motion to Approve the Complaint Policy**

- **Move:** Amador Centeno
- **Second:** Kelly Combs
- **Aye:** All
- **Nay:** None
- **Abstain:** Non

#### **IX. Motion to Approve the Backfill Policy**

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

- **Abstain:** Non

**X. ACS EH Principal Report Review**

- Mr. Bull reported on the first Board open house in EH. The Honor Society students were excited to meet the board members. Ms. Pantel shared that she enjoyed when the students read to them and Dr. German was impressed at how knowledgeable the students were in answering all her questions.
- Mr. Bull shared a story of an interaction with a student's parent and how the parents were overjoyed with all of the help they received throughout the process of enrolling their child.
- He reported that teachers met with 97% of parents during parent teacher conferences. The students were excited to show their parents their names on the honor roll list.

**XI. ACS KB Principal Report Review**

- Ms. Almedina reported that teachers met with 100% of their parents during parent teacher conferences. The specialists also had visits from the parents with the music teacher meeting over 80 families. She reported the parent fundraiser went very well as Dr. Acosta reported and she made the call to the parent who won the raffle. She reported that the librarian came from the local library and set up a table for parents to get library cards for their children and receive a bag with information and a book for their child.
- Ms. Almedina reported that Dr. German connected her with Bronxville Ballet and they will start January 9th with the help of Ms. Gomez and Ms. Hamilton. The ballet class will be given to the female students in kindergarten class. They will be given a tutu and a photographer will come to take the students photos.
- She reported that next week will be the winter family event. In celebration of the 20th anniversary we will be watching a movie from the year 2000. Families will come with students in their pajamas and bring a blanket to watch the movie at Manhattan College. The choir will be debuting their first song in front of the families before the movie starts.

**XII. Motion to Approve the November 13 Board Minutes**

- **Move:** Jenna Pantel
- **Second:** Kelly Combs
- **Aye:** All
- **Nay:** None
- **Abstain:** Frank Aldridge and Elena Goldberg Velasquez

**XIII. Board Meeting Adjournment**

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Jenna Pantel
  - **Second:** Miguelina German
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 7:54 pm.**



## Amber Charter School Board Minutes April 8, 2020

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING HELD VIA ZOOM**

**ATTENDANCE:**

**Board:** Kelly Combs, Miguelina German, John Gutierrez, Soledad Hiciano, Jenna Pantel, Frank Aldridge, Amador Centeno, Shawnte Lorick, Brad Olsen, Miguelina German and Brian Quillin

**Absent:** Elena Goldberg Velasquez

**Staff:** Vasthi Acosta, Veronica Almedina, Matthew Bull, Natalie Chaparro, Karen Drezner, Christine Ganey, Kirsys Gomez

**Parent:** Rebecca Isaac

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**I. Call to Order**

Ms. Hiciano called the meeting to order at 6:11 pm .

- II.** Ms. Hiciano instructed the board members on the norms to be used during the virtual via Zoom monthly board meetings.

**III. Check In**

Board Members checked in.

**IV. Executive Director Report:**

- Dr. Acosta reviewed the instructional approach for remote learning since the school closure of March 17th:
  - iReady was the first program rolled out when remote learning began on March 18th. Weekly layering of new learning strategies has been the approach. This allows instructional staff to become acclimated as well as the families. the additional learning strategies are:
    - Raz Kids: literacy program that compliments iReady and provides additional literacy instruction.
    - Zoom connection meetings to minimize the isolation of students, families and our staff. Please note that Zoom is not utilized for instruction.
    - Google classroom: Utilized by the specialists to provide assignments to our students in Art, Spanish, Technology, Music, and Movement.

Eventually we will roll out google classroom for all of the classroom teachers.

- Our approach to continue connection and mitigate the isolation the families feel as well as the staff are these strategies:
  - Zoom meeting calls with students
  - Weekly Zoom meetings with SST, East Harlem and Kingsbridge staff and family.
  - Human Resources launched a weekly contest for everyone to participate by displaying a virtual background in Zoom in accordance to the theme of the week. Whomever has the best background wins. The week prior everyone had to choose a virtual background that represented I love New York City.

- In the upcoming week teachers will conduct check- in calls with families to ensure that we have reached out to every student during this time.
- Dr. Acosta has joined a weekly conference call that includes the SUNY CSI, State Department of Education, The Charter Center, and the NY Association of Charter Schools. These calls keep her abreast of the orders that the governor issues, the decisions the D.O.E makes and other pertinent items during this ever evolving moment.
- Dr.. Acosta has also been invited to join the Charter School Growth Fund leaders weekly call. The calls have been very informative.
- Dr. Acosta has made sure to read all of the updates that come from the Department of Health in NYC, the State, the CDC and any other notifications that come from the Mayor and Governor's offices.
- She has joined webinars from the Charter Center and non-profit management to be well informed in best leadership practices during a crisis.
- Dr. Acosta is leading a weekly call with the Latino Charter Leaders Roundtable and joined the Black, Latino and Asian Charter Collective calls.

- **Adjustments made due to COVID-19:**

- Parent Teacher Conferences went virtual. Dr. Acosta shared that 97 to 99% of the families were reached. Special thank you to Ms. Almedina and Mr. Bull for their efforts.
- Lottery was conducted virtually on April 3rd. Changes were made to ensure compliance in running the lottery virtually. Dr. Acosta gave thanks to Ms. Ganey for all her efforts. Ms. Ganey is currently working with her team to change the student registration process protocol to meet the new demands of social distancing and stay at home guidelines.
- The interview process has been changed thanks to Ms. Drezner, Ms. Gomez and the human resources team to virtual interviews.
- Dr. Acosta reported that her weekly meetings are now google hangout calls and have remained the same with both schools. Cabinet meetings are still taking place and done virtually.
- A weekly update has been sent to the Board regarding what is going on with the schools.
- Weekly Parent letters in both English and Spanish have been created and sent every Friday to help guide parents to prepare for the week to come.
- Discussions on how to manage teacher evaluations and third trimester report cards are being conducted. Also discussions of what the year end activities

could look like and whether we are going to be in the building as well as what a return to the building could look like.

- 98% staff attendance has been reported.
- **Lottery update:**
  - 529 received applications in EH, 302 selected in EH, 227 Waitlisted
  - 868 received applications in KB, 113 selected in KB, 755 Waitlisted
- Proposal submitted to NYC Charter School Center relief fund and Ms. Gustafson assisted. Also working on submitting to the Bloomberg relief fund, Ms. Gustafson, Ms. Drezner and Ms. Gomez are working together on that one. Small Business Fund in the CARES Act, is another fund we are working to submit to with help of Mr. Aldridge and Mr. Olsen.
- Interviews have begun for the principal position in the Inwood location. We are hoping to start someone in July.
- Dr. Acosta expressed her sincerest gratitude for her team during these times. She thanked everyone on her team for their resilience, smarts, and flexibility.
- Mrs. Hiciano added a thank you to Dr. Acosta for her leadership during these times.

**V. Budget 101: Primer:**

- Ms. Gomez gave a presentation on how to read a budget.

**VI. Facility Committee Update:**

- Mr. Centeno reported that lease negotiations continue to ensure that we are protecting ourselves against potential unexpected expenses. For example elevator repairs that should be provided by the landlord. Hope that all gets worked out and there will be a lease to present by end of April to the board for final approval. Ms. Hamilton is working with architects to develop a scope of work.
- Ms. Hamilton has been working with the city in regards to the Article 78 settlement negotiations. Documentation has been submitted and we are awaiting a decision.

**VII. Mrs. Hiciano announced that due to recent events the 20th Anniversary event has been postponed to October.**

**VIII. Development Committee Update:**

- Ms. Lorick reported that there has been discussion to potentially postpone the 20th anniversary event to next year. Postponing the event will impact the fundraising for this fiscal year. Ms. Lorick shared ideas with the board members as to how they can all work together to achieve their give/get for the current fiscal year.
  - Promoting the Give Lively event to donate to chromebooks. To ensure that our students had remote learning capability. How do we replenish the items that will need to be replaced.
  - Run the Double Good Popcorn fundraiser via the internet just for board members.
- Mrs. Hiciano reminded everyone that these are just some ideas as the deadline to meet their \$50k goal is June 30th. Dr. Acosta added that the popcorn fundraiser is a great idea as the board is currently at \$38k raised. She agreed that we do not know the

conditions of the chromebook or if we will receive the chromebooks back as we have already distributed 300 of them. Ms. Lorick shared that there is no setup cost and we receive 50% of everything we sell with the popcorn fundraiser. Board members shared their questions and concerns. Ms. Lorick will send out an email with each board member's current give/get status. Information on the double Good popcorn fundraiser will also be sent out. Mrs. Hiciano asked Ms. Ganey to send the language about the chromebooks.

**IX. ACS EH Principal Report Review**

- Mr. Bull shared that the teachers and students are enjoying the Raz Kids program. The teachers are utilizing the record message function with their students and the students are able to send a message back to their teachers.
- Mr. Bull shared his amazement and gratitude to everyone on his team for their dedication and commitment to their students and families.

**X. ACS KB Principal Report Review**

- Ms. Almedina shared her gratitude for having such an amazing team, working alongside their children remotely during these times.
- Ms. Almedina has joined the community check in calls and shared how wonderful the children look dressing up for the calls in various Disney costumes and their Amber uniforms. Parents have shared that prior to the meetings the children are excited and take time to pick out their outfits.
- Ms. Almedina shared that the students have sent the teachers wonderful messages via Raz Kids and the teachers send them replies.

**XI. Mrs. Hiciano asked Mr. Aldridge to have the conversation about the resolution for this evening's meeting to apply for the SBA Loans and Grants through the CARES Act.**

- Mr. Aldridge reported that over a week ago a \$2.3 trillion stimulus bill was signed by our federal government. Included was a small business with less than 500 employees to apply for relief funds. We are looking to apply for the payroll protection program. This equates to 2.5 times our monthly payroll in the form of a loan. There is a provision that allows the loan to be forgiven. For instance if we maintain our payroll at its current level. If we do not keep payroll and are not allowed forgiveness the loan becomes payable over a 10yr period and the rate for non profits is 2.75%.
- To move forward the documentation is ready to be filed and we are awaiting for the banker to open the portal.

**I. Motion to Resolution to Approve the application for the SBA loans and grants:**

- **Move:** Kelly Combs
- **Second:** Brian Quillin
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**XII. Motion to Approve a one day delay once schools open for Amber staff to prepare for students' return:**

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



- **Abstain:** None

**II. Motion to Approve the February 12 Minutes:**

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

**I. Motion to Approve the March 11 Minutes:**

- **Move:** Jenna Pantel
- **Second:** Brian Quillin
- **Aye:** All
- **Nay:** None
- **Abstain:** Frank Aldridge, Amador Centeno, Elena Goldberg Velasquez, Shawnte Lorick, Brad Olsen, John Gutierrez, and Miguelina German

**XIII. Mrs. Hiciano reminded the board members that the upcoming meeting will be held on May 13th. If all remains the same the meeting will be held via Zoom again until further notice. She shared her gratitude towards everyone for attending and for their dedication to Amber.**

**XIV. Board Meeting Adjournment**

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Jenna Pantel
  - **Second:** Amador Centeno
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 7:21 pm.**

# **Amber Charter School Board Minutes March 11, 2020**

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

Amber Charter School, East Harlem, 220 East 106<sup>th</sup> Street, New York, NY, 10029

**ATTENDANCE:**

**Board:** Kelly Combs, Miguelina German, John Gutierrez (via phone), Soledad Hiciano, Jenna Pantel, and Brian Quillin

**Absent:** Frank Aldridge, Amador Centeno, Elena Goldberg Velasquez, Shawnte Lorick, Brad Olsen and Miguelina German

**Staff:** Vasthi Acosta, Veronica Almedina, Matthew Bull, Natalie Chaparro, Karen Drezner, Christine Ganey, Kirsys Gomez

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## **I. Call to Order**

Ms. Hiciano called the meeting to order at 6:17 pm .

## **II. Check In**

Board Members checked in.

## **III. Facilities Update:**

- Ms. Combs reported that lease negotiations are still ongoing with the West 215th Street location. The developer is scheduled to close the lease with Seventh Day Adventist at the end of March (3/27). The design phase is going to commence with the construction budget analysis.
- Ms. Combs reported that the committee is working through capital and maintenance budget analysis and reviewing the summer construction plans.

## **IV. Development Committee**

- Ms. Hiciano reported that the committee discussed honoring Michael Stolper. He has dedicated 20 yrs of his time to Amber. He is also on our Amber Foundation Board. When Ms. Hiciano and Dr. Acosta met with Mr. Stolper and told him that he would be honored at the 2020 Anniversary event he expressed his gratitude.
- Dr. Acosta reported that Ms. Combs secured a gift basket for the 20th anniversary event. Dr. Acosta also shared the invitation that will be sent out to Amber's donor list. Ms. Ganey added that there is a link on the invitation that provides additional forms for the sponsorships and donations.

- Dr. Acosta reported that Kingsbridge's popcorn fundraiser raised about \$50k in total in a week and 50% will go to Amber which is about \$25k.

#### **V. Executive Director Report:**

- Dr. Acosta updated the board on the steps that the schools have taken regarding COVID-19. A survey was sent out to all parents regarding at home internet service and a letter was sent home explaining steps for potential school closures and informing on the virus. A staff email was also sent in regards to the virus with the plans in case of school closures. There are packets created and software for students to utilize at home. In person Parent teacher Conferences and open houses have been cancelled. Extra cleaning services have been added to the schools and all classrooms and offices are provided with extra antibacterial wipes, hand sanitizers and tissues. All students are asked to wash their hands upon arrival to school and return from recess. All staff attendance at outside conferences and/or large populated events have been cancelled. Parents were informed that if a student is not feeling well they are to be kept home and the absence will not affect their attendance record.
- In alignment with the D.O.E all parent teacher conference starting tomorrow and Friday will be held virtually or on the phone.
- Dr. Acosta reported that she has been in communication with other Charter leaders regarding the current events to ensure that we are doing everything and have not missed anything.
- Dr. Acosta updated the board on the changes with the Amber Foundation now named the Amber Fund.
- Dr. Acosta updated on the CSGF visit on February 27th to both schools. She reported that new people came and shared that they really liked the schools. She had a 2 hour meeting with them and they are going to inform us regarding next steps.
- BLACC (black, latino, asian, charter collaborative) came to visit Kingsbridge. 5 schools came to spend the morning and met with Ms. Almedina and did a brief tour.
- Budget planning for the upcoming year has begun and the SST leadership retreat will be April 9th.
- LCLR (Latino Charter Leader Roundtable) dinner will be on April 2nd. The learning topic for the dinner will be how we leverage our political capital.
- Dr. Acosta updated on the removal of busing in the upcoming year for certain families in Kingsbridge as previously voted in 2018. There was a community board meeting and Dr. Acosta held a town hall meeting. Ms. Hiciano, Mr. Quillin, and Ms. Minaya were in attendance and the meeting was led by Dr. Acosta, Ms. Almedina and Ms. Hiciano. Ms. Hiciano shared that although there is nothing that can be done to change the decision, it was a great sign that parents are passionate about their children attending Amber.

#### **VI. ACS EH Principal Report Review**

- Mr. Bull shared how the team worked so well together to begin executing the virtual/phone call parent teacher conferences.
- The Highlander group has continued working with us on design teams that engage teachers and families on school design.
- Mid-Year review meetings are coming to a finish. He shared how wonderful it was to talk with the staff and hear how much they want to grow within the organization. The big takeaway is that staff is excited to challenge themselves in new ways.

**VII. ACS KB Principal Report Review**

- Ms. Almedina shared that the ballet program for kindergarten has concluded and the students did a mini recital. Each student was given a ballerina dress with an attached tutu. Big thank you to Dr. German for connecting us with this program.
- Ms. Almedina shared the success in Kingsbridge with the popcorn fundraiser. The parents all participated and came together to fundraise and make about \$25k for the school.
- Ms. Almedina reported Kingsbridge had their Honesty assembly and the highlight was the choir. Mr. Quillin added that he received a video of the performance and shared it with them the next day.

**VIII. Board Goals Update:**

Ms. Hiciano conducted a mid-year review of the board goals.

February Board Minutes were tabled because of no quorum.

**IX. Board Meeting Adjournment**

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Jenna Pantel
  - **Second:** Brian Quillin
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 7:07 pm.**



## Amber Charter School Board Minutes January 15, 2020

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

Amber Charter School, East Harlem, 220 East 106<sup>th</sup> Street, New York, NY, 10029

**ATTENDANCE:**

**Board:** Frank Aldridge, Amador Centeno, Kelly Combs, Miguelina German, John Gutierrez, Soledad Hiciano, Shawnte Lorick, Brad Olsen, Jenna Pantel, and Brian Quillin

**ASF:** Joey Gustafson

**Absent:** Mercedes Minaya, and Elena Goldberg Velasquez

**Staff:** Vasthi Acosta, Veronica Almedina, Matthew Bull, Natalie Chaparro, Karen Drezner, Sasha Elliott, Christine Ganey, Kirsys Gomez, Heidi Hamilton

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

Ms. Hiciano called the meeting to order at 6:13 pm .

### **II. Check In**

Board Members checked in.

### **III. Facilities Committee**

- Mr. Centeno reported that lease negotiations were proceeding. An RFP had been sent out for the Architect and a selection would be made soon. The East Harlem Middle school site we were bidding on went to another school. We are looking at other possible sites.

### **IV. Development Committee**

- Dr. Acosta reported on the ticket pricing for the upcoming 20th anniversary event. It was determined that the ticket price is \$250.
- Dr. Acosta reviewed the Sponsorship levels and what each level includes.
- Ms. Hiciano suggested an ongoing list of the auction items for the board to review to avoid any repetition in items. Mr. Olsen asked when the items are to be brought in. Ms. Lorick stated a month before the event for everyone to bring in all auction items.
- Board members expressed concerns about meeting their 10 ticket goal. Ms. Hiciano asked board members to feel free to reach out to the development committee with any questions and concerns.

**V. Executive Director Report:**

- Dr. Acosta reported that we joined BLACC which is the Black, Latinx, Asian Charter Collective. They are doing professional development and advocacy. Also looking into doing a collaborative performance with the various schools in the spring.
- East Harlem teacher Sheena Welch was elected as a delegate for the UFT.
- Both schools will be celebrating together with a holiday bowling 2020 event.
- Charter School Growth Fund call prior to winter break went well. They shared that the next step is on their end.
- At the beginning of the year 2020 the cabinet presented to the entire staff the vision of the organization to build excitement for all the opportunities and growth that is happening within the organization.

**VI. ACS EH Principal Report Review**

- Mr. Bull reported that the classrooms are celebrating the 20th anniversary with 20 books that they are reading. There is excitement in discussion and reading about the books.
- Last week the third graders participated in the Three Kings Day parade and it was a great experience to see both schools walking down the avenue together.
- DRA and iReady Assessment season, this is the first time the kindergarten students are doing the DRA. The teachers expressed enjoyment in reading with the children. The children are excited to share their reading levels with everyone.

**VII. ACS KB Principal Report Review**

- Ms. Almedina reported that Kingsbridge hosted their winter family movie night event and 275 families showed up. Everyone watched a movie made 20 years ago which was "Monsters Inc." The families had a great time. The choir debuted their songs prior to the movie starting.
- The third graders marched alongside the third graders in East Harlem for the Three Kings Day parade. The students, teachers and families all had a great time. Some students saw television cameras filming and stated they were famous now..
- Next Friday is Family day for 2nd to 4th grade families and the theme is "I love Amber". Students shared various ways they were going to add 2020 I love Amber swag to their uniforms. Some students stated they would wear their 2020 glasses from New Years.

**VIII. Motion to Approve the December 11 Board Minutes**

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

**IX. Motion to go into Executive Session**

- **Move:** Soledad
- **Second:** Amador
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**X. Motion to get out of Executive Session**

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

**XI. Board Meeting Adjournment**

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Jenna Pantel
  - **Second:** Miguelina German
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 8:35 pm.**



## Amber Charter School Board Minutes November 13, 2019

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

Amber Charter School, East Harlem, 220 East 106<sup>th</sup> Street, New York, NY, 10029

**ATTENDANCE:**

**Board:** Soledad Hiciano, Shawnte Lorick, Brian Quillin, Kelly Combs, Miguelina German, Mercedes Minaya, Amador Centeno, Brad Olsen, John Gutierrez, and Jenna Pantel

**Absent:** Elena Goldberg Velasquez, and Frank Aldridge

**Staff:** Vasthi Acosta, Veronica Almedina, Kirsys Gomez, Natalie Chaparro, Matthew Bull, Christine Ganey, Sasha Elliott, Heidi Hamilton, Karen Drezner, Francina Yaw-Costello, and Yahaira Degro.

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**I. Call to Order**

Ms. Hiciano called the meeting to order at 6:12 pm.

**II. Check In**

Board Members checked in.

- III.** Ms. Hiciano stated that due to Mr. Aldridge not being in attendance to give a presentation on the audit the Financial Committee Audit report will be tabled until the December Board Meeting.

**IV. Executive Director Report**

- **Freestyle Love Supreme Update:** Dr. Acosta reported that the event is next week November 21st. Lin-Manuel Miranda is confirmed to be there in attendance and there will be a meet and greet after the show. The ticket price has been reduced from \$1000 to \$500 each and there are only 15 tickets left.
- Dr. Acosta reported that Ms. Elliott and Ms. Drezner attended a conference in Syracuse and were given an opportunity to network with other charter schools. Ms. Sasha will be attending another conference about education and technology in Rochester.
- East Harlem hosted a visit from Dr. Harvey who is the superintendent of East Harlem Scholars.
- Dr. Acosta reported on all new hires on the Shared Support Team. She also reported that they are still looking for a Title One Reading Teacher in East Harlem and asked the Board to please feel free to reach out if they have any qualified candidates for the position.



**V. ACS KB Principal Report Review**

- Ms. Almedina reported that 4th grade students visited a museum exhibit at a neighboring charter school. The students reported back and shared that they enjoyed the exhibits in the school. Ms. Almedina plans on returning the invitation.
- Ms. Almedina reported that she had a graduate student from Teachers College come and shadow her. Ms. Almedina added that it was a great visit with the student and she looks forward to hosting other graduate students in the future.
- She shared a touching story about one of the students who after many years of trying finally received the services that she needed with an IEP.

**VI. ACS EH Principal Report Review**

- Mr. Bull reported on the B.E.A.R.S (behavioral, emotional and at risk services) committee and how the staff came together and worked on a solution for the student.
- Students visited Patrick Henry middle school and the principal complimented our students who asked high level questions throughout the visit.
- Clubs have been launched in East Harlem namely, ballet, honors choir and Honors society and basketball.

**VII. Development Committee Presentation**

- Ms. Lorick thanked Ms. Minaya for securing \$5K donation from the Tisch Foundation.
- Ms. Ganey, Dr. Acosta and Ms. Lorick have visited different potential locations for the upcoming 20th anniversary event. The venue chosen is The Press Lounge.
  - The Press Lounge - Capacity 300 people - provides indoor and outdoor option - around \$35k (includes what we need for the evening) and also includes private elevator.
- Ms. Lorick reviewed the success metrics for the 20th anniversary event, namely,
  - Each board member will sell XX tickets.
  - Each board member will get one auction item.
  - The board will raise XX on this event.
- Dr. Acosta introduced Laura Herrera, the Founder/Managing Partner, Full House Events, LLC. She presented to the board how to approach the upcoming 20th anniversary event and recommendations for raising funds, such as 50/50, Silent Auctions and One-Prize raffle.

**VIII. Facilities Committee Update**

- Mr. Centeno presented the board with an update on the Inwood location. He reported that the rent schedule was increased and there are discussions on certain building conditions to be addressed before signing the lease. Ms. Hamilton put out an RFP for project manager. Mr. Centeno stated that there needs to be a discussion on the cost commitments required for the upcoming expansions.
- Mr. Centeno also discussed the East Harlem location and stated that terms are being discussed with Civic Builders.
- Ms. Hiciano suggested that a walk-through is needed with the board of the location.

**IX. Motion to Approve the October 9, 2019 Minutes**

- **Move:** Miguelina German
- **Second:** Brian Quillin
- **Aye:** All

- **Nay:** None
- **Abstain:** Jenna Pantel

- X.** Ms. Hiciano encouraged the board members to attend the upcoming board open house at East Harlem on November 20th. Mr. Bull shared details on the activities planned for the open House.

**XI. Motion to go into Executive Session**

Discuss the Executive Director's Final Evaluation results.

- **Move:** John Gutierrez
- **Second:** Miguelina German
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**XII. Motion to get out of Executive Session**

Executive Director's Final Evaluation results were approved.

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

**XIII. Board Meeting Adjournment**

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Jenna Pantel
  - **Second:** Kelly Combs
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 8:36 pm.**



# Amber Charter School Board Minutes February 12, 2020

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

Amber Charter School, East Harlem, 220 East 106<sup>th</sup> Street, New York, NY, 10029

**ATTENDANCE:**

**Board:** Frank Aldridge, Amador Centeno, Kelly Combs, Miguelina German, John Gutierrez, Soledad Hiciano, Shawnte Lorick, Brad Olsen, Jenna Pantel, and Brian Quillin

**Absent:** Mercedes Minaya, and Elena Goldberg Velasquez

**Staff:** Vasthi Acosta, Veronica Almedina, Matthew Bull, Natalie Chaparro, Karen Drezner, Sasha Elliott, Christine Ganey, Kirsys Gomez, Elizabeth Pitula

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**I. Call to Order**

Ms. Hiciano called the meeting to order at 6:17 pm .

**II. Check In**

Board Members checked in.

**III. Baseline Assessment Data Presentation:**

- Ms. Elliott presented the Teacher Data analysis of i-Ready for both schools.
- **East Harlem:** Mr. Bull presented the i-Ready results for the Winter baseline for grades K-5.
- **Kingsbridge:** Ms. Almedina presented the i-Ready results for the Winter baseline for grades K-4.
- Both principals and Chief Academic Officer answered all of the board's questions. They also discussed the next steps, such as providing early morning tutoring, adjusting student lesson paths, and shifting staff developers via grade level based on expertise.
- Ms. Almedina added a few examples as to how the program is working with the teachers. She shared stories from the teachers on their feedback with the data that i-Ready has provided them regarding the students.

**IV. Facilittee Committee**

- Mr. Centeno reported that the Attorney General approved the ground lease between the developer and the school owners. Bringing us one step closer to finalizing the deal.
- The architect, Pell Overton, has been selected to start working on the design and developing the scope of work. The first design meeting will take place on the 10th.

- We will bring a cost estimator on board to guide us on staying within budget.
- Kingsbridge Update: There will be an additional classroom added over the summer for the incoming 5th graders.
- East Harlem Update: Ms. Hamilton has submitted an RFP to acquire a new cleaning company for the school

**V. Development Committee**

- Ms. Lorick presented the 20th Anniversary save the date to the board. Ms. Ganey reviewed the dropbox materials such as the donation and sponsorship forms that the board members can access for the event. She also reviewed the auction page that lists all of the items everyone is donating for auction.
- Ms. Lorick reminded the board members that they would like to have all of the auction items entered by April. She highlighted that Ms. Minaya was able to get a \$5k donation from the Loews Hotel Tisch Foundation.

**VI. Executive Director Report:**

- Dr. Acosta updated the board on the CSGF process. They have asked for additional information which we have provided.
- Dr. Acosta highlighted that Ms. Drezner wrote a grant for the Sparks Fund and we received \$50k.
- As an organization we are working on DEI (Diversity, equity and inclusion). A survey was sent out to the staff and 91% completed it. Members of the Cabinet (Dr. Acosta, Ms. Almedina, Ms. Drezner and Ms. Elliott) will be attending a conference in March. They will review the results of the survey with us and work with us on areas where we can improve.
- All staff have mid-year one on one meetings with their supervisors at this time of year. An additional question was added to this year's review. "Where do they see themselves in 5 years and what is their vision for their own career path?". It was interesting to see the various responses from the staff.
- The Amber Charter School Foundation has changed their name to The Amber Fund. They are currently looking to grow their advisory board.

**VII. ACS EH Principal Report Review**

- Mr. Bull reported that they are collaborating with an organization called the Highlander Institute. They have done two visits with the school and it has been a wonderful experience for the teachers. They focus on personalized learning and supporting teacher development.
- We are currently conducting our family days. Family day activities consist of parents being the students briefly and going through stations in the 3rd grade. In 2nd grade they played Jeopardy and the families, students and staff all enjoyed it.
- This week is spirit week and today was celebrity day. He stated there were two students dressed like Frida Kahlos who met each other passing in the hallway.

**VIII. ACS KB Principal Report Review**

- Ms. Almedina reported that Kingsbridge hosted their family day with Kindergarten on Monday. Celebrating the 100th day of school and the families and students participated in the activities by dressing up as if they were 100 yrs old.

- We also celebrated I heart Amber and the families all showed support. Ms. Almedina shared that some parents even came in with customized shirts that duplicated the Amber uniform.
- Ms. Almedina stated that Ms. German connected her with a ballet program for our kindergartners. Ms. Almedina shared the lovely email from the instructor to her regarding how great the students were.
- We had our winter spelling bee and all of the dads showed up and gave support to their children.

**IX. Board Goals Update:**

Ms. Hiciano mentioned the board goals that were discussed at the last retreat. One of the goals mentioned was the growth of the board and acquiring new board members. Ms. Hiciano appointed a committee to focus on this goal, nominating committee. Mr. Gutierrez has volunteered to chair the nominating committee. She stated if anyone has any suggestions to please reach out to Mr. Gutierrez. Mr. Gutierrez added that they are going to apply to a nonprofit called Board Lead, an organization that trains, board members, potential board members and places them with non profits all over the city.

**X. Motion to Approve the January 15 Board Minutes**

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

**XI. Board Meeting Adjournment**

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Jenna Pantel
  - **Second:** Frank Aldridge
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 7:44 pm.**



## Amber Charter School Board Minutes October 9, 2019

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

Amber Charter School, East Harlem, 220 East 106<sup>th</sup> Street, New York, NY, 10029

**ATTENDANCE:**

**Board:** Soledad Hiciano, Shawnte Lorick, Brian Quillin, Kelly Combs, Miguelina German, Mercedes Minaya, Amador Centeno, Brad Olsen, and John Gutierrez

**Absent:** Elena Goldberg Velasquez, Frank Aldridge and Jenna Pantel

**Staff:** Vasthi Acosta, Veronica Almedina, Kirsys Gomez, Natalie Chaparro, Matthew Bull, Christine Ganey

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I. **Call to Order**

Ms. Hiciano called the meeting to order at 6:10 pm.

II. **Check In**

Board Members checked in.

III. **Facilities Committee**

- Eric Seltzer, Real Estate Attorney updated the board on the lease negotiations. Decisions will need to be voted on at the next Board Meeting in November.
- Mr. Centeno updated the board on the potential locations for East Harlem Middle School. Dr. Acosta reported information on the location considered to the board. Ms. Hiciano requested a plan for the board in the upcoming months to inform the board of process.

IV. **Baseline Assessment Data Presentation**

- **East Harlem:** Mr. Bull presented the i-Ready results for the Fall baseline for grades K-5.
- **Kingsbridge:** Ms. Almedina presented the i-Ready results for the Fall baseline for grades K-4.
- Both principals shared the teachers feedback of i-Ready and the next steps, such as further training with i-Ready consultant and adding a weekly grade level i-Ready check in.

V. **Development Committee Presentation: 20th Anniversary Celebration Board Plans**

- Ms. Lorick presented the board with photos of 4 different locations for the event. She provided the board with details for each location.. Ms. Hiciano stressed to the board how committed and how soon the May date is. She asked the board to all pitch in and help the development committee with getting the elevated sip and bid event together. Ms. Lorick stated that at the next board meeting a consultant will guide the board on how to get auction items. Dr. Acosta added that the development committee will present again at the November board meeting to update the board on location and final costs.
- Ms. Lorick reported that this year the annual appeal will be digital. She asked the board to look out for the email regarding instructions on how to forward the appeal to their friends. She announced that the popcorn fundraiser in East Harlem was beginning and handed out to the board order forms to share within their network. Ms. Ganey will send a letter out to the Board on the dates and logistics of the popcorn fundraiser.
- Ms. Lorick presented dates for the board to vote on for the 20th anniversary Cocktail Party and dancing event. The board voted on May 10, 2020.
  - **Move:** Amador Centeno
  - **Second:** John Gutierrez
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None
- **Amber Schools Foundation Fall Event:** Ms. Lorick reported on the upcoming foundation event. She shared the event is FreeStyle Love Supreme on Broadway on November 21st and the invitation was shared with the board.

#### VI. **Executive Director Report:**

- Dr. Acosta informed the board that she attended the state of the charter sector meeting of the New York City Charter Center. She handed out to the board informational flyers regarding data on charter schools in New York City. She highlighted that there are 260 charter schools in NYC and the highest number, 93 are in Brooklyn followed by The Bronx; 24 charter schools opened this year in 2019; 16 have a collective bargaining agreement with the UFT which has increased from 10.
- Dr. Acosta reported that she had met individually with 2/3 of the board and looked forward to the final few meetings. She gave an update on the Charter School Growth Fund visit. She thanked the board members who attended, Ms. Hiciano, Mr. Centeno and Mr. Quillin. She asked the board that was present at the visit to share their thoughts and feelings on the visit. She also attended the ribbon cutting of the FLACCS middle school campus opening.
- Dr. Acosta reported that ten superintendents from Puerto Rico visited the East Harlem school. Ms. Elliot and Ms. Teresa Gomez gave them a tour and Ms. Almedina and Mr. Bull sat with them and answered questions.
- The renewal meeting for East Harlem's charter renewal with SUNY CSI is on October 15th and Ms. Hiciano, Ms. Elliot and Ms. Lorick will be in attendance.

#### VII. **ACS KB Principal Report Review**

- Ms. Almedina reported that she is conducting her individual meetings with the staff members and checking in on them and setting up their professional learning goals for the year. She added that the back to school night went very well and they were able to formally share the testing results with parents and the parents were very excited to see the results. She will be hosting six undergraduate students from Manhattan College who are considering education majors. She shared a story of one of her kindergartners and the positive changes she has made in the last month since school has started.

**VIII. ACS EH Principal Report Review**

- Mr. Bull reported that on October 15th is their first family and leadership coffee chat, to allow families to come and personally meet the new principal. He is looking forward to getting to know more families. He then shared a positive moment when observing a second grade class last week.

**IX. Motion to Approve the July 22 Minutes**

- **Move:** John Gutierrez
- **Second:** Shawnte Lorick
- **Aye:** All
- **Nay:** None
- **Abstain:** Non

**X. Motion to Approve the September 11 Minutes**

- **Move:** Miguelina German
- **Second:** Brian Quillin
- **Aye:** All
- **Nay:** None
- **Abstain:** Brad Olsen, John Gutierrez, and Amador Centeno

**XI. Motion to Approve “s” at the end of Amber Charter School**

- **Move:** Kelly Combs
- **Second:** Brian Quillin
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**XII. Motion to go into Executive Session**

Discuss the Executive Director’s Final Evaluation tool.

- **Move:** Kelly Combs
- **Second:** Miguelina German
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**XIII. Motion to get out of Executive Session**

Executive Director’s Final Evaluation tool was approved.

- **Move:** Amador Centeno
- **Second:** Brad Olsen
- **Aye:** All



- **Nay:** None
- **Abstain:** None

XIV. **Board Meeting Adjournment**

- Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Amador Centeno
  - **Second:** Miguelina German
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None

**Meeting adjourned at 8:19 pm.**



## Amber Charter School Board Minutes September 11, 2019

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

Amber Charter School, East Harlem, 220 East 106<sup>th</sup> Street, New York, NY, 10029

**ATTENDANCE:**

**Board:** Soledad Hiciano, Shawnte Lorick, Jenna Pantel, Frank Aldridge, Brian Quillin, Kelly Combs, Miguelina German, Mercedes Minaya,

**Absent:** Elena Goldberg Velasquez, Amador Centeno, Brad Olsen and John Gutierrez

**Staff:** Vasthi Acosta, Veronica Almedina, Sashemani Elliott, Kirsys Gomez, Heidi Hamilton, Elizabeth Pitula, Karen Drezner, Francina Yaw-Costello, Natalie Chaparro, Matthew Bull, Christine Ganey

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**I. Call to Order**

Ms. Hiciano called the meeting to order at 6:20 pm.

**II. Check In**

Board Members checked in.

**III. Approval of New Trustees**

- a. Ms. Hiciano introduced Ms. Mercedes Minaya to the Board of Trustees as a prospective Kingsbridge Parent Board Member. Ms. Minaya is the parent of a current 4th grades student at the Amber Kingsbridge. She works as a project coordinator at Loews hotel and resorts.
- b. Ms. Hiciano asked for a motion to approve Ms. Mercedes Minaya as a Board Trustee.
  - o **Move:** Frank Aldridge
  - o **Second:** Jenna Pantel
  - o **Aye:** All
  - o **Nay:** None
  - o **Abstain:** None.

**IV. Assessment Data Presentation: NYSESLAT; NYS ELA & Math; NYS Science**

- a. **East Harlem:** Ms. Elliot and Ms. Pitula presented NYSESLAT; NYS ELA and Math and NYS Science Scores.
- b. **Kingsbridge:** Ms. Almedina presented the NYSESLAT and NYS 3rd grade ELA and Math Scores.

**V. Election of Board Officers:**

- a. Ms. Hiciano presented the motion to renew Ms. Hiciano as the Board Chair, Mr. Gutierrez as Vice Chair, Mr. Aldridge as the Board Treasurer and Mr. Centeno as Board Secretary for the Amber Charter School Board.
  - **Move:** Jenna Pantel
  - **Second:** Miguelina German
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None.

**VI.** Ms. Hiciano presented to renew the current committee chairs with the exception of the development committee that will be chaired by Shawnte Lorick.

- a. Education Committee chair: Jenna Pantel
- b. Finance Committee chair: Frank Aldridge
- c. Facilities Committee chair: Amador Centeno
- d. Development committee chair: Shawnte Lorick

**VII. Confirmation of Committee Dates and Times:** Ms. Hiciano asked trustees if everyone is in accordance with the proposed Board, committee, Board Open House meeting dates as well as the date for the summer Board annual retreat. Trustees agreed on the proposed dates and times as described in the handout.

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

**VIII.** Ms Hiciano discussed the importance of attending the Open Houses in both East Harlem and Kingsbridge. The Open Houses are set for November 20th at East Harlem and March 24th at Kingsbridge. She also mentioned the date of the Board Retreat will be July 19th and the 20th.

**IX.** Ms. Hiciano spoke briefly on the UnidosUS conference that she attended with Dr. Acosta this past summer Amber is an affiliate of UnidosUS.

**X.** Review of Board Goals set at July Board Retreat:

- a. Dr. Acosta discussed the goals that were set in the July retreat and reviewed both the Board Annual goals and the committee annual goals.
- b. Ms. Hiciano told everyone to review their individual board activity sheets for the 2018 - 2019 school year that were provided at the beginning of the meeting.

**XI. Approval of Board Meeting Notice via email:**

- **Move:** Jenna Pantel
- **Second:** Miguelina German
- **Aye:** All
- **Nay:** None
- **Abstain:** None

**XII.** 20th Anniversary Family Events budget Review: Dr. Acosta presented the events planned for the family and staff in the upcoming year to celebrate our 20th anniversary.

**XIII. Approval of 20th Anniversary Family & Staff Events Budget of \$6.5K:**

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

XIV. Ms. Hiciano presented two options for the 20th anniversary logo. The Board agreed on the logo with the established date on it.. The results of the Board survey regarding the 20th anniversary celebration was reviewed and discussed. Ms. Hiciano would like the Board to really give thought to the 20th Anniversary celebration. Potential date of the event to be 10/10/20 as presented by Dr. Acosta. Ms. Hiciano spoke to the Board about the commitment and dedication the board will have to give towards this year and this event.

XV. Ms. German and Ms. Pantel suggested removing an event to focus on the 20th Anniversary event. Board agreed that there should be an upscaled Sip and Bid event for the 20th anniversary. The decision on where to host the event will wait on an update from the Development Committee.

XVI. **Facilities Update Presentation:** Ms. Combs and Ms. Hamilton presented the possible two locations for two new Amber buildings which could help expand our current schools. Ms. Combs spoke on the financial aspect of the locations as previously discussed with the Finance Committee.

XVII. **Executive Director Report:** Dr. Acosta informed the board that the State changed the education corporation's name officially to Amber Charter Schools, adding the 's'. There have been 30 new hires over the summer. Amber has switched our time clocks to connect to Trinet. dr. Acosta thanked Trustee John Gutierrez for sitting in on the Walton Foundation interview over the summer. We hope to hear back by the end of this month. Charter School Growth Fund visit on September 26th to both schools is another opportunity for funding.

**XVIII. ACS KB Principal Report Review**

- Ms. Almedina reported that she conducted a moment of silence on September 11th with second to fourth grade and it went very well with all of the students. this moment of silence was mandated by a law the governor signed.

**XIX. ACS EH Principal Report Review**

- Mr. Bull reported the celebrations of various promotions throughout the school. A Teacher's assistant was promoted to a Teacher, Teacher was promoted to Staff Developer and the Dean of Students promoted to an Assistant Principal. Mr. Bull stated it has been a wonderful experience to watch the staff grow and learn from them.

XX. Ms. Hiciano praised Ms. Yaw-Costello for her promotion to Assistant Principal at East Harlem. She highlighted Ms. Yaw-Costello's years of commitment to Amber and her continued growth throughout the years as well as her service to the Board as the teacher representative many years ago.

**XXI. Board Meeting Adjournment**

- a. Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** Brian Quillin
  - **Second:** Soledad Hiciano
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None.

**Meeting adjourned at 9:34pm.**



## Amber Charter School Board Minutes July 22, 2019

**MEETING CHAIR:**

Soledad Hiciano

**MEETING SCRIBE:**

Natalie Chaparro

**MEETING LOCATION:**

HNA Palisades Conference Center, 334 Route 9W, Palisades NY

**ATTENDANCE:**

**Board:** Kelly Combs, Amador Centeno, John Gutierrez, Soledad Hiciano, Bradley Olsen, Brian Quillin, Miguelina German, Shawnte Lorick, and Elena Vasquez Goldberg

**Absent:** Frank Aldridge and Jenna Pantel

**Staff:** Vasthi Acosta, Natalie Chaparro, Kirsys Gomez, Veronica Almedina, Sashemani Elliott, Heidi Hamilton, and Christine Ganey

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**I. Call to Order**

Ms. Hiciano called the meeting to order at 4:34 pm.

**II. 20th Anniversary Celebration**

Ms. Hiciano stated that the 20th Anniversary celebration budgets need to be revised and should be tabled until the September meeting. The budgets to be reviewed in september are the year-long events and the 20th Anniversary celebration event.

**III. Vote for both to be moved to discussion in September:**

- **Move:** John Gutierrez
- **Second:** Amador Centeno
- **Aye:** All
- **Nay:** None
- **Abstain:** None.

**IV. Motion to Approve the June 12 Board Minutes:**

- **Move:** Miguelina German
- **Second:** Kelly Combs
- **Aye:** All
- **Nay:** None
- **Abstain:** Elena Velasquez Goldberg

**V. Ms. Hiciano reminded board members that the disclosure forms for the Annual Report need to be completed before they leave.**

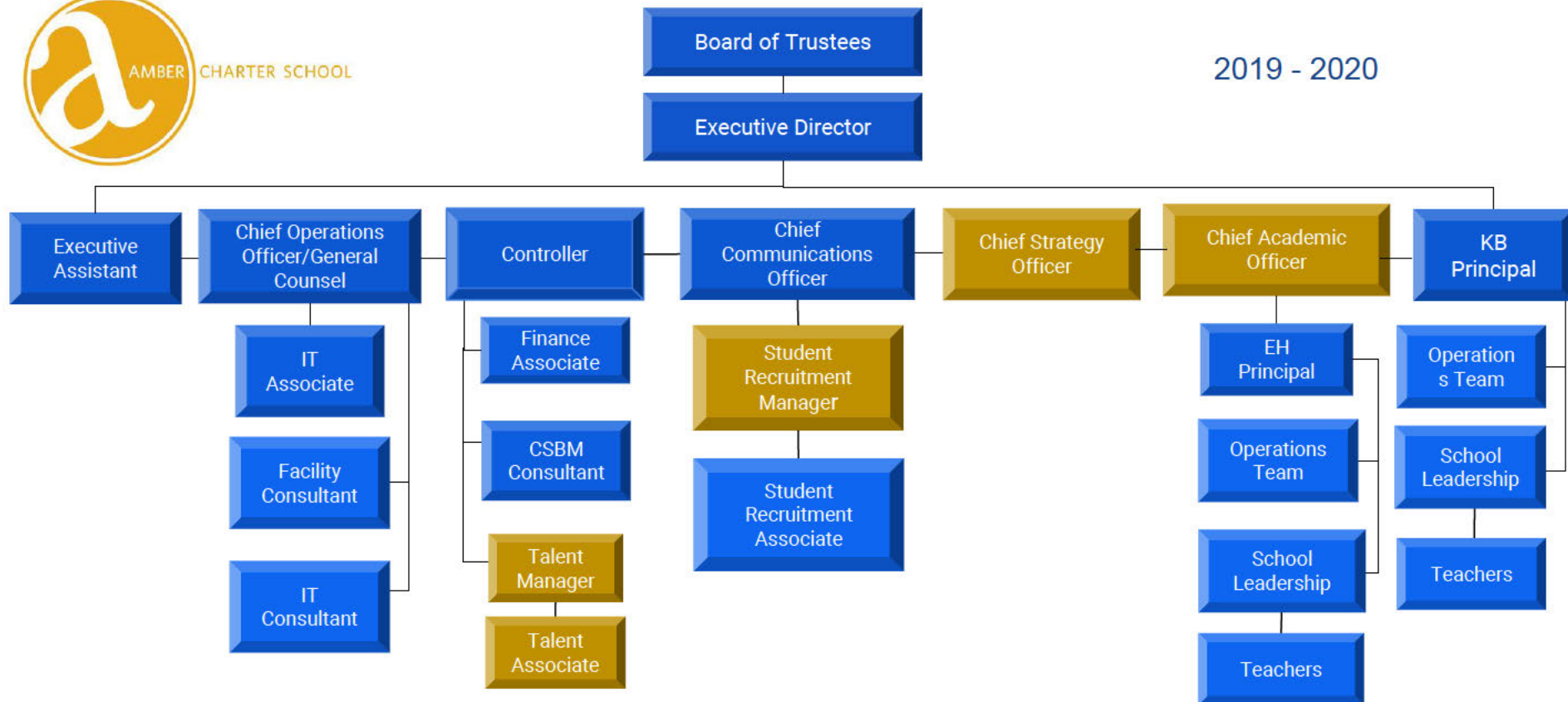
**VI. Board Meeting Adjournment**

- a.** Ms. Hiciano called for the adjournment of the meeting after asking if there was any other new business. Vote to adjourn the meeting:
  - **Move:** John Gutierrez
  - **Second:** Brian Quillin
  - **Aye:** All
  - **Nay:** None
  - **Abstain:** None.

**Meeting adjourned at 4:45pm.**



2019 - 2020







## **TENTATIVE**

### **School Year Calendar**

#### **2020 - 2021**

August 17-21	Summer Institute (New staff)
August 24-31	Summer Institute (All staff)
September 1	<b>1<sup>st</sup> day of classes</b>
7	Labor Day (No classes)
28	Yom Kippur (No classes)
October 12	Columbus Day (No classes)
November 11	Veteran's Day (No classes)
26 & 27	Thanksgiving Recess (No classes)
Dec. 23 – Jan. 1	Holiday Break (No classes)
<b>January 2021</b>	
4	Students return
18	MLK Jr. Day (No classes)
February 15 - 19	Winter Break (No classes)
March 29 -	
April 5	Spring Break (No classes)
May 31	Memorial Day (No classes)
June 24	Last day of classes (½ day)

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AND FOUND TO BE IN NORMAL OPERATING CONDITION.

Inspection Report contains  
Exceptions if initialed below

INSPECTION REPORT VERIFIED BY:

*Thomas W. Manning*

AUTHORIZED SIGNATURE  
(Not valid unless signed)

Inspection Report contains  
Recommendations if initialed  
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pancasinc@yahoo.com

# Inspection Ticket

Ticket Number <b>7063199</b>	Inspection Due Date <b>6/8/2020 9:00 AM</b>	Technician <b>Hector Saini</b>
Problem Code <b>Inspection</b>	System Account	System Type <b>Fire</b>
Panel Type <b>EST-2</b>	Panel Location	Monitored By <b>N/A</b>
Service Level <b>Non-Billable Fire</b>	Warranty Level <b>None</b>	Keys on File <b>No</b>
Secondary Account	Panel Phone #	2nd Panel Phone #

marisae  
on 4/6/2020 3:22:27 PM

Frequency: Semi-Annual  
Map Code: G02  
Cross Street: 2t

## Contact:

Eric Chen-COFs (917) 560-9022

## Comments:

Commerical

## Appointment Information:

Technician	Date	Arrived	Completed	Time On Site
Rolando Flores	6/8/2020			
Hector Saini	6/8/2020			

## Equipment on Site:

Part Code	Quantity	Location	Install Date	Ticket
Battery	1		12/8/2011	12/7ah
Battery	1		12/8/2011	12/7ah
Battery	1		12/8/2011	12/7ah
Battery	1		12/8/2011	12/7ah
Damper	1		12/8/2011	120 volts
Damper	1		12/8/2011	120 volts
Damper	1		12/8/2011	120 volts
Damper	1		12/8/2011	120 volts
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Fan Shutdown	1		12/8/2011	MR101
Heat	1		12/8/2011	Siga-HFS
Heat	1		12/8/2011	Siga-HFS
Horn	1		12/8/2011	
Horn/Strobe	1		12/8/2011	EST

Signature constitutes acceptance of work pe

bove.



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Problem Code <b>Inspection</b>	System Account	System Type <b>Fire</b>

Horn/Strobe	1		12/8/2011	EST
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Horn/Strobe	1		12/8/2011	Genisis
Horn/Strobe	1		12/8/2011	Genisis
Horn/Strobe	1		12/8/2011	EST
Horn/Strobe	1		12/8/2011	EST
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Horn/Strobe	1		12/8/2011	Genisis
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Horn/Strobe	1		12/8/2011	Genisis
Horn/Strobe	1		12/8/2011	Genisis
Horn/Strobe	1		12/8/2011	Genisis
Horn/Strobe	1		12/8/2011	Genisis
Horn/Strobe	1		12/8/2011	Genisis
Annunciator	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST

Signature constitutes acceptance of work performed. \_\_\_\_\_





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Ticket Number <b>7063199</b>	Inspection Due Date <b>6/8/2020 9:00 AM</b>	Technician <b>Hector Saini</b>
Problem Code <b>Inspection</b>	System Account	System Type <b>Fire</b>

Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
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CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
CO Detector	1		12/8/2011	Potter
Control Panels	1		12/8/2011	EST 2
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Duct Smoke	1		12/8/2011	EST Siga
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST

Signature constitutes acceptance of work performed.

above.



**BRISCOE  
PROTECTIVE**

99 Mark Tree Road, Suite 201, Centereach, NY 11720-2276  
888-274-7263 (888-BRISCOE) • Fax: 631-864-5714  
NYS License #12000339947

# Inspection Ticket

Ticket Number <b>7063199</b>	Inspection Due Date <b>6/8/2020 9:00 AM</b>	Technician <b>Hector Saini</b>
Problem Code <b>Inspection</b>	System Account	System Type <b>Fire</b>

Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Smoke	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Pull Station	1		12/8/2011	EST
Relay	1		12/8/2011	Siga-CR
Relay	1		12/8/2011	Siga-CR
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST

Signature constitutes acceptance of work performed above.



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# Inspection Ticket

Ticket Number <b>7063199</b>	Inspection Due Date <b>6/8/2020 9:00 AM</b>	Technician <b>Hector Saini</b>
Problem Code	System Account	System Type <b>Fire</b>

Strobe	1		12/8/2011	EST
Strobe	1		12/8/2011	EST
Tamper	1		12/8/2011	OSY2
Tamper	1		12/8/2011	OSY2
Tamper	1		12/8/2011	OSY2
Tamper	1		12/8/2011	OSY2
Tamper	1		12/8/2011	OSY2
Tamper	1		12/8/2011	OSY2
Telephone	1		12/8/2011	718548189
Telephone	1		12/8/2011	718548189
Waterflow	1		12/8/2011	SS WFD30
Waterflow	1		12/8/2011	SS WFD30
Waterflow	1		12/8/2011	SS WFD30
Waterflow	1		12/8/2011	SS WFD30
Waterflow	1		12/8/2011	SS WFD30
Waterflow	1		12/8/2011	SS WFD30
CS Phone	1		4/3/2012	Rj31x
CS Phone	1		4/3/2012	Rj31x
Digital Com.	1		4/3/2012	EDW
Battery	1		4/3/2012	im-1270
Battery	1		4/3/2012	im-1270
CP Trip	1		4/3/2012	EDW
CP Trip	1		4/3/2012	EDW
Digital Com.	1		4/3/2012	EDW
CO1224TR	1		11/6/2019	7055118

## Parts Used:

Part	Location	Quantity
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## Service Performed:


Signature constitutes acceptance of work performed & equipment status as noted above.