

# Application: Brighter Choice Charter School for Girls

Jenasek - [REDACTED]  
Annual Reports

## Application Notes

### Summary

**ID:** 0000000335

**Status:** Liaison Review

**Labels:** Board of Regents, Laura

## Entry 1 School Info and Cover Page

**Completed** Sep 15 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)

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS 010100860830

**a1. Popular School Name**

BCCSG

**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.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

ALBANY CITY SD

**d. DATE OF INITIAL CHARTER**

1/2001

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2002

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

MISSION STATEMENT

The Mission of the Brighter Choice Charter Schools is to ensure that BCCS scholars have the same opportunities for future success as scholars attending the best public schools in the region. There are three significant components to achieving this mission:

- Exemplary instruction that ensures competency and mastery in reading, writing and mathematics.
- Focus on the development of social, behavioral, and organizational skills necessary for future school success
- An education beyond the basics that includes: Performing Arts, Visual Arts, Sciences, and History.

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

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

KDE 1	An intense and serious focus on academic achievement The BCCSG daily schedule demonstrates its intense and serious focus on academic achievement. The educational program is designed to inspire and motivate learning, engage teachers and scholars in new levels of focus and effort, and create a place where scholars take ownership of their own learning.
KDE 2	An equally rigorous standard for scholar behavior, with an emphasis on core values BCCSG will adhere to high expectations for scholar conduct and will teach and reinforce strategies to increase scholar motivation, focus, cooperation, and collaboration. A curriculum for character development surrounding our core values will be used to grow and develop our scholars’ social and behavioral skills. Scholars will be engaged in tasks and activities that would allow them to problem solve whether or not actions are appropriate or

	inappropriate to different situations.
KDE 3	<p>Single-Gender classroom instruction</p> <p>BCCSG enrolls girls only.</p>
KDE 4	<p>An extended school day and extended school year</p> <p>In keeping with the mission of BCCS, a longer school day and school year will help scholars achieve mastery of concepts in an academically rigorous curriculum.</p>
KDE 5	Mandatory School Uniforms
KDE 6	<p>A high level of parental/guardian participation in the life of the school Scholar achievement is strengthened by parent and community involvement. BCCSG will connect parents and caregivers with their scholar's education by means of</p> <p>frequent calls home, progress reports, and website. BCCSG also offers multiple opportunities for parental involvement including various family events and volunteer opportunities.</p>
KDE 7	<p>Frequent standardized testing</p> <p>BCCSG administers various formative, interim, and summative assessments which are used to increase instructional effectiveness, adjust individual scholar learning goals, and provide meaningful feedback to teachers</p>
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

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

<http://www.brighterchoice.org/girls>

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

325

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

324

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

**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	250 Central Ave Albany NY 12206	518-694-4100	Albany	K-5	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Kristina Ford			<a href="mailto:kford@brighterchoice.org">kford@brighterchoice.org</a>
Operational Leader	Luke Licygiewicz			<a href="mailto:LLicygiewicz@brighterchoice.org">LLicygiewicz@brighterchoice.org</a>
Compliance Contact	Kristina Ford			<a href="mailto:kford@brighterchoice.org">kford@brighterchoice.org</a>
Complaint Contact	Kristina Ford			<a href="mailto:kford@brighterchoice.org">kford@brighterchoice.org</a>
DASA Coordinator	Caitlin Appleby			<a href="mailto:CAppleby@brighterchoice.org">CAppleby@brighterchoice.org</a>
Phone Contact for After Hours Emergencies	Luke Licygiewicz			<a href="mailto:LLicygiewicz@brighterchoice.org">LLicygiewicz@brighterchoice.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)

[COO1 3527205375-COO1 1461689276-88 N Lake Ave \(aka 250 Central Ave - CO\) 09-02-03.pdf](#)

**Filename:** COO1 3527205375-COO1 1461689276-88 N Lake Ave (aka 250 Central Ave - CO) 09-02-03.pdf

**Size:** 42.5 kB

### Site 1 Fire Inspection Report

[BCCS Girls Fire Safety Report 2020.pdf](#)

**Filename:** BCCS Girls Fire Safety Report 2020.pdf **Size:** 3.4 MB

## 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	Jen Pasek
Position	Consultant
Phone/Extension	
Email	

**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).**

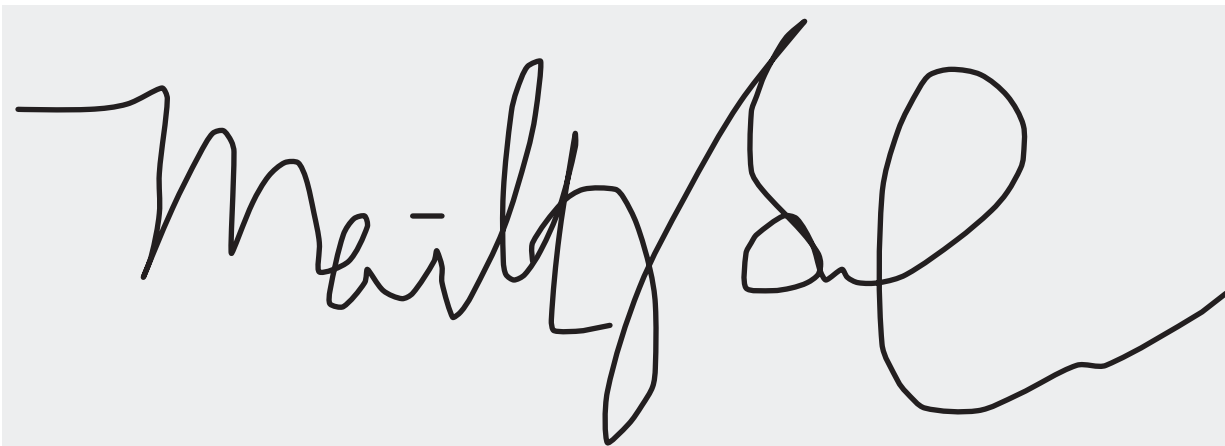
## Responses Selected:

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Kristine Jones".

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

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Marilyn".

**Date**

Aug 3 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Incomplete** Hidden from applicant

[Instructions](#)

### **SUNY-authorized charter schools only**

Provide 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**

**BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS 010100860830**

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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.)

(No response)

## **Entry 3 Progress Toward Goals**

**Completed** Sep 15 2020

### **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 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	NYS ELA 3-8 Scores Compared to District and NYS	NYS ELA Exam	Unable to Assess	
Academic Goal 2	NYS Math 3-8 Scores Compared to District and NYS	NYS Math Exam	Unable to Assess	
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

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

No

### 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	The school has not adopted any additional organizational goals, but report on the performance framework organizational goals at renewal.			
Org Goal 2				
Org Goal 3				
Org Goal 4				

Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

## 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	The school has not adopted any additional financial goals, but report on the performance framework ones at renewal.			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### 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.

## Entry 7 Disclosure of Financial Interest Form

Completed Sep 15 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.

#### BCCS BOT Completed Forms

Filename: BCCS BOT Completed Forms 9NiqQbf.pdf Size: 443.3 kB

## Entry 8 BOT Membership Table

Completed Sep 15 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.

**BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS 010100860830**

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

	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
1	Martha Snyder: martha.snyder@brighterchoice.org	Chair	Finance	Yes	3	6/1/2018	5/31/2021	12
2	Trudy Hanmer, trudy.hanmer@brighterchoice.org	Vice Chair	Academic, Governance	Yes	2	6/1/2018	5/31/2021	12
3	Nicole Katz, nicole.katz@brighterchoice.org	Treasurer	Finance	Yes	1	04/01/2019	03/31/2022	12
4	Zoe Nelson, zoe.nelson@brighterchoice.org	Secretary	Finance, Academic	Yes	3	6/1/2018	5/31/2021	12

5	Robert McLaughlin, [REDACTED]	Trustee/Member	N/A	Yes	1	11/1/2018	10/31/2021	9
6	Shawn Wallace, [REDACTED]	Trustee/Member	N/A	Yes	2	6/1/2017	12/1/2019	5 or less
7	Nilsa Velilla, [REDACTED]	Trustee/Member	Academic, Governance	Yes	4	8/1/2018	7/31/2021	12
8								
9								

**1a. Are there more than    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	5
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

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

15

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

12

**Thank you.**

## Entry 9 Board Meeting Minutes

**Completed** Sep 15 2020

### Instructions

Schools must upload 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.

## **Entry 10 Enrollment & Retention**

**Completed** Sep 15 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.

**BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS 010100860830**

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

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
		School will continue to use targeted language in marketing and enrollment events to ensure that families understand how school strives to fulfill needs of economically disadvantaged students including: free uniform, community eligibility status for

## Economically Disadvantaged

In 2019-20, our percentage of ED students was 86% and our district was 64%. Our strategies for enrolling ED students are as follows:

- Continue to use targeted language in marketing and enrollment events to ensure that families understand how school strives to fulfill needs of economically disadvantaged students including: free uniform shoes, community eligibility status for breakfast and lunch, addition of supper program, backpack program, additional transportation within mile and a half radius of school.
- Mail campaigns
- Bus and Bus Shelter Advertisement
- Commercial
- Continue to employ a parent coordinator who focuses on serving parents and any special family needs. The Parent coordinator will also oversee school identified recruitment strategies to ensure high enrollment of economically disadvantaged students. These include;
- Duplicating our top performing strategies
- Holding open house recruitment events
- Building and establishing a presence in community events
- Know and approach local homeless shelters
- Continuing with the partnership with APD's Handle with Care program and having two school counselors to provide increased

breakfast and lunch, addition of supper program, backpack program, additional transportation within mile and a half radius of school and Schenectady and Troy bussing.

- Employed a parent coordinator will continue to focus on serving parents and any special family needs. Parent coordinator will also oversee school identified recruitment strategies to ensure high enrollment of economically disadvantaged students. These include;
- Duplicating our top performing strategies
- Holding open house recruitment events
- Building and establishing a presence in community events
- Advertising in low income areas
- Mail campaigns
- Commercial
- Continuing with the partnership with APD's -Handle with Care program with a direct relationship with the school counselor to provide group and individual counseling.
- Continued implementation of targeted Social-Emotional programs by classroom teachers and a Character Education Teacher
- Form relationships with community stakeholders and develop a marketing presence.
- We offer an incentivized attendance program for scholars with low attendance.

Integrating more technology in the classroom to increase engagement and address



	<p>group and individual counseling.</p> <ul style="list-style-type: none"> <li>· Continued implementation of targeted Social-Emotional programs by classroom teachers and a Character Education Teacher</li> </ul>	<p>different learning styles.</p> <ul style="list-style-type: none"> <li>-Initiating a parent referral program</li> <li>-Create virtual open house presentation and tour options.</li> <li>-Advertise in local community publications.</li> <li>-Attend community events on behalf of BCCS</li> <li>-Send out advertising information to our local government representatives.</li> <li>-During the closure we focus on recruiting through our social media outlets.</li> </ul>
English Language Learners/Multilingual Learners	<p>In 2019-20, our percentage of ELLs was 11% and our district was 11%.</p> <p>We continued efforts with the following:</p> <ul style="list-style-type: none"> <li>· Targeted language in marketing and enrollment events to ensure that families understand how school strives to fulfill needs of ELL students</li> <li>· Marketing images continue to be diversified to represent scholars from many cultures.</li> <li>· Partnerships will be cultivated with a variety of local businesses and marketing materials posted.</li> <li>· Ensure enrollment activities target preschools in communities with high numbers of ELL students.</li> <li>· Ensured school admission policy revised to establish a weighing for ELL students.</li> <li>· Employed a 1.0 FTE ELL teacher.</li> <li>· Cultivate a relationship with US Committee for Refugees and Immigrants (USCRI <a href="http://refugees.org/field-">http://refugees.org/field-</a></li> </ul>	<p>Continued efforts with the following;</p> <ul style="list-style-type: none"> <li>-Targeted language in marketing and enrollment events to ensure that families understand how school strives to fulfill needs of ELL students</li> <li>-Marketing images continue to be diversified to represent scholars from many cultures.</li> <li>-Partnerships will be cultivated with a variety of local businesses and marketing materials posted.</li> <li>-Ensure enrollment activities target preschools in communities with high numbers of ELL students.</li> <li>-Employed a 1.0 FTE ELL teacher.</li> <li>-Cultivate a relationship with refugee liaisons to support current families and inform others about school choice.</li> <li>-Employing marketing strategies that differentiates BCCS from other charter and district schools.</li> </ul>

	<p><a href="#">office/albany/</a>) to support current families and inform others about school choice.</p> <ul style="list-style-type: none"> <li>· Managing and continuing to re-strategize the Brighter Choice social media presence.</li> <li>· Ensuring our programs have appropriately dedicated and trained/certified staff.</li> <li>· Ensuring Spanish translators are available during family events and dismissal.</li> <li>· Continuing our relationships with a Bengali translator for various family events.</li> <li>· Translating our application into Spanish, Arabic and Bengali.</li> <li>· Cultivating relationships with current ELL families</li> </ul>	<ul style="list-style-type: none"> <li>-Ensuring our programs have appropriately dedicated and trained/certified staff.</li> <li>-Ensuring Spanish translators are available during family events and dismissal.</li> <li>-Continuing our relationships with various translators for family events including Open House.</li> <li>-Continue to translate our application into Spanish, Arabic and Bengali</li> <li>-Join a consortium with area schools to service our ELLs</li> <li>-Highlight services offered for ELL at school in school advertising</li> </ul>
	<p>In 2019-20, our percentage of SWD was 3% and our district was 15%.</p> <p>BCCSG's admissions policy includes a weighted lottery for students with disabilities. BCCSG uses targeted language in marketing and enrollment events to ensure that families understand how school strives to fulfill needs of SWD students. Our open houses include time for prospective parents to connect with teachers and school leaders and discuss student needs, and begin to build relationships. We ensure that our SPED Coordinator is present during this time. We post Open House advertisements on our social media that market our school as accommodating ELLs and students with IEPs. Further, in 2018-19, BCCSG added one ICT kindergarten</p>	<ul style="list-style-type: none"> <li>-BCCS marketing plans continue to include targeted language and videos on our social media platforms to represent our efforts to meet the needs of SWD.</li> <li>-Marketing materials will include the related services and various BCCS-G programming for SWDs.</li> <li>-Twice a year revised marketing materials will be sent to all district CSE and CPSE chairs in Albany, Troy and Schenectady highlighting our programs for SWDs.</li> <li>-Include social media videos highlighting stories from families</li> </ul>



## Students with Disabilities

classroom.

We relaunched our school's website to highlight services we provide to meet the needs of all students, including students from special populations and including more videos on social media pages that intentionally highlight us meeting the needs of our special population.

- School continues to be intentional about seeking out prospective staff members who are dual certified to serve SWD.
- School continues to employ a parent coordinator position focused on serving parents and any special family needs.
- School cultivated a relationship with the organization Spotted Zebra.
- School continues to employ a certified Special Education Coordinator responsible for overseeing programs that provide educational assistance to IEP scholars as well as providing special education services to IEP scholars.
- School holds a revised open house that includes a time for prospective parents to connect with teachers and school leaders to discuss student needs, and begin to build relationships; school will ensure that the SPED Coordinator is present to help and field questions.
- School initiated grass root marketing and a commercial emphasizing our special education programming.
- Brighter Choice continues to cultivate a relationship with Saint

with SWDs.

- Financial Assistance offered to SWDs
- Budgeted line for reasonable accommodations for SWDs.
- School continues to be intentional about seeking out prospective staff members who are dual certified to serve SWD.
- School will continue to employ parent coordinator position focused on serving parents and any special family needs.
- School will build on the relationship with the organization Spotted Zebra and begin to cultivate a relationship with Capital District Beginnings.
- School will continue to employ a certified Special Education Coordinator responsible for overseeing programs that provide educational assistance to IEP scholars as well and providing special education services to IEP scholars.
- School will keep revised open house that includes a time for prospective parents to connect with teachers and school leaders to discuss student needs, and begin to build relationships; school will ensure that the SPED Coordinator is present to help and field questions.
- Continue school admission policy which has established a system for a weighted lottery for students with disabilities.
- Use of grass root marketing and commercial emphasizing our special education programming.
- Brighter Choice continues to cultivate a relationship with Saint Rose in order to host student

	<p>Rose in order to host student teachers who are enrolled in Special Education courses.</p> <ul style="list-style-type: none"> <li>· SPED coordinator continues to refine the Student Support Team process which entails meeting regularly concerning at-risk students for initial and follow-up meetings. This allows our staff to be responsive to the needs of our students and identify students who may need further evaluation or identification.</li> <li>· Brighter Choice continues to be flexible to meet the needs of all students. This year BCCS will include a co-teaching first grade classroom to serve the needs of three students with disabilities.</li> <li>· BCCS continues to make internal schedule changes to specific homeroom schedules as needed in order to meet student needs. We continue to explore additional programming options in order to attract and retain Students with Disabilities.</li> <li>· Brighter Choice continues with the two counselor model.</li> <li>· Continue cultivating a relationship with district CSE members informing them of our programming</li> <li>· School will hire an additional Special Education teacher</li> </ul>	<p>teachers who are enrolled in Special Education courses.</p> <p>-SPED coordinator will continue the Student Support Team process which entails meeting regularly concerning at-risk students for initial and follow-up meetings. This allows our staff to be responsive to the needs of our students and identify students who may need further evaluation or identification.</p> <p>-Brighter Choice continues to be flexible to meet the needs of all students. This year BCCS will include two to three co-teaching classrooms to serve the needs of students with disabilities. BCCS will continue to make internal schedule changes to specific homeroom schedules as needed in order to meet student needs. We continue to explore additional programming options in order to attract and retain Students with Disabilities.</p>
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### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	Our retention rate for ED students was 79% between 2018-19 and 2019-20. This year	

Economically Disadvantaged	<p>we:</p> <ul style="list-style-type: none"> <li>· Continue to focus and support families who are experiencing economic hardship.</li> <li>· Employ a second counselor to provide additional group and individual counseling.</li> <li>· Utilize a counselor to support families with counseling appointments or any follow up appointments.</li> <li>· Continue to extend supper program to serve scholars participating in backpack program and afterschool programs. Include afterschool tutoring during the school year.</li> <li>· Continue to provide transportation for students less than 1.5 mile radius and Schenectady transportation.</li> <li>· Continue to implement an incentivized attendance program for scholars with low attendance.</li> </ul>	<p>The school will continue with current retention strategies. Social media is the main tool we are using to maintain consistent family engagement. Students are continuing with instruction through our Brighter Choice Charter School for Girls Youtube channel where their teachers are posting daily videos. Teachers are also maintaining weekly contact with scholar families. The school held a reverse parade for scholars and families. We also send blast communication regarding all important updates.</p>
	<p>Our retention rate for ELLs was 91% between 2018-19 and 2019-20. This year, we:</p> <p>BCCSG offers the following supports for ELLs:</p> <p>We employ a full time ESL teacher. In addition, our support staff includes two School Counselors, two Student Success Coordinators, three Rtl teachers, a SPED Coordinator, and two SPED-certified teachers.</p> <p>In addition, our Parent Coordinator focuses on serving parents and any special family needs.</p> <p>We established an ELL community liaison position to support a connection between BCCSG and prospective families.</p>	

<p>English Language Learners/Multilingual Learners</p>	<p>We recruit prospective staff members who are bilingual and can support families of ELL students.</p> <p>We provided translation support in Spanish and Arabic at orientations, enrollment events, and at other occasions as needed.</p> <p>We have a relationship with US Committee for Refugees and Immigrants (USCRI <a href="http://refugees.org/field-office/albany/">http://refugees.org/field-office/albany/</a>) to support current families by connecting networks of support.</p> <p>We continue to build capacity with current staff to service needs of ELL students through professional development opportunities with CASDA and University of Albany and opportunities for collaboration with the ELL teacher at BCCS-B.</p>	
	<p>Our retention rate for SWD was 86% between 2018-19 and 2019-20. This year, BCCSG offers the following supports for students with disabilities:</p> <p>We employ a certified Special Education Coordinator who responsible for overseeing programs that provide educational assistance to IEP scholars as well and providing special education services to IEP scholars. Our SPED coordinator re-initiated the Student Support Team which meets regularly concerning at-risk students for initial and follow-up meetings. This allows our staff to be responsive to the needs of our students and identify students</p>	

## Students with Disabilities

who may need further evaluation or identification. In addition, our student support staff includes two School Counselors, two Student Success Coordinators, three Rtl teachers, and two SPED-certified teachers. In addition, our Parent Coordinator focuses on serving parents and any special family needs. We are intentional about recruiting prospective staff members who are certified to serve SWD. Brighter Choice Girls has also cultivated a relationship with Saint Rose in order to host student teachers who are enrolled in Special Education courses. Brighter Choice Girls continues to be flexible to meet the needs of all students. This year BCCS-G added a co-teaching Kindergarten classroom to serve the needs of three students with disabilities. We make internal schedule changes to specific homeroom schedules as needed in order to meet student needs. We continue to explore additional programming options in order to attract and retain Students with Disabilities. In 2017-18, we introduced a family mental health clinic to serve the school community and also cultivated a relationship with Families Together in New York State.

## Entry 12 Percent of Uncertified Teachers

**Completed** Sep 15 2020

[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:** BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS 010100860830

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**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.

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**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)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category A: 5 or 30% whichever is less	3.0

**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)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category B: not to exceed 5	1.0



**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)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	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	1

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

	FTE Count
Total Category E	20

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	25



Thank you.

## Entry 13 Organization Chart

Completed Sep 15 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.

#### **BCCSG 2020-2021 Org Chart**

Filename: BCCSG 2020 2021 Org Chart.pdf Size: 220.8 kB

## Entry 14 School Calendar

Completed Sep 15 2020

### Instructions for submitting School Calendar

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

Given these uncertain and changing times, charter schools may or may not have school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has 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.**

#### **BCCS Calendar SY20202 2021**

Filename: BCCS Calendar SY20202 2021.pdf Size: 115.0 kB

# Entry 15 Links to Critical Documents on School Website

Completed Sep 15 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:** Brighter Choice Charter School for Girls

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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="http://www.brighterchoice.org/wp-content/uploads/2020/07/2018-2019-BCCSG-Annual-Report.pdf">http://www.brighterchoice.org/wp-content/uploads/2020/07/2018-2019-BCCSG-Annual-Report.pdf</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="http://www.brighterchoice.org/?page_d=3845">http://www.brighterchoice.org/?page_d=3845</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="http://www.brighterchoice.org/?page_d=3845">http://www.brighterchoice.org/?page_d=3845</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/essa.php?year=2019&amp;instid=800000055503">https://data.nysed.gov/essa.php?year=2019&amp;instid=800000055503</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="http://www.brighterchoice.org/?page_d=3909">http://www.brighterchoice.org/?page_d=3909</a>
5. Authorizer-Approved DASA Policy	<a href="http://www.brighterchoice.org/?page_d=3892">http://www.brighterchoice.org/?page_d=3892</a>
6. District-wide Safety Plan	<a href="http://www.brighterchoice.org/wp-content/uploads/2019/11/District_Safety_Plan_Girls_SY2019_2020.pdf">http://www.brighterchoice.org/wp-content/uploads/2019/11/District_Safety_Plan_Girls_SY2019_2020.pdf</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="http://www.brighterchoice.org/wp-content/uploads/2020/07/Brighter-Choice-Discipline-Policy-6.30.20-final-draft.pdf">http://www.brighterchoice.org/wp-content/uploads/2020/07/Brighter-Choice-Discipline-Policy-6.30.20-final-draft.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="http://www.brighterchoice.org/wp-content/uploads/2020/07/FOIL-Policy-BCCS.pdf">http://www.brighterchoice.org/wp-content/uploads/2020/07/FOIL-Policy-BCCS.pdf</a>
8. Subject matter list of FOIL records	<a href="http://www.brighterchoice.org/?page_d=3845">http://www.brighterchoice.org/?page_d=3845</a>
9. Link to School Reopening Plan	<a href="https://drive.google.com/file/d/1SsjcPEE2Hjn36qzyGGuFjqLDsJe60Mo/view?usp=sharing">https://drive.google.com/file/d/1SsjcPEE2Hjn36qzyGGuFjqLDsJe60Mo/view?usp=sharing</a>

**Thank you.**



**Entry 16 COVID 19 Related Information**

## 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:** Brighter Choice Charter School for Girls

### 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
	320	262	196

### 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.



		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 l															0

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

**Completed** Sep 15 2020

### [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](#).

### [BCCSG Staff Roster 08-03-2020 v2](#)

**Filename:** BCCSG Staff Roster 08 03 2020 v2.xlsx **Size:** 10.9 kB

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

**Name:** Martha Snyder \_\_\_\_\_

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

Brighter Choice Charter Schools  
\_\_\_\_\_

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

President-;

2. Are you an employee of any school operated by the education corporation? \_\_\_\_Yes <sup>x</sup>\_\_\_\_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? \_\_\_\_Yes <sup>x</sup>\_\_\_\_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 <sup>x</sup>\_\_\_\_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? \_\_\_\_Yes <sup>x</sup>\_\_\_\_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**

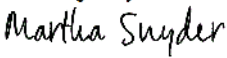
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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>Please write “None” if applicable. Do not leave this space blank.</i>			
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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
NONE				

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6/29/2020

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:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

*last revised 06/8/2020*

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

**Name:** Trudy J. Hanmer

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

Brighter Choice Elementary Schools

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

Vice-President

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

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_\_ **Yes** ☒ **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** ☒ **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? \_\_\_\_ **Yes** ☒ **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**

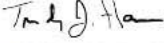
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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>Please write “None” if applicable. Do not leave this space blank.</i>			
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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
None				

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6/29/2020

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: None

Business Address: None

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

*last revised 06/8/2020*

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

Nicole Katz

**Name:** \_\_\_\_\_

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

Brighter Choice Charter Schools

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

Treasurer

2. Are you an employee of any school operated by the education corporation? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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** <sup>x</sup> \_\_\_\_ **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? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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**

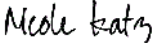
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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>Please write “None” if applicable. Do not leave this space blank.</i>			
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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
none				

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7/5/2020

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:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

*last revised 06/8/2020*



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

Zoe Nelson

**Name:** \_\_\_\_\_

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

Brighter Choice Charter Elementary Schools

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

Secretary

2. Are you an employee of any school operated by the education corporation? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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** <sup>x</sup> \_\_\_\_ **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? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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**

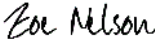
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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>Please write “None” if applicable. Do not leave this space blank.</i> none	none	none	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
<i>Please write "None" if applicable. Do not leave this space blank.</i> none	none	none	none	none

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6/30/2020

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:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

*last revised 06/8/2020*

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

**Name:** Robert J. McLaughlin

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

Brighter Choice Charter School

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

Trustee

2. Are you an employee of any school operated by the education corporation? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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** <sup>x</sup> \_\_\_\_ **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? \_\_\_\_ **Yes** <sup>x</sup> \_\_\_\_ **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>Please write “None” if applicable. Do not leave this space blank.</i>			
NONE	NONE	NONE	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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
NONE	NONE	NONE	NONE	NONE

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7/6/2020

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:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

*last revised 06/8/2020*

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

---

##### **Date and Time**

Thursday July 18, 2019 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

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##### **Trustees Present**

M. Snyder, N. Maresca, S. Wallace, T. Hanmer, Z. Nelson

##### **Trustees Absent**

A. Smith, N. Velilla, R. McLaughlin

##### **Guests Present**

K. Ford, K. Mclean, L. Licygiewicz, S. Jahn, T. Stutsrim

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighton Choice Charter Schools to order on Thursday Jul 18, 2019 @ 9:18 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from June 6, 2019 Board Meeting**

T. Hanmer made a motion to approve minutes from the Board Meeting on 06-06-19 Board Meeting on 06-06-19.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **II. Finance**

##### **A. 403b provider**

This vote is tabled until a subsequent meeting - awaiting further information regarding roll-over fees.

**B. Contract with Boost Education**

This vote is tabled until a subsequent meeting - awaiting further information regarding overlaps in work between S. Jahn and Paul A. of Boost Education.

**C. Third Party Administrator (TPA)**

T. Hanmer made a motion to follow the Finance Committees' recommendation to contract with Intac as the schools' Third Party Administrator.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

**III. Closing Items**

**A. Future Agenda Items**

Due to anticipated low attendance the August, 15, 2019 Committee and Board meetings will be rescheduled to Friday, August 23, 2019.

**B. Adjourn Meeting**

Z. Nelson made a motion to adjourn the meeting.

T. Hanmer seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 AM.

Respectfully Submitted,

Z. Nelson



APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

---

##### **Date and Time**

Friday August 23, 2019 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

---

##### **Trustees Present**

M. Snyder, N. Velilla, R. McLaughlin, T. Hanmer, Z. Nelson

##### **Trustees Absent**

A. Smith, N. Maresca, S. Wallace

##### **Guests Present**

L. Licygiewicz, S. Jahn, T. Stutsrim

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighton Choice Charter Schools to order on Friday Aug 23, 2019 @ 9:38 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from June 20, 2019 Board Meeting - Election of Officers**

T. Hanmer made a motion to approve minutes from the Annual Board Meeting: Election of Officers on 06-20-19 Annual Board Meeting: Election of Officers on 06-20-19.

Z. Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **D. Approve Minutes from the July 18, 2019 Board of Trustees meeting**

N. Velilla made a motion to approve minutes from the Board of Trustees Meeting on 07-18-19 Board of Trustees Meeting on 07-18-19.

T. Hanmer seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. 403b provider**

Tabled.

### **B. Contract with Boost Education**

S. Jahn and N. Marersca will meet during Paul Augello's next visit to discuss.

### **C. BCCSB - Salary of Building Substitute Teacher**

## **III. Closing Items**

### **A. Future Agenda Items**

- \* Contract with Boost Ed
- \* Vote on any Mission statements
- \* Grant Writing proposal
- \* Chronic Absenteeism

### **B. Adjourn Meeting**

R. McLaughlin made a motion to adjourn the meeting.

T. Hanmer seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:55 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

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##### **Date and Time**

Thursday September 12, 2019 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

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Note: A member of the BCCS Board of Trustees will be participating in the Board of Trustees meeting on September 12, 2019 via videoconferencing from the following location: Fairmont Chicago Millennium Hotel, 200 N Columbus Dr, Chicago, IL 60601. This notice shall inform the public that videoconferencing will be used, identify the locations for the meeting, and inform the public has the right to attend the meeting at any of the locations.

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##### **Trustees Present**

M. Snyder, N. Maresca, N. Velilla, S. Wallace, T. Hanmer, Z. Nelson

##### **Trustees Absent**

A. Smith, R. McLaughlin

##### **Guests Present**

K. Ford, K. Mclean, L. Licygiewicz, S. Jahn, T. Stutsrim

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Sep 12, 2019 @ 9:44 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from August 23, 2019 Board Meeting - Election of Officers**

N. Velilla made a motion to approve minutes from the Board of Trustees Meeting on 08-23-19 Board of Trustees Meeting on 08-23-19.  
T. Hanmer seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. Grant-Writing**

N. Velilla made a motion to contract with Marcy Stryker for steps # 1 -3 of her proposal.  
T. Hanmer seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **B. Contract with Boost Education**

Vote tabled until after the meeting between P. Augello, N. Maresca and S. Jahn.

## **III. Academic Committee**

### **A. BCCSB Report**

K. Mclean reported the following key points:

- \* Five new staff members
- \* Current Enrollment lower than desired but continues to grow.
- \* Absenteeism discussed.  
K. Mclean and her team are aware of the issue and have a plan for addressing the issue.  
They will discuss also discuss possible family incentives for improvement in scholar attendance rates.
- \* Her school-wide goals and results in meeting these goals during SY 2018-19.
- \* Staff CLOTH Creed and her specific expectations for staff accountability
- \* Upcoming Events.

### **B. BCCSG Report**

K. Ford reported the following key points:

- \* Current Enrollment near or above budgeted number.
- \* NYS exam results and her thoughts regarding new or continuing academic practices.
- Absenteeism discussed.  
K. Ford and her team are aware of the issue and have a plan for addressing the issue.
- \* Upcoming Events.

## **IV. Closing Items**

### **A. Future Agenda Items**

- \* Boost Ed contract

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:35 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

---

##### **Date and Time**

Thursday October 10, 2019 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

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Note: A member of the BCCS Board of Trustees will be participating in the Governance Committee meeting on October, 10, 2019 via videoconferencing from the following location: 461 Nott Street, Schenectady, NY 12306. This notice shall inform the public that videoconferencing will be used, identify the locations for the meeting, and inform the public has the right to attend the meeting at any of the locations.

---

##### **Trustees Present**

M. Snyder, N. Velilla, T. Hanmer, Z. Nelson

##### **Trustees Absent**

N. Maresca, R. McLaughlin, S. Wallace

##### **Guests Present**

K. Ford, K. Mclean, L. Licygiewicz, S. Jahn, T. Stutsrim

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighton Choice Charter Schools to order on Thursday Oct 10, 2019 @ 10:00 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from September 12, 2019 Board Meeting**

T. Hanmer made a motion to approve minutes from the Board of Trustees Meeting on 09-12-19 Board of Trustees Meeting on 09-12-19.  
N. Velilla seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. Contract with Boost Education**

N. Katz reported on her recent meeting with S. Jahn and P. Augello. P. Augello offered a slightly lower rate. Nicole K. has begun researching alternative service providers. She will offer any recommendations at the next Board of Trustees meeting and perhaps invite candidates to meet and present to the Trustees.

## **III. Closing Items**

### **A. Future Agenda Items**

- \* Update on outreach efforts/invitations to visit the schools to local community members.
- \* Boost Ed. contract
- \* Administrative Evaluations?
- \* Merit Pay?

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:05 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

---

##### **Date and Time**

Thursday November 14, 2019 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

Note: A member of the BCCS Board of Trustees will be participating in the Governance Committee meeting on \*\*\*\*\*DATE\*\*\*\*\*via videoconferencing from the following location: \*\*\*\*\*LOCATION\*\*\*\*\*. This notice shall inform the public that videoconferencing will be used, identify the locations for the meeting, and inform the public has the right to attend the meeting at any of the locations.

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##### **Trustees Present**

M. Snyder, N. Maresca, N. Velilla, R. McLaughlin, S. Wallace, T. Hanmer, Z. Nelson

##### **Trustees Absent**

*None*

##### **Guests Present**

K. Ford, K. Mclean, L. Licygiewicz, S. Jahn, T. Stutsrim

---

#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Nov 14, 2019 @ 9:11 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from the October 10, 2019 Board of Trustees Meeting**

T. Hanmer made a motion to approve minutes from the Board of Trustees Meeting on 10-10-19 Board of Trustees Meeting on 10-10-19.

N. Velilla seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. Financial Support Services**

\* Vote tabled until further information is gathered.

## **III. Academic**

### **A. BCCSB**

\* Enrollment lower than budgeted level. 9 students have been referred for assessment for SpEd services. This may increase the % of SWD.

### **B. BCCSG**

\* Enrollment levels higher than budgeted level.

## **IV. Closing Items**

### **A. Future Agenda Items**

\* Transfer to alternate company for 403B oversight. S. Jahn and Carol from Northwestern Mutual still researching other options.

### **B. Adjourn Meeting**

T. Hanmer made a motion to adjourn the meeting.

Z. Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:26 AM.

Respectfully Submitted,

Z. Nelson



APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

---

##### **Date and Time**

Friday December 13, 2019 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

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##### **Trustees Present**

M. Snyder, N. Maresca, N. Velilla, T. Hanmer, Z. Nelson

##### **Trustees Absent**

R. McLaughlin, S. Wallace

##### **Guests Present**

K. Ford, L. Licygiewicz, S. Jahn, T. Stutsrim

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighton Choice Charter Schools to order on Friday Dec 13, 2019 @ 9:25 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from the November 14, 2019 Board of Trustees Meeting**

N. Velilla made a motion to approve the minutes from Board of Trustees Meeting on 11-14-19.

T. Hanmer seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **II. Finance**

##### **A. Financial Support Services**

The Finance committee recommends continuing the contract with Boost Education, at the lower annual rate, for the remainder of the fiscal year.

T. Hanmer made a motion to continuing the contract with Boost Education, at the lower annual rate, for the remainder of the fiscal year.

N. Velilla seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **III. Academic**

#### **A. Absenteeism and Tardies**

Tabled until the next meeting when K. Mclean is also in attendance.

### **IV. Governance**

#### **A. District Safety Plan**

T. Hanmer made a motion to adopt the District Safety Plan.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **V. Closing Items**

#### **A. Future Agenda Items**

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:15 AM.

Respectfully Submitted,

Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

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##### **Date and Time**

Thursday January 9, 2020 at 9:30 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

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Note: A member of the BCCS Board of Trustees will be participating in the BCCS Annual Board Meeting meetings on Friday, January 9, 2020 via videoconferencing from the following location: 6209 Empire Ave. Schenectady NY 12306. This notice shall inform the public that videoconferencing will be used, identify the locations for the meeting, and inform the public has the right to attend the meeting at any of the locations.

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##### **Trustees Present**

M. Snyder, N. Maresca, N. Velilla, R. McLaughlin (remote), T. Hanmer, Z. Nelson

##### **Trustees Absent**

S. Wallace

##### **Guests Present**

K. Ford, K. Mclean, L. Licygiewicz, S. Jahn, T. Stutsrim

---

#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Jan 9, 2020 @ 8:39 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from the December 13, 2019 Board of Trustees Meeting**

T. Hanmer made a motion to approve the minutes from Board of Trustees Meeting on 12-13-19.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. Tentative - Budget**

Discussion re: the process of Budget Amendments.

S. Jahn explained that he and Paul Augello would meet with the Principals to discuss the budget along with their "wish list" and whether these item(s) are possible. Often the amendments are a realignment of line items. After this these initial discussions, recommended amendments would be presented to the Board for approval.

This is scheduled to occur during the February, 2020 committee and Board of Trustees meetings.

## **III. Academic**

### **A. BCCSG (Abbreviated) Report**

K. Ford reported:

\* Enrollment currently at 326, above the budgeted total of 314.

\* SWD = 2.7% of enrollment and ESL = 11%

### **B. BCCSB Report**

K. Mclean reported:

Enrollment:

currently at 305, below the budgeted total of 314. The waitlist for grades K - 3 has been depleted. Backfilling fourth grade creates challenges given that the 5th grade has only two sections of classes.

Attendance:

Both absence and tardy rates have decreased.

A schoolwide goals for absence and tardy rates has been created and communicated to staff and parents.

Letters are sent to parents/guardians re: chronic absences and tardies.

Positive reinforcement of good attendance (prizes, recognition and rewards) is also been used.

Staff Attendance:

The school has also begun tracking and sharing counts of staff absences and tardies.

A Staff Attendance Wall has been created.

Guided Reading Data:

October STEP testing results were shared.

As a result of these results, areas of focus and action steps have been identified and shared with teachers.

School Culture:

The number of incidents and OSS instances are being tracked and discussed.

Schoolwide goals have been set - a 30% decrease in the number of incidents and a 15% decrease in OSS instances.

Staffing:

A new K teacher has been hired.

A new Building Substitute Teacher has been hired.

One Special Education Teacher is out of work on Temporary Disability.

Recent Events include a School Kindness Wall, Awards Dinner, "Black Snowman" and the creation of a 5th Grade Council.

#### **IV. Closing Items**

##### **A. Future Agenda Items**

Budget Amendments

Any Grant-Writing updates?

Strategic Planning

Call in from National Center for Special Education in Charter Schools? Can they offer any guidance in recommended steps to increase our SPecial populations?

Resolution to thank Marcy Stryker for recent Book Drive

##### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

---

##### **Date and Time**

Thursday February 13, 2020 at 10:15 AM

##### **Location**

250 Central Avenue, Albany, NY 12206

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Note: A member of the BCCS Board of Trustees will be participating in the BCCS Annual Board Meeting meetings on \*\*\*\* DATE \*\*\*\*\*via videoconferencing from the following location: \*\*\*\*\*LOCATION \*\*\*\*\*. This notice shall inform the public that videoconferencing will be used, identify the locations for the meeting, and inform the public has the right to attend the meeting at any of the locations.

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##### **Trustees Present**

M. Snyder, N. Maresca, N. Velilla, T. Hanmer

##### **Trustees Absent**

R. McLaughlin, S. Wallace, Z. Nelson

##### **Guests Present**

K. Mclean, L. Licygiewicz, S. Jahn (remote), T. Stutsrim

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Feb 13, 2020 @ 10:31 AM at 250 Central Avenue, Albany, NY 12206.

##### **C. Approve Minutes from the January 9, 2020 Board of Trustees Meeting**

T. Hanmer made a motion to approve the minutes from Board of Trustees Meeting on 01-09-20.  
N. Velilla seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. 403b**

T. Hanmer made a motion to approve the recommended changes to the organization's 403B Plan.  
N. Maresca seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
N. Velilla made a motion to amend the SY 2019-20 Budget as proposed by S. Jahn during the Finance Committee meeting.  
T. Hanmer seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **III. Closing Items**

### **A. Future Agenda Items**

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:34 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

Remote due to Covid19 closure

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#### Date and Time

Wednesday March 25, 2020 at 9:30 AM

#### Location

Pursuant to Governor Executive Order No. 202.1 issued 3/13/2020, the Open Meetings Law requirements for school board meetings have been temporarily modified, for through April 11, 2020, as such: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public inperson access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

#### Trustees Present

M. Snyder (remote), N. Maresca (remote), R. McLaughlin (remote), T. Hanmer (remote), Z. Nelson (remote)

#### Trustees Absent

N. Velilla, S. Wallace

#### Guests Present

K. Ford (remote), K. Mclean (remote), L. Licygiewicz (remote), S. Jahn (remote), T. Stutsrim (remote)

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Wednesday Mar 25, 2020 @ 9:12 AM at



Pursuant to Governor Executive Order No. 202.1 issued 3/13/2020, the Open Meetings Law requirements for school board meetings have been temporarily modified, for through April 11, 2020, as such: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public inperson access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

**C. Approve Minutes from the February 13, 2020 Board of Trustees Meeting**

T. Hanmer made a motion to approve the minutes from Board of Trustees Meeting on 02-13-20.

Z. Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Approve Minutes from the March 12, 2020 Board of Trustees Meeting**

T. Hanmer made a motion to approve the minutes from Board of Trustees Meeting on 03-12-20.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Finance**

**A. Approve Minutes from March 12, 2020 Finance Committee meeting**

T. Hanmer made a motion to approve the minutes from Finance Committee Meeting on 03-12-20.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. Approve Minutes from the February 13, 2020 Finance Committee meeting**

T. Hanmer made a motion to approve the minutes from Finance Committee Meeting on 02-13-20.

Z. Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**III. Academic**

**A. Approve Minutes from the February 13, 2020 Academic Committee meeting**

T. Hanmer made a motion to approve the minutes from Academic Committee Meeting on 02-13-20.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

**IV. Governance**

**A. Charter Renewal + Preparation**

See Minutes of today's Governance Committee meeting.

**B. Upcoming NYSED visit**

The original visit, scheduled for this week, was cancelled due to the closure. Upcoming "check-ins" will be done remotely.

**C. Covid-19 Plans**

See Minutes of today's Governance Committee meeting.

In addition, K. Mclean and K. Ford will begin discussing summer 2020 instruction. They will report a plan at a future Board of Trustees meeting.  
Moving forward, while closure continues, the Governance Committee will meet remotely every two weeks to discuss any needed business.

## **V. Closing Items**

### **A. Future Agenda Items**

(in no particular order)

- \* Summer 2020 instruction plan(s)
- \* SY 2020-2021 Budget
- \* K. Mclean's maternity leave
- \* Renewal
- \* Grants

\* T. Hanmer suggested that the schools keep documentation of which families had access to on-line resources and which did not, along with corresponding test scores, in order to determine if the Covid-19 closures have an effect on results.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:27 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

Remote due to Covid19 closure

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#### Date and Time

Thursday April 9, 2020 at 9:30 AM

#### Location

Pursuant to Governor Executive Order No. 202.1 issued 3/13/2020, the Open Meetings Law requirements for school board meetings have been temporarily modified, for through April 11, 2020, as such: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public inperson access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

#### Trustees Present

M. Snyder (remote), N. Maresca (remote), N. Velilla (remote), R. McLaughlin (remote), T. Hanmer (remote), Z. Nelson (remote)

#### Trustees Absent

S. Wallace

#### Guests Present

K. Ford (remote), K. Mclean (remote), L. Licygiewicz (remote), S. Jahn (remote), T. Stutsrim (remote)

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighton Choice Charter Schools to order on Thursday Apr 9, 2020 @ 9:30 AM at

Pursuant to Governor Executive Order No. 202.1 issued 3/13/2020, the Open Meetings Law requirements for school board meetings have been temporarily modified, for through April 11, 2020, as such: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public inperson access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

**C. Approve Minutes from the March 25, 2020 Board of Trustees Meeting**

Z. Nelson made a motion to approve the minutes from Board of Trustees Meeting on 03-25-20.

T. Hanmer seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Finance**

**A. Budget**

S. Jahn has an upcoming meeting with insurance provider. He needs this information in order to the SY 2020-21 budgeting process.

He will work with the Principals and L. Licygiewicz to determine the needs of and the funds available for Summer Instruction.

**III. Governance**

**A. Charter Renewal**

**B. Covid-19 Plans**

The Governance Committee, Finance Committee and the Board of Trustees meetings will continue to be held every two weeks during the school closure.

**IV. Closing Items**

**A. Future Agenda Items**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:34 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

Remote due to Covid19 closure

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#### Date and Time

Thursday April 23, 2020 at 8:30 AM

#### Location

Pursuant to Governor Executive Order No. 202.1 issued 3/13/2020, the Open Meetings Law requirements for school board meetings have been temporarily modified, for through April 11, 2020, as such: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public inperson access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Orders issued in March and April 2020 suspending the Open Meetings Law, the Brighter Choice Charter School Board of Trustees Meeting scheduled for April 23, 2020 will be held electronically via Zoom.

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#### Trustees Present

M. Snyder (remote), N. Maresca (remote), N. Velilla (remote), R. McLaughlin (remote), T. Hanmer (remote), Z. Nelson (remote)

#### Trustees Absent

S. Wallace

#### Guests Present

J. Sherman, K. Ford, L. Licygiewicz, S. Jahn, T. Stutsrim (remote)

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#### I. Opening Items

**A. Record Attendance and Guests**

**B. Ms. Sherman - introductions**

Ms. Sherman is acting as Principal of BCCSB during K. Mclean's maternity leave. She introduced herself to the attendees and each of the Trustees introduced themselves.

**C. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Apr 23, 2020 @ 8:33 AM at  
Pursuant to Governor Executive Order No. 202.1 issued 3/13/2020, the Open Meetings Law requirements for school board meetings have been temporarily modified, for through April 11, 2020, as such: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public inperson access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

**D. Approve Minutes from the April 9, 2020 Governance Committee meeting**

N. Velilla made a motion to approve the minutes from Governance Committee Meeting on 04-09-20.

R. McLaughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. Approve Minutes from the April 9, 2020 Academic Committee meeting**

T. Hanmer made a motion to approve the minutes from Academic Committee Meeting on 04-09-20.

R. McLaughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

**F. Approve Minutes from the April 9, 2020 Board of Trustees Meeting**

T. Hanmer made a motion to approve the minutes from Board of Trustees Meeting on 04-09-20.

R. McLaughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Governance**

**A. Charter Renewal**

K. Ford and K. Mclean are working on editing the narrative portion(s) of the renewal application re: recruitment of specials students populations.

An upcoming virtual check-in is scheduled. During this call the Building Leaders will share samples of teacher remote instruction and scholar work samples.

**B. Covid-19 Plans**

BCCSG has distributed a portion of their available Chromebooks to families that need these. a second date has been planned for distributing more.

BCCSB has surveyed families to determine those who need Chromebooks and will distribute theirs, accordingly.

The schools have purchased Zoom licenses to increase privacy and the ability to use more features of the software.

L. Licygiewicz is working with Janitronics to develop a disinfecting plan so that the schools can open as soon as possible when the closure ends.

Principals discussing/planning:

- \* Trimester 3 grading plans
- \* Return of Chromebooks

Discussion ensued regarding the following considerations:

- \* purchasing forehead thermometers for schools (L. Licygiewicz will begin researching costs and availability.)
- \* providing face masks for scholars
- \* Will social distancing be required in school and how our schools would accommodate this directive.

K. Ford shared the participation rates of BCCSG in remote instruction. Paper packets of scholar work are due back on May 5, 2020.

J. Sherman did not have the participation rates available but was asked to send these to the Trustees when she can.

#### **C. Data Privacy Officer**

L. Licygiewicz has been designated as the school's Data Privacy Officer and has completed and submitted the necessary paperwork.

### **III. Finance**

#### **A. Grants**

M. Snyder has spoken with Marcy Stryker and shared the schools' two priorities of funds for technology and summer 2020 instruction. She also identified the school staff members that will act as point persons for Marcy.

#### **B. Budget for SY 2020-21**

S. Jahn shared that he and P. Augello are planning to create a couple of different budget scenarios given the uncertainty of school funding for the 2020-21 SY.

The schools have applied for the Small Business Administration Paycheck Protection Program funds to offset any loss of funds due to the Covid-19 closure.

P. Augello will attend the next Board Meeting to further discuss the budget and related topics.

#### **C. YTD Financial Report and A/R update**

S. Jahn has sent an email to the three largest school districts describing how remote instruction is continuing during the closure. Schenectady City School District (SCSD) replied, asking that this information be sent on signed letterhead. M. Snyder asked that Shawn

prepare the letter, including the Remote Instruction Plans that have already been sent to NYSED and send to her so that she may sign and forward to SCSD.

P. Augello and S. Jahn have prepared intercept packages for schools that are in arrears.

**D. 403b**

Northwestern Mutual continues to work on getting "old" staff off our 403b plan. When this is completed they will help him choose a new 403b provider.

**IV. Academic**

**A. Summer 2020 Instruction**

Planning continues - Both Principals shared their plans regarding summer instruction (staffing levels, scheduling and transportation). They were asked to also begin considering how instruction might continue if the schools are unable to re-open during this time period.

**B. BCCSB Principal's Report**

J. Sherman shared that the school is still recruiting scholars for SY 2020-21. All scholars on the waitlist were offered a spot in school.

The schools' website has been updated with a "Remote Instruction" tab so that families have an additional way to access the materials.

J. Sherman also shared the url where the Trustees can find teachers' on-line lessons.

**V. Closing Items**

**A. Future Agenda Items**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 AM.

Respectfully Submitted,  
Z. Nelson



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## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

Remote due to Covid19 closure

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#### Date and Time

Thursday May 7, 2020 at 8:30 AM

#### Location

Due to the statewide mandated covid-19 closure this meeting will be held remotely, via Zoom.

#### Trustees Present

M. Snyder (remote), N. Maresca (remote), N. Velilla (remote), R. McLaughlin (remote), T. Hanmer (remote), Z. Nelson (remote)

#### Trustees Absent

S. Wallace

#### Guests Present

J. Sherman (remote), K. Ford (remote), L. Licygiewicz (remote), Paul Augello, S. Jahn (remote), T. Stutsrim (remote)

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday May 7, 2020 @ 8:31 AM at

Due to the statewide mandated covid-19 closure this meeting will be held remotely, via Zoom.

##### C. Approve Minutes from the April 23, 2020 Board of Trustees meeting

T. Hanmer made a motion to approve the minutes from Board of Trustees Meeting on 04-23-20.

R. McLaughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Finance**

### **A. Payroll Protection Program**

Paul Augello explained the requirements of the Federal Small Business Administration's Payroll Protection Plan. This loan would cover the costs of payroll and help BC maintain staffing levels. The school is already in compliance with these requirement as no staff has been terminated nor furloughed. If the application is approved and the funds received, these funds will be treated as a loan until and if the Board of Trustees decides to use it as a grant.

R. McLaughlin made a motion to approve proceeding with the application for the PPP.

N. Maresca seconded the motion.

This application will be submitted to the schools' bank, Berkshire Bank. The board **VOTED** unanimously to approve the motion.

### **B. Signing Authority**

Z. Nelson made a motion to grant approval to Martha Snyder, as Board of Trustees President, to sign on behalf of the schools.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Budget for SY 2020-21**

Paul Augello shared the draft budgets as well as the Revenue and Expense assumptions for SY 2020-21. Many unknowns exist as NYS has cut per pupil funding and has announced that these funds will be reconsidered and likely changed during the school year.

Discussion ensued regarding staff salaries as well as the desire and costs associated with maintaining staffing levels.

Paul Augello pointed out the the capital budget could be used for purchasing Chromebooks for scholars to use during the remote learning. He also suggested that the schools discuss, with Dan Pasek, using Title funds for these need.

N. Maresca asked about the budgeting process and it was explained, by P. Augello and M. Snyder that the budget is due June 30 and can be amended during the school year, as needed.

Discussions will continue during subsequent meetings until the budget is approved.

### **D. Grants**

Marcy Stryker has identified two potential grants and sent a copy of her contract for signing.

L. Licygiewicz will work with M. Stryker during this application process.

R. McLaughlin made a motion to approve the contract with Marcy Stryker for her grant writing services.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. YTD Financial Report and A/R update**

Tabled.

### **F. 403b**

Tabled.

### **III. Governance**

#### **A. Charter Renewal**

K. Ford shared that she recently had a remote "visit" with Laura Hill from NYSED. She, her Assistant Principal, Mary Kolb and Instructional Coach, Meghan Balling participated. She shared BCCSG's Continuity of Instruction plan with L. Hill. In addition, L. Hill made some suggestions regarding recruitment of SWD. K. Ford will ask the Paseks to add these suggestions to the schools' renewal application narrative section.

M. Snyder and other Trustees also spoke with Laura Hill regarding various renewal considerations.

#### **B. Covid-19 Plans**

Remote instruction continues. Some increases in participation noted after distribution of the Chromebooks. The schools have changed the manner in which Trimester 3 is graded and this was communicated to families - that participation in remote learning sessions as well as packet completion will be the basis for T3 grades.

The Principals were asked to collect data on the overlap between remote participation and packet completion. Are these the same scholars?

### **IV. Academic**

#### **A. Summer 2020 Instruction**

Funds have been allocated in the budget for in-person summer instruction. In addition, the Principals have begun to plan for the possibility of remote instruction continuing during the summer 2020. They believe it would be necessary for the school to provide Chromebooks or laptops for every scholar.

Discussion occurred regarding the tentative plan and how to decide which scholars would participate and which staff would be willing to work during this period. They will consider sending a survey to families and staff to aid in planning.

M. Snyder pointed out that they are funds budgeted for Professional Development and that this can be offered to staff regarding planning and delivering remote instruction.

### **V. Closing Items**

#### **A. Future Agenda Items**

Finance:

- > SY 2020-21 Budget
- > YTD Financials
- > PPP
- > 403B
- > Grants

Academic:

- > covid-19 Remote Instruction
- > Summer 2020 Instruction
- > Recognizing staff work during pandemic
- > 5th grade Graduation

Governance:

- > Renewal

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:07 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

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##### **Date and Time**

Thursday May 21, 2020 at 8:30 AM

##### **Location**

Remote due to covid-19 closure.

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##### **Trustees Present**

M. Snyder (remote), N. Maresca (remote), N. Velilla (remote), R. McLaughlin (remote), T. Hanmer (remote), Z. Nelson (remote)

##### **Trustees Absent**

S. Wallace

##### **Guests Present**

Dan Pasek, J. Sherman (remote), K. Ford (remote), L. Licygiewicz (remote), S. Jahn (remote), T. Stutsrim (remote)

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighton Choice Charter Schools to order on Thursday May 21, 2020 @ 8:33 AM at  
Remote due to covid-19 closure.

##### **C. Approve Minutes from the May 7, 2020 Board of Trustees meeting**

T. Hanmer made a motion to approve the minutes from Board of Trustees Meeting on 05-07-20.

R. McLaughlin seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Governance**

### **A. Charter Renewal**

Dan Pasek discussed that in place on student scores/test data for 2019, the schools' response to the mandated pandemic closure and its Fall re-opening plans will be evaluated for renewal considerations.

He also shared that the Board of Regents has recently approved renewals despite schools not meeting the benchmarks for special subgroups of Students who are Economically Disadvantaged, English Language Learners and Students with Disabilities. Our schools meet two fo the three benchmarks.

He feels optimistic re: the schools' renewal application. Lastly, Dan will meet with Shawn Jahn and Paul Augello next week to discuss the financial considerations.

### **B. Covid-19 Plans**

## **III. Finance**

### **A. Payroll Protection Program**

The schools' applications were approved and the funds have been received and deposited in the schools' savings accounts.

### **B. YTD Financial Report and A/R update**

The schools are both above budgeted revenue levels.

Shawn continues to send the schools' Covid-19 Continuation of Instruction Plan to other districts, when it is requested.

re: Accounts Receivable. Only one district has amounts due and P. Augello has an Intercept package prepared.

### **C. Equipment Purchase**

Discussion regarding the amounts in the school's capital budget to fund the purchase of enough ChromeBooks for current students, along with the licenses, and carts. N. Maresca or M. Snyder will send an email approving these purchases.

### **D. 403b**

Tabled

### **E. Budget for SY 2020-21**

Tabled

## **IV. Academic**

### **A. Covid-19 Remote Instruction**

J. Sherman reported the following regarding BCCSB:

\* Enrollment for SY 2020-21

\* Enrollment continues. The school needs about 40 scholars to meet the budgeted goal of 305 scholars.

\* Covid-19 Closure:

- \* Participation in remote learning rates by grade level are 40 - 76%. Packet completion rates by grade level are 58 - 100%. Teachers have been able to make contact with families 88 - 100% of attempts.

- \* New packets are being created to cover instruction through June 26th. The packets will be available for in-person pick up at the school as well as locations in Troy and Schenectady. These are also available through the website.

- \* T3 will be graded using the scholar accuracy, effort and participation in the packets and in remote sessions. This has been communicated to parents/guardians.

- \* Chrome Book returns have been scheduled.

\* Events:

- \* The school recently held Teacher Appreciation events via Zoom and other social media.

- \* Fun events are being planned for scholars and staff via Zoom and other social media.

K. Ford reported the following for BCCSG:

- \* Enrollment for SY 2020-21

- \* Enrollment is currently low, mainly due to many families have not yet returned their scholars' re-enrollment paperwork. The school's Parent Coordinator (PC) continues to make attempts to reach families. She will suggest her PC discuss ideas for motivating families to return the required information with the PC from BCCSB.

- \* Covid-19 Closure:

- \* Participation in remote learning rates by grade level are 43 - 50%.

- \* New packets are being created to cover instruction through June 26th. The packets will be available for in-person pick up at the school as well as locations in Troy and Schenectady. These are also available through the website. These final packets will not be collected but families are asked to send photos of the completed pages to teachers for grading.

- \* Chrome Book returns have been scheduled.

## **B. Summer 2020 Instruction**

BCG:

- \* Summer Instruction

- \* Families and teachers are being surveyed regarding their interest in participating in this instruction. Thus far, there are about 9-13 teachers interested in teaching either remotely and/or in-school. Approximately 30 scholars are interested. Updated results will be shared at the next Board of Trustees meeting.

BCB:

- \* Summer Instruction

- \* Families and teachers are being surveyed regarding their interest in participating in this instruction. Thus far, there are about 9 teachers interested in teaching and about 35 scholars. Updated results will be shared at the next Board of Trustees meeting.

## **C. Recognizing Staff during pandemic closure**

M. Snyder will begin an email discussion among the Trustees regarding ideas for this.

## **D. 5th Grade Graduation**

BCG:

- \* Graduations

\* Kindergarten and 5th grade Graduations are being planned. These will be done virtually, with photos, slide shows, guest speakers and virtual classroom parties via Zoom. The school will invite Trustees via a link to the Zoom events.

BCB

\* Graduations

\* Kindergarten and 5th grade Graduations are being planned. These will be done virtually, with photos, slide shows, guest speakers and virtual classroom parties via Zoom. The school will invite Trustees via a link to the Zoom events.

## **V. Closing Items**

### **A. Future Agenda Items**

Future Agenda Items

Finance:

- > SY 2020-21 Budget
- > YTD Financials
- > 403B
- > Grants?

Academic:

- > covid-19 Remote Instruction
- > Summer 2020 Instruction
- > Recognizing staff work during pandemic

Governance:

- > Renewal

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:53 AM.

Respectfully Submitted,  
Z. Nelson



APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

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##### Date and Time

Thursday June 4, 2020 at 8:30 AM

##### Location

Remote due to covid-19 closure

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##### Trustees Present

M. Snyder (remote), N. Maresca (remote), R. McLaughlin (remote), Z. Nelson (remote)

##### Trustees Absent

N. Velilla, S. Wallace, T. Hanmer

##### Guests Present

J. Sherman, K. Ford, L. Licygiewicz, S. Jahn, T. Stutsrim (remote)

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighton Choice Charter Schools to order on Thursday Jun 4, 2020 @ 8:32 AM at

Remote due to covid-19 closure

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##### C. Approve Minutes from the May 21, 2020 Board of Trustees meeting

R. McLaughlin made a motion to approve the minutes from Board of Trustees Meeting on 05-21-20.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### II. Governance

**A. Charter Renewal**

K. Ford reports that a meeting is upcoming to discuss renewal benchmarks.

**B. Covid-19 Plans**

J. Sherman reporting regarding BCCSB:

- \* SY 2020-21 Enrollment / re-enrollment continues.

- \* Some reasons for not re-enrolling include "wanting a co-ed school" and "wanting a school closer to home".

- \* Remote Instruction:

- \* The final printed packets are being distributed and a Summer Instruction packet is being created.

- \* Summer 2020 Instruction:

- \* Approximately 39 scholars' parents have expressed an interest in signing up for this.

- \* When the number of scholars is finalized, the school will know how many teachers/staff are needed.

- \* Chromebooks:

- \* The lent Chromebooks will be returned to school before Summer School begins in order to install any needed updates.

- \* SY 2020-21:

- \* Some teachers have expressed concern regarding the elimination of teaching positions. M. Snyder asked that the Principals wait until the budget is finalized before specific information is shared with staff. However, the Board of Trustees is working on a budget that preserves the current staffing levels.

**III. Finance**

**A. YTD Financial Report and A/R update**

Tabled.

**B. Budget for SY 2020-21**

Tabled.

**IV. Academic**

**A. Covid-19 Remote Instruction**

K. Ford reporting regarding BCCSG:

- \* SY 2020-21 Enrollment / re-enrollment continues.

- \* Remote Instruction:

- \* Participation rates continue to hold steady.

- \* The final printed packets are being distributed. Another date has been scheduled for packet pick-up and for drop-off of enrollment paperwork.

- \* Chromebooks:

- \* This new equipment has arrived.

- \* Staffing:

- \* One opening for a Special Education teacher, this is posted on Indeed.com

- \* Recent / Upcoming events:

- \* Principals are considering holding a morning solidarity march.

J. Sherman reporting regarding BCCSB:

- \* SY 2020-21 Enrollment / re-enrollment continues.

- \* Some reasons for not re-enrolling include "wanting a co-ed school" and "wanting a school closer to home".

- \* Remote Instruction:

- \* The final printed packets are being distributed and a Summer Instruction packet is being created.

- \* Chromebooks:

- \* The lent Chromebooks will be returned to school before Summer School begins in order to install any needed updates.

- \* SY 2020-21:

- \* Some teachers have expressed concern regarding the elimination of teaching positions. M. Snyder asked that the Principals wait until the budget is finalized before specific information is shared with staff. However, the Board of Trustees is working on a budget that preserves the current staffing levels.

## **B. Summer 2020 Instruction**

K. Ford reports:

- \* Summer 2020 Instruction:

- \* Sign-up has begun. Parents can do this on-line or by paper.

- \* When the number of scholars is finalized, the school will know how many teachers/ staff are needed.

- \* The tentative schedule will be from 8:30 AM - 2 PM with a focus on ELA, Math, and Guided Reading.

J. Sherman reports:

- \* Summer 2020 Instruction:

- \* Approximately 39 scholars' parents have expressed an interest in signing up for this.

- \* When the number of scholars is finalized, the school will know how many teachers/ staff are needed.

## **C. Recognizing Staff during pandemic closure**

Tabled.

## **D. BCCSB - Discipline Policy**

NYSED suggested to L. Licygiewicz that the school asks legal counsel to review and approve the Discipline Policies for the school. These have been reviewed in the past by NYSED but the schools will consult an attorney. R. McLaughlin will recommend an attorney.

## **V. Closing Items**

### **A. Future Agenda Items**

Next meetings:

- \* 6/18 at 8:30 AM - focused on SY 2020-21 Budget

- \* 6/30 Board of Trustees Annual Meeting

- \* 7/16

- \* 2 TBD dates in August

Items:

- \* YTD Financial reports

- \* SY 2020-21 Budget

- \* 403B

- \* Renewal

- \* Staff Recognition

- \* Summer Instruction

- \* Grants?

- \* Fall 2020 Re-opening plan(s)?

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

### Minutes

#### Board of Trustees Meeting

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##### Date and Time

Thursday June 18, 2020 at 8:30 AM

##### Location

remote due to covid-19 closure

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##### Trustees Present

M. Snyder (remote), N. Maresca (remote), N. Velilla (remote), T. Hanmer (remote), Z. Nelson (remote)

##### Trustees Absent

R. McLaughlin, S. Wallace

##### Guests Present

J. Sherman (remote), K. Ford (remote), K. Mclean (remote), L. Licygiewicz (remote), Paul Augello, Boost Education, S. Jahn (remote), T. Stutsrim (remote)

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Jun 18, 2020 @ 8:32 AM at remote due to covid-19 closure

##### C. Approve Minutes from the June 4, 2020 Board of Trustees meeting

N. Maresca made a motion to approve the minutes from Board of Trustees Meeting on 06-04-20.

M. Snyder seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Approve Minutes from the January 9, 2020 Board of Trustees meeting**

T. Hanmer made a motion to approve the minutes from Governance Committee Meeting on 01-09-20.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Finance**

**A. Budget for SY 2020-21**

P. Augello presented two different budgets for Trustees to review and consider. One budget, which includes a 2% of total revenue reserve, was created based on the fact that NYS has a budget deficit which will lead to quarterly determinations of amount of state aid to schools. In addition, there may be unexpected costs due to re-opening requirements in the Fall. In this budget scenario, extra monies will be put aside for some of these potential covid-19 related costs.

The funds received from the SBA PPP loan are also set aside and being considered as a loan. He fully expects this to be converted to a grant in the future due to the fact that the school has retained the "pre-closure" staffing levels.

This version also retains current staffing levels but does not include any pay increases, at this time. Instead there is a possibility of "bonuses in lieu of pay increases" at a later date, when the school has a better idea of state aid, for example.

M. Snyder shared her preference for the budget with the 2% reserve. She also shared that she wants to be sure to find opportunities for staff compensation during the school year.

T. Hanmer made a motion to approve the budget with approximately 2% of revenue per school set aside as a reserve.

N. Maresca seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. YTD Financial Report and A/R update**

Tabled.

**C. 403b**

Tabled.

**III. Governance**

**A. Charter Renewal**

K. Ford shared from her recent virtual visit with NYSED re: renewal:

\* positive comments were made re: remote instruction, the continuation of counseling services during the school closure, the frequency of Board of Trustees meetings, and the recruitment efforts of SWD and ENL.

\*action steps for the school include continued efforts to decrease absenteeism (currently in place), increase enrollment of SWD (currently in place), increased participation of parents on Board of Trustees and increased technology for students (currently in place).

**B. Covid-19 Plans**

No Operational updates added during this meeting.

#### **IV. Academic**

##### **A. Covid-19 Remote Instruction**

K. Ford reports, for BCCSG:

Remote Learning / EOY:

- \* BCCSG continues to see about the same rate of participation in remote instruction and paper packet completion.
- \* Teacher have packed up their classrooms and met with her for EOY meetings.
- \* Appointments have been scheduled for families to return borrowed Chromebooks.

SY 2020-21 Enrollment:

- \* Enrollment and re-enrollment continues - currently at 251 scholars, need approximately 65 more.

Staffing:

- \* One opening. for a Special Education teacher. Remote teaching demonstrations have been scheduled with candidates.

K. Mclean reports, for BCCSB:

- \* 283 scholars currently enrolled for SY 2020-21. None of the non-returning parents have reported that their decision was based on dissatisfaction with the school.

Staffing:

- \* One possible teacher resignation due to travel time from new home.
- \* A survey was given to all staff at a recent EOY meeting. She will share the results at a future Board meeting.

J. Sherman reports, for BCCSB:

- \* All but one grade level showed increases in participation in remote instruction.
- \* About 75% completion of paper packets. The schools' Dean and other Behavior Intervention team staff visited families of non-participating scholars to talk with the boys about the need to do the work and gave them new packets.

M. Snyder acknowledged Ms. Sherman's efforts and work during Ms. Mclean's maternity leave and thanked her.

J. Sherman thanked K. Mclean and the Board for the opportunity to do so.

##### **B. Summer 2020 Instruction**

BCCSG:

- \* 33 scholars have been signed up.
- \* All instruction will be remote. Instruction will be in grades 2 - 5.
- \* She will employ 4 teachers.

BCCSB:

- \* 21 scholars have signed up.
- \* Due to numbers grade levels will be combined - one 1st/2nd grade section and one 3rd/4th grade section.
- \* She will employ 2 teachers, with some planning support from the school's ENL teacher.

##### **C. Recognizing Staff during pandemic closure**

Tabled.

##### **D. BCCSB - Discipline Policy**

L. Licygiewicz reports that this information has been sent to an attorney for review.

## **V. Closing Items**

### **A. Future Agenda Items**

The next meeting will be the Board of Trustees Annual Meeting during which Trustees will be elected to hold specific positions on the Board.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:21 AM.

Respectfully Submitted,  
Z. Nelson



BC Schools Board of Trustees

Principal  
Ford

Finance  
Manager  
(0.50) Jahn

Operations  
Manager  
(0.50)  
Licygiewicz

Nurse (x1)  
Cali

Dean of  
Students  
Horne

Character  
Education  
Teacher

Assistant  
Principal  
Kolb

Parent  
Coordinator  
Frazier

Office  
Manager  
Bowers

School  
Counselor  
(x2)

Instructional  
Coach (x1)  
Balling

K Teacher  
(x3)

First Grade  
(x3)

Second Grade  
(x3)

Third Grade  
(x3)

Fourth Grade  
(x2)

Fifth Grade  
(x2)

RTI (x2)

Specials  
Teachers (x3)

ESL Teacher  
(x1)

Science/S.S.  
(x1)

Special  
Education  
(x3)

Building Sub  
(x1)

Teaching  
Assistants (x3)

# Brighter Choice 2020-21 School Calendar

<p><b>17+18</b> New Staff PD <b>19-27</b> All Staff PD</p>	<div>August 2020</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<div>SEPTEMBER 2020</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p><b>7</b> No School- Labor Day <b>8</b> First Day of School</p>	S	M	T	W	Th	F	S	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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<p><b>2</b> No School Professional Development <b>5-9</b> No School – Spring Break <b>21-22</b> NYS ELA Testing (3-5)</p>	<div>APRIL 2021</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<div>MAY 2021</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p><b>4-5</b> NYS Math Testing (3-5) <b>31</b> No School- Memorial Day</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
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Scholar Days: 183  
Teacher Days: 197  
New Teacher Days: 199

Updated 2020\_5\_04

The University of the State of New York  
**THE STATE EDUCATION DEPARTMENT**  
 State Office of Religious and Independent Schools - Room 1078 Education Building Annex  
 Albany, New York 12234

**ANNUAL NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All school buildings containing classroom, dormitory, laboratory, physical education, dining, or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for fire hazard which might endanger the lives of students, teachers, and employees therein. (In compliance with N.Y. Education Law 807-A(1) and New York State Uniform Fire Prevention and Building Code (NYSUFPBC)).

**School Name**

B	R	I	G	H	T	E	R		C	H	O	I	C	E		C	S		G	I	R	L	S		
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	--	---	---	---	---	---	--	--

**Facility/Building Name**

B	R	I	G	H	T	E	R		C	H	O	I	C	E		C	S		G	I	R	L	S		
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**Street Address (NO PO Box Numbers)**

2	5	0		C	E	N	T	R	A	L		A	V	E											
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**City/Town/Village**

**Zip Code**

A	L	B	A	N	Y																			
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Name of Municipality Responsible for Local Code Enforcement**

C	I	T	Y		O	F		A	L	B	A	N	Y												
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**Nonpublic School BEDS Code**

0	1	0	1	0	0	8	6	0	8	3	0
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**INSTRUCTIONS**

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for schools with electrically operated partitions (Regulations of the Commissioner 155.25).
  - Items 09A-2 through 25A-3 on the Non-Conformance Report Sheet – Must be completed for all schools (New York State Uniform Fire Prevention and Building Code).
- **Part III (A, B, C and D) Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications on pages 4 and 5, staple the pages together, and mail to the address above.



**Part I: General Information and Fire/Life Safety History**  
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility? Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm? Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection? Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned ☒ School Owned ☐ Other ☐ (specify)

4. Indicate the ownership of this facility.

Leased ☐ Owned ☒ Other ☐ (specify)

5. What is the current gross square footage of this facility?  
(to the nearest whole ten feet)

			3	9	0	0	0
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6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes ☒ No ☐

b) Average time to evacuate this facility:

	1	5	8
--	---	---	---

Minutes

Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes ☒ No ☐

8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_

No X \_\_\_\_\_

If yes, indicate:

a) Number of fires

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b) Total number of injuries

--	--

c) Total cost of property damage

\$

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## Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name: Brighter Choice Charter School for Girls Building Name: Brighter Choice CS Girls

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			13A-2			19E-1		
08B-2			13B-2			19F-1		
08C-2			14A-2			19G-1		
08D-2			14B-2			19H-2		
08E-2			14C-2			20A-1		
09A-2			14D-1			20B-1		
09B-2			14E-1			20C-1		
09C-1			15A-2			21A-3		
09D-1			15B-1			22A-3		
09F-2			15C-2			22B-3		
09G-2			15D-2			22C-3		
10A-2			15E-1			23A-1		
10B-2			16A-2			23B-1		
10C-1			16B-2			23C-1		
10D-1			16C-2			23D-2		
11A-2			17A-3			24A-3		
11B-1			17B-2			25A-3		
11C-2			17C-2					
11D-2			17D-2					
11E-1			17E-1					
12A-1			17F-3					
12B-3			17G-1					
12C-2			17H-2					
12D-2			17I-2					
12E-1			17J-1					
12F-1			17K-1					
12G-1			17L-1					
12H-1			18A-2					
12I-1			18B-2					
12J-1			18C-2					
12K-1			18D-2					
12L-1			19A-3					
12M-1			19B-2					
12N-1			19C-1					
12O-2			19D-1					

If any additional non-conformances are observed, check item 25A-3 and list the Code section below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes ☒ No ☐



**Part III: Nonpublic School Certifications**

Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? Check appropriate box(es)

- ☒ Inspection by the fire department of the city, town, village or fire district in which the building is located (complete section III-B)
- ☐ Inspection by a fire corporation whose territory includes the school building (complete section III-B)
- ☐ Inspection by the county fire coordinator, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- ☐ Employing or contracting persons who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on 7/21/2020 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Kelly J. Goertz Title: FF/Investigator

Signature: [Signature] Date: 7/21/2020

Inspector's Organization: ALBANY FIRE DEPT.

Inspector's Telephone #: [Redacted] Inspector's Email: [Redacted]

Inspector's Registry # (assigned by the NYS Department of State) [Redacted]

### Section III-C Fire Inspection by Another Individual

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on \_\_\_\_\_ (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_

Name of Local Fire Authority: \_\_\_\_\_

Address of Local Fire Authority: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

- ☐ Yes  
☐ No

### Section III-D. School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: Luke Liczygiewicz

Title: Operations Manager

Signature: [Signature]

Telephone #: [Redacted]

Email: [Redacted]





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

M. Christian Bender  
250 Central Avenue  
Albany, NY 12206

**Certificate of Occupancy**

Address: 88 North Lake Avenue aka 250 Central Ave

Permit                     

Parcel                     

This is to Certify that the building located at 88 North Lake Avenue aka 250 Central Ave in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for Renovations & Addition to the Brighter Choice Charter School for Boys and Girls.

The following occupancy is permitted at this location:

Area	Use	Uniform Code Classification
Cellar/Basement		
First Floor	School	<u>                    </u>
Second Floor	School	<u>                    </u>
Third Floor		
Other Floors		

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

Zoning District at time of Issuance                     

Issuance Recommended By:

Vincent J. DiBiase  
Building Inspector

Valerie Scott  
Division of Building and Codes

Issue Date: Tuesday, September 02, 2003