

Application: Henry Johnson Charter School

Dustin Mitchell - dmitchell@henryjohnsoncs.org
2021-2022 Annual Report

Summary

ID: 0000000338

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

HENRY JOHNSON CHARTER SCHOOL 800000059286

a1. Popular School Name

HJCS

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

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

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

ALBANY CITY SD

e. DATE OF INITIAL CHARTER

10/2005

f. DATE FIRST OPENED FOR INSTRUCTION

9/2007

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

The mission of the Henry Johnson Charter School is to ensure that all students reach the highest levels of scholastic achievement in an environment that instills character, virtue and ‘habits of mind’ that ensure success both within and outside the classroom: diligence, courage, respect, self-reliance, duty and responsibility.

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	A rigorous academic program
KDE 2	A longer school day and longer school year allowing for three hours of English language arts instruction and 90 minutes of mathematics instruction daily
KDE 3	Comprehensive assessment program, the results of which drive curricular and instructional decision making
KDE 4	A school culture based on the "habits of mind"
KDE 5	A focus on learning, with at least 2 adults providing instruction in each classroom and extensive professional development available to teachers
KDE 6	A program enriched by visual and performing arts, computer class, and by physical education
KDE 7	(No response)
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.henryjohnsoncs.org](http://www.henryjohnsoncs.org)

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

375

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

336

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

Check all that apply

Grades Served

K, 1, 2, 3, 4

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

No

FACILITIES INFORMATION

m. FACILITIES

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

	No, just one site.
--	--------------------

HENRY JOHNSON CHARTER SCHOOL 800000059286

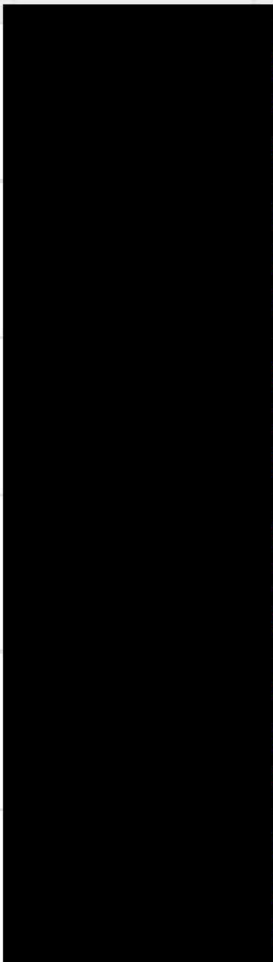
School Site 1 (Primary)

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	30 Watervliet Avenue, Albany, NY 12206	5184324300	Albany	K-4	no

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Dustin Mitchell	Head of School	518-432-4300		dmitchell@henryjohnsoncs.org
Operational Leader	Dustin Mitchell	Head of School	518-432-4300		dmitchell@henryjohnsoncs.org
Compliance Contact	Dustin Mitchell	Head of School	518-432-4300		dmitchell@henryjohnsoncs.org
Complaint Contact	Dustin Mitchell	Head of School	518-432-4300		dmitchell@henryjohnsoncs.org
DASA Coordinator	Dustin Mitchell	Head of School	518-432-4300		dmitchell@henryjohnsoncs.org
Phone Contact for After Hours Emergencies	Dustin Mitchell	Head of School	518-432-4300		dmitchell@henryjohnsoncs.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[COO.pdf](#)

Filename: COO.pdf **Size:** 58.9 kB

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

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

Name	Dustin Mitchell
Position	Head of School
Phone/Extension	518-432-4300
Email	dmitchell@henryjohnsoncs.org

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

Responses Selected:

Yes

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2022

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in

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

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

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

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

Entry 4c - Additional Financial Documents

Incomplete

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

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

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

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

Entry 4d - Financial Services Contact Information

Incomplete

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

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

2. Audit Firm Contact Information

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

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

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

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

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

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

Entry 6 - Board of Trustees Disclosure of Financial Interest

Form

Completed Aug 1 2022

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

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

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

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

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

[2021-22-ar-current-former-trustee-financial-disclosure-form Pistilii](#)

Filename: 2021 22 ar current former trustee gp8aUK4.pdf **Size:** 501.5 kB

[2021-22-ar-current-former-trustee-financial-disclosure-form \(K](#)

Filename: 2021 22 ar current former trustee M6gEZR6.pdf **Size:** 1.1 MB

[2021-22- ar-current-former-trustee-financial-disclosure-form- Backstrom](#)

Filename: 2021 22 ar current former trustee NIhbbts.pdf **Size:** 2.2 MB

[2021-22-ar-current-former-trustee-financial-disclosure-form-Cheeks](#)

Filename: 2021 22 ar current former trustee 6hVqqzp.pdf **Size:** 316.2 kB

[2021-22-ar-current-former-trustee-financial-disclosure-form-DaSilva](#)

Filename: 2021 22 ar current former trustee eRZr2au.pdf **Size:** 310.4 kB

[2021-22-ar-current-former-trustee-financial-disclosure-form-McFadden](#)

Filename: 2021 22 ar current former trustee Obc2Bzk.pdf **Size:** 310.4 kB

[2021-22-ar-current-former-trustee-financial-disclosure-form-Taitt](#)

Filename: 2021 22 ar current former trustee 06L6LUo.pdf **Size:** 310.4 kB

[2021-22-ar-current-former-trustee-financial-disclosure-form-Nabors](#)

Filename: 2021 22 ar current former trustee zcBVF0r.pdf **Size:** 310.3 kB

Entry 7 BOT Membership Table

Completed Aug 1 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

HENRY JOHNSON CHARTER SCHOOL 800000059286

Authorizer:

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	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 Meeting s Attende d During 2021- 2022
	Saleem			Executiv			7/01/20	06/30/2	

1	Cheeks		Chair	e	Yes	3	20	023	6
2	Brian Backstrom		Vice Chair	Executive, Finance	Yes	4	7/01/2020	06/30/2023	6
3	Bob Pistilli		Treasurer	Executive, Finance	Yes	3	7/01/2020	06/30/2023	6
4	Kete Barnes		Trustee/Member	Legal	Yes	1	07/01/2019	06/30/2022	7
5	Juanita Nabors		Trustee/Member	N/A	Yes	4	07/01/2021	06/30/2024	5 or less
6	Sharon Desilva		Trustee/Member	N/A	Yes	3	07/01/2019	06/30/2024	5 or less
7	Latoya Taitt		Trustee/Member	N/A	Yes	3	07/01/2021	06/30/2024	5 or less
8	Danasia McFadden		Parent Rep	N/A	Yes	1	07/01/2019	06/30/2022	5 or less
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	9
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2021-2022

8

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

8

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

0

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

1

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

9

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 1 2022

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

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

HJCS Minutes - 2021-09

Filename: HJCS Minutes 2021 09.pdf Size: 303.0 kB

HJCS Minutes - 2021-08

Filename: HJCS Minutes 2021 08.pdf Size: 290.1 kB

HJCS Minutes - 2021-10

Filename: HJCS Minutes 2021 10.pdf Size: 305.3 kB

HJCS Minutes - 2021-12

Filename: HJCS Minutes 2021 12.pdf Size: 265.2 kB

HJCS Minutes - 2022-01

Filename: HJCS Minutes 2022 01.pdf Size: 296.5 kB

HJCS Minutes - 2022-03 (1)

Filename: HJCS Minutes 2022 03 1.pdf Size: 297.2 kB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

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

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	HJCS continued to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.	HJCS will continue to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.
English Language Learners	Existing ENL families were contacted by the school's ENL staff to recruit any friends and family members. Applications were also available in various languages.	Existing ENL families will be contacted by the school's ENL staff to recruit any friends and family members. Applications are also available in various languages.
Students with Disabilities	The HJCS recruitment flyer included information notifying any interested parties that special education instructors are on staff at HJCS. An additional counselor was added to provide enhances SEL services.	Recruitment materials will include information regarding support staff and programs.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	HJCS continued to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.	HJCS will continue to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.
English Language Learners	Existing ENL families were contacted by the school's ENL staff to recruit any friends and family members. Applications were also available in various languages.	Existing ENL families will be contacted by the school's ENL staff to recruit any friends and family members. Applications are also available in various languages.
Students with Disabilities	The HJCS recruitment flyer included information notifying any interested parties that special education instructors are on staff at HJCS. An additional counselor was added to provide enhances SEL services.	Recruitment materials will include information regarding support staff and programs.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

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

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprintoct19.pdf or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Aug 1 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	5.0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total	5

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	10

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	20

Thank you.



Entry 12 Organization Chart

Completed Aug 1 2022

Instructions

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

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

HJCS org chart

Filename: HJCS org chart.pdf **Size:** 10.9 kB

Entry 13 School Calendar

Completed Aug 1 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

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

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

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

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

2022-23_HJCS_school-event-calendar

Filename: 2022 23 HJCS school event calendar.pdf **Size:** 91.5 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Henry Johnson Charter School

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	http://www.henryjohnsoncs.org/resources/
2. Board meeting notices, agendas and documents	http://www.henryjohnsoncs.org/resources/
3. New York State School Report Card	https://data.nysed.gov/profile.php?instid=800000059286
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	http://www.henryjohnsoncs.org/wp-content/uploads/2019/11/2019-20-Family-Handbook.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-District_Safety_Plan.pdf
6. Authorizer-approved FOIL Policy	http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-FOIL-Policy.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-FOIL-Policy.pdf

Thank you.



Entry 15 Staff Roster

Completed Aug 1 2022

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data

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

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

[faculty-staff-roster-template-2022-v2](#)

Filename: faculty staff roster template 202 sovFPjq.xlsx **Size:** 18.0 kB



FINANCIAL STATEMENTS

JUNE 30, 2022 AND 2021

HENRY JOHNSON CHARTER SCHOOL

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JUNE 30, 2022 AND 2021

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MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Henry Johnson Charter School
Albany, New York

Opinion

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

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Henry Johnson Charter School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise Henry Johnson Charter School's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying

accounting and other records used to prepare the basic financial statements or the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2022, on our consideration of Henry Johnson Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Henry Johnson Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Henry Johnson Charter School's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Cusack & Company, CPA's LLC". The signature is written in a cursive, flowing style.

CUSACK & COMPANY, CPA'S LLC

Latham, New York
October 25, 2022

HENRY JOHNSON CHARTER SCHOOL*STATEMENTS OF FINANCIAL POSITION**JUNE 30, 2022 AND 2021*

ASSETS

	<u>2022</u>	<u>2021</u>
Current Assets		
Cash	\$ 2,945,929	\$ 3,136,005
Grants and Contracts Receivable	1,071,962	770,644
Prepaid Expenses	<u>15,966</u>	<u>8,336</u>
Total Current Assets	<u>4,033,857</u>	<u>3,914,985</u>
Other Assets		
Property and Equipment - Net	6,495,847	6,441,260
Cash - Board Designated	<u>276,327</u>	<u>275,708</u>
Total Other Assets	<u>6,772,174</u>	<u>6,716,968</u>
Total Assets	<u><u>\$ 10,806,031</u></u>	<u><u>\$ 10,631,953</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities		
Current Portion of Long-Term Debt	\$ 129,644	\$ 102,409
Accounts Payable and Accrued Expenses	85,937	63,227
Accrued Payroll and Benefits	255,121	281,896
Compensated Absences	<u>89,550</u>	<u>79,770</u>
Total Current Liabilities	560,252	527,302
Long-Term Liabilities		
Long-Term Debt, Net of Current Portion	<u>5,179,029</u>	<u>5,304,852</u>
Total Liabilities	<u>5,739,281</u>	<u>5,832,154</u>
Net Assets		
Without Donor Restrictions		
Undesignated	4,790,423	4,524,091
Board Designated	<u>276,327</u>	<u>275,708</u>
Total Net Assets	<u>5,066,750</u>	<u>4,799,799</u>
Total Liabilities and Net Assets	<u><u>\$ 10,806,031</u></u>	<u><u>\$ 10,631,953</u></u>

HENRY JOHNSON CHARTER SCHOOL
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
Revenue		
Public School District		
Resident Student Enrollment	\$ 4,818,720	\$ 5,699,816
Students with Disabilities	41,879	29,957
Grants and Contracts		
Federal Grants	1,140,941	296,258
Food Service/Child Nutrition Program	<u>380,621</u>	<u>253,861</u>
Total Revenue	<u>6,382,161</u>	<u>6,279,892</u>
Expenses		
Program Services		
Regular Education	4,219,382	3,929,405
Special Education	223,413	222,646
Other Programs	<u>678,111</u>	<u>559,547</u>
Total Program Services	5,120,906	4,711,598
Management and General	<u>1,038,934</u>	<u>991,037</u>
Total Operating Expenses	<u>6,159,840</u>	<u>5,702,635</u>
Income from School Operations	<u>222,321</u>	<u>577,257</u>
Other Revenue		
E-Rate Income	40,170	-
Interest Income	98	28
Miscellaneous Income	<u>4,362</u>	<u>41,288</u>
Total Other Revenue	<u>44,630</u>	<u>41,316</u>
Change in Net Assets	266,951	618,573
Net Assets, Beginning of Year	<u>4,799,799</u>	<u>4,181,226</u>
Net Assets, End of Year	<u><u>\$ 5,066,750</u></u>	<u><u>\$ 4,799,799</u></u>

HENRY JOHNSON CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
Cash Flows From Operating Activities		
Change in Net Assets	\$ 266,951	\$ 618,573
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities		
Amortization of Debt Issuance Costs	3,821	3,821
Depreciation	232,549	217,400
Bad Debt Expense	-	1,593
Changes in Operating Assets and Liabilities		
(Increase) Decrease in Assets:		
Grants and Contracts Receivable	(301,318)	(273,421)
Prepaid Expenses	(7,630)	3,000
Increase (Decrease) in Liabilities:		
Accounts Payable and Accrued Expenses	22,710	(737)
Accrued Payroll and Benefits	(26,775)	(34,803)
Compensated Absences	<u>9,780</u>	<u>26,085</u>
Net Cash Provided by Operating Activities	<u>200,088</u>	<u>561,511</u>
Cash Flows From Financing Activities		
Repayments of Long-Term Debt	<u>(102,409)</u>	<u>(18,161)</u>
Cash Flows From Investing Activities		
Purchase of Property and Equipment	<u>(287,135)</u>	<u>(59,665)</u>
Net Increase (Decrease) in Cash	(189,456)	483,685
Cash, Beginning of Year	<u>3,411,713</u>	<u>2,928,028</u>
Cash, End of Year	<u><u>\$ 3,222,256</u></u>	<u><u>\$ 3,411,713</u></u>
Other Disclosures -		
Cash Paid for Interest	<u><u>\$ 327,256</u></u>	<u><u>\$ 329,652</u></u>

HENRY JOHNSON CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	Program Services			Supporting Services
	Regular Education	Special Education	Other Education	Management and General
Administrative Personnel	\$ 156,006	\$ -	\$ -	\$ 156,006
Instructional Personnel	2,317,683	111,899	-	2,429,582
Non-Instructional Personnel	-	-	195,789	195,789
Total Salaries	2,473,689	111,899	195,789	2,781,377
Fringe Benefits and Payroll Taxes	594,768	26,905	-	621,673
Retirement	51,992	2,352	-	54,344
Legal Services	174	8	-	182
Accounting and Audit Services	13,749	622	-	14,371
Other Purchased, Professional and Consulting Services	68,733	35,654	-	104,387
Repairs and Maintenance	208,232	9,420	19,739	237,391
Insurance	54,854	2,481	5,200	62,535
Utilities	52,499	2,375	4,977	59,851
Supplies and Materials	35,983	1,628	-	37,611
Staff Development	22,999	1,040	-	24,039
Marketing and Recruitment	16,921	765	-	17,686
Technology	97,456	4,409	-	101,865
Food Service	-	-	173,760	173,760
Student Services	67,766	3,065	276,260	347,091
Office Expense	25,174	1,139	2,386	28,699
Depreciation	179,228	8,108	-	187,336
Interest Expense	255,165	11,543	-	266,708
Total Expenses	\$ 4,219,382	\$ 223,413	\$ 678,111	\$ 5,120,906
				\$ 6,159,840

HENRY JOHNSON CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2021

	Program Services			Supporting Services	
	Regular Education	Special Education	Other Education	Management and General	Total
Administrative Personnel	\$ 149,904	\$ -	\$ -	\$ 149,904	\$ 749,521
Instructional Personnel	2,176,015	113,094	-	2,289,109	2,289,109
Non-Instructional Personnel	-	-	142,204	-	142,204
Total Salaries	2,325,919	113,094	142,204	2,581,217	3,180,834
Fringe Benefits and Payroll Taxes	622,891	30,287	-	653,178	813,758
Retirement	33,763	1,642	-	35,405	44,109
Legal Services	3,282	160	-	3,442	4,288
Accounting and Audit Services	13,457	654	-	14,111	17,580
Other Purchased, Professional and Consulting Services	67,338	34,859	-	102,197	127,321
Repairs and Maintenance	182,599	8,879	16,380	207,858	238,552
Insurance	50,651	2,463	4,544	57,658	66,172
Utilities	33,989	1,653	3,049	38,691	44,404
Supplies and Materials	50,704	2,465	-	53,169	78,210
Staff Development	12,983	631	-	13,614	13,614
Marketing and Recruitment	13,729	668	-	14,397	17,937
Technology	26,309	1,279	-	27,588	34,370
Food Service	-	-	126,227	-	126,227
Student Services	48,714	2,369	265,332	-	316,415
Office Expense	20,191	982	1,811	3,394	26,378
Depreciation	166,409	8,091	-	174,500	217,400
Interest Expense	255,257	12,411	-	267,668	333,473
Bad Debt Expense	1,220	59	-	1,279	1,593
Total Expenses	\$ 3,929,405	\$ 222,646	\$ 559,547	\$ 4,711,598	\$ 5,702,635

1. ORGANIZATION AND PURPOSE

Organization

Henry Johnson Charter School (the “School”) is a New York not-for-profit organization that works to ensure all students reach the highest levels of scholastic achievement in an environment that instills character, virtue and “habits of mind” that ensure success both within and outside the classroom: diligence, courage, respect, self-reliance, duty and responsibility.

A provisional charter, valid for five years, was granted to the School by the University of the State of New York pursuant to Article 56 of the Education Law of the State of New York. The School began providing educational services in the fall of 2007 for K-1 grades. The provisional charter allowed for an additional grade to be added in each subsequent year until the School reached grades K-4. The School’s charter renewal has been granted through June 30, 2025. As of June 30, 2022, the School had an enrollment of 330 students in K to 4th grades.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting Policies and Financial Statement Presentation

The following summarizes the significant accounting policies consistently applied in the preparation of the School’s financial statements, with references to the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) where applicable.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting, whereby revenue is recognized when earned and expenses are recognized when incurred. This basis of accounting is in accordance with accounting principles generally accepted in the United States of America.

Revenue Recognition

A substantial portion of the School’s revenue and related receivables is derived from its billing to Albany City School District. State law requires Districts to reimburse the School on a per capita basis. These revenues are recognized ratably over the related school year during which they are earned.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition (Continued)

Grants, contributions and unconditional promises to give are measured at their fair values and reported as an increase in net assets. The School reports gifts of cash and other assets as donor restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as support without donor restrictions. The School reports gifts of goods and equipment as support without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the School reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Revenue from Contracts with Customers

Revenue from contracts with customers is recognized in accordance with a five-step model as follows:

- Identify the contract with the customer
- Identify the performance obligation(s) in the contract
- Determine the transaction price
- Allocate the transaction price to the performance obligation(s) in the contract
- Recognize revenue when earned or as performance obligation(s) are satisfied

Contract Assets

Amounts related to services provided to customers which have not been billed and that do not meet the conditions of an unconditional right to payment at the end of the reporting period are contract assets. Contract asset balances consist primarily of services provided to customers who are still receiving services at the end of the year. There were no contract assets at June 30, 2022 and 2021.

Contract Liabilities

Contract liabilities represent revenue that has been deferred for the funds advanced by third party payors for the School's contracts related to services that have not yet been provided to customers. Contract liabilities consist of payments made by funding and other sources for the School's contracts for services not yet performed that are expected to be performed within the next fiscal year. There were no contract liabilities at June 30, 2022 and 2021.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Expenses

Directly identifiable expenses are charged to the programs and supporting services benefitted. Expenses related to more than one function are charged to programs and supporting services using specific allocation methods. Administrative expenses include those expenses not directly identifiable with any other specific function, but provide for the overall support and direction of the School.

Grants and Contracts Receivable

Receivables are carried at original invoice amount less an estimate made for doubtful receivables based on a review of all outstanding amounts on a monthly basis. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Receivables are written off when deemed uncollectible. Recoveries of accounts previously written off are recorded when received. A receivable is considered past due if any portion of the receivable balance is outstanding for more than 90 days. Management considers all receivables to be fully collectible. Accordingly, no allowance for doubtful accounts is required.

Conditional and Unconditional Promises to Give

At June 30, 2022 and 2021, the School had not received any conditional or unconditional promises to give.

Property, Equipment and Depreciation

Acquisitions of property and equipment in excess of \$1,000 (individually) or \$2,500 (aggregated), are capitalized and recorded at cost. Improvements and replacements of property and equipment are capitalized. Maintenance and repairs not improving or extending the lives of property and equipment are charged to expense as incurred. When assets are sold or retired, their cost and related accumulated depreciation are removed from the accounts and any gain or loss is reported in the statement of activities. Depreciation is provided over the estimated useful life of each class of depreciable assets (ranging from 3 to 39 years) and is computed using the straight-line method.

Net Assets

Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets of the School and changes therein are reported according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Assets (Continued)

Net Assets without Donor Restrictions - Net assets that are not subject to donor-imposed stipulations.

Net Assets with Donor Restrictions - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the School and/or the passage of time. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Estimates

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

Advertising Costs

The School expenses advertising costs as they are incurred. Advertising costs for the years ended June 30, 2022 and 2021 were \$21,954 and \$17,937, respectively, and reported in the Statement of Functional Expenses as marketing and recruitment.

Tax Status

The School is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the School qualifies for the charitable contribution deduction under Section 170(b)(1)(A)(ii) and has been classified as a school that is not a private foundation under Section 509(a).

Donated Services

The School received donated services from unpaid volunteers who assisted in fund raising, office administration and program activities. For the services donated, the criteria for recognition in these financial statements of such volunteer effort was not met and, therefore, no revenue and expense has been reflected in these financial statements. Management has estimated that volunteers have provided approximately 100 hours in assisting the School in each of the years ended June 30, 2022 and 2021, respectively.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fair Value

The ASC requires expanded disclosures about fair value measurements and establishes a three-level hierarchy for fair value measurements based on the observable input to the valuation of an asset or liability at the measurement date. Fair value is defined as the price that the School would receive upon selling an asset or pay to transfer a liability in an orderly transaction between market participants.

Accounting for Uncertainty in Income Taxes

The School follows the ASC, *Accounting for Income Taxes*, and their current accounting policy for evaluating uncertain tax positions is in accordance with generally accepted accounting principles. The School has not recognized any benefits from uncertain tax positions in 2022 and believes it has no uncertain tax positions for which it is reasonably possible that the total amounts of unrecognized tax benefits will significantly increase or decrease within 12 months of the balance sheet date of June 30, 2022.

Forms 990 and state income tax returns (if applicable) filed by the School are subject to examination by taxing authorities up to three years after the extended due date of each return. Forms 990 and state income tax filings for the School are no longer subject to examination for the year ended June 30, 2018 and prior.

Future Accounting Pronouncement

ASU No. 2016-02

In February 2016, the FASB issued ASU 2016-02, *Leases* (ASU 2016-02). ASU 2016-02 establishes a comprehensive new lease accounting model. The new standard clarifies the definition of a lease and causes lessees to recognize leases on the balance sheet as a lease liability with a corresponding right-to-use asset for leases with a lease term of more than one year. ASU 2016-02 is effective for financial statements issued for fiscal years beginning after December 15, 2021, and interim periods within those fiscal years. Early adoption is permitted. The new standard requires a modified retrospective transition for capital or operating leases existing at or entered into after the beginning of the earliest comparative period presented in the financial statements, but it does not require transition accounting for leases that expire prior to the date of initial application. The School is currently evaluating the impact that ASU 2016-02 will have on the School's financial statements and related disclosures.

Reclassifications

Certain 2021 amounts have been reclassified to conform to the 2022 financial statement presentation.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Subsequent Events

The School follows the ASC, *Subsequent Events*, which establishes general standards of accounting for, and disclosure of, events that occur after the date of the financial statements but before the financial statements are issued or are available to be issued. In the preparation of these financial statements and notes thereto, management has evaluated subsequent events or transactions as to any potential material impact on operations or financial position occurring through October 25, 2022, the date the financial statements were available to be issued. No such events or transactions were identified by management.

3. BOARD DESIGNATED CASH

The School has internally designated cash in the amount of \$276,327 and \$275,708 as of June 30, 2022 and 2021, respectively. The intended purpose of this designation is to provide for capital projects and unforeseen operating costs within the next operating cycle and is comprised of the following:

	<u>2022</u>	<u>2021</u>
Dissolution Escrow (1)	\$ 75,168	\$ 75,147
Capital Reserve Fund	<u>201,159</u>	<u>200,561</u>
	<u><u>\$ 276,327</u></u>	<u><u>\$ 275,708</u></u>

(1) As required in the School's Charter Agreement.

4. GRANTS AND CONTRACTS RECEIVABLE

At June 30, 2022 and 2021, grants and contracts receivable were comprised of the following:

	<u>2022</u>	<u>2021</u>
School District Tuition	\$ 24,783	\$ 514,907
Grants Receivable	<u>1,047,179</u>	<u>255,737</u>
	<u><u>\$ 1,071,962</u></u>	<u><u>\$ 770,644</u></u>

5. PROPERTY AND EQUIPMENT, NET

Property and equipment are reflected at historical cost, net of related depreciation, and are comprised of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Buildings	\$ 6,983,442	\$ 6,983,442
Building Improvements	143,330	16,880
Land	483,000	483,000
Land Improvements	15,683	15,683
Equipment	531,494	470,047
Furniture and Fixtures	241,237	241,237
Total at Cost	8,398,186	8,210,289
Less: Accumulated Depreciation	(1,902,339)	(1,769,029)
	<u><u>\$ 6,495,847</u></u>	<u><u>\$ 6,441,260</u></u>

Depreciation expense was \$232,549 and \$217,400 for the years ended June 30, 2022 and 2021, respectively.

6. LONG-TERM DEBT

Long-term debt is comprised of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Mortgage loan payable to Local Initiatives Support Corporation ("LISC"), in monthly payments of \$36,659, including interest at 6%, maturing in September, 2043, collateralized by the building.	\$ 5,388,915	\$ 5,491,324
Less: unamortized debt issuance costs, net	(80,242)	(84,063)
Less: current portion	<u>(129,644)</u>	<u>(102,409)</u>
Long-term debt, net of current portion and unamortized debt issuance costs	<u><u>\$ 5,179,029</u></u>	<u><u>\$ 5,304,852</u></u>

The School is required to maintain debt covenants by the lender of the mortgage. As of June 30, 2021 (most recent information available), the School was in compliance with all applicable covenants.

6. LONG-TERM DEBT (CONTINUED)

Unamortized debt issuance costs as of June 30, 2022 and 2021 consist of the following:

	<u>2022</u>	<u>2021</u>
Transaction and Financing Costs - Twenty-Eight Year Amortization	\$ 108,900	\$ 108,900
Less: Accumulated Amortization	<u>(28,658)</u>	<u>(24,837)</u>
Unamortized Debt Issuance Costs, Net	<u>\$ 80,242</u>	<u>\$ 84,063</u>

Estimated debt maturities at June 30 over the next five (5) years and thereafter are as follows:

2023	\$ 129,644
2024	136,777
2025	146,076
2026	142,861
2027	164,651
Thereafter	<u>4,668,906</u>
	<u>\$ 5,388,915</u>

7. RETIREMENT PLAN

The School has adopted a SIMPLE IRA retirement plan that substantially all employees are eligible to participate in. The School contributes a matching contribution of up to 3% of the employee's gross compensation to any employee who contributes to the plan. As of January 1, 2022 the School switched from a Simple IRA to a 403(b) plan. The new plan has a 3 year vesting period with a matching contribution of up to 5% of the employee's gross compensation. The School's retirement plan expense for the years ended June 30, 2022 and 2021 was \$67,460 and \$44,109, respectively.

8. CONCENTRATION OF RISK

The School receives a substantial portion of its funding from school districts where students reside. Three school districts comprised approximately 91% and 93% of total revenue and support for the years ended June 30, 2022 and 2021, respectively. No other funding source accounted for more than 10% of total revenue and support.

The School does occasionally maintain deposits in excess of federal insured limits. The ASC identifies this as a possible concentration of credit risk requiring disclosure, regardless of the degree of risk. The risk is managed by maintaining all deposits in high quality financial institutions.

The School is subject to audits and reviews of reimbursable costs by various governmental agencies. The outcome of the audits and reviews may have the effect of retroactively increasing or decreasing revenue from various sources. These changes, if any, will be recognized in accordance with the rules and guidelines established by the various funding sources.

9. LIQUIDITY AND AVAILABILITY OF RESOURCES

The School has \$4,017,891 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of unrestricted cash of 2,945,929 and grants and contracts receivable of 1,071,962. The School has a goal to maintain financial assets, which consist of cash and short-term investments, on hand to meet 60 days of normal operating expenses, which are, on average, approximately \$1,027,000. The School has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due.

10. UNCERTAINTY

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

**ADDITIONAL REPORTS REQUIRED
BY *GOVERNMENT AUDITING STANDARDS*
AND *THE* UNIFORM GUIDANCE**

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

To the Board of Trustees
Henry Johnson Charter School
Albany, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Henry Johnson Charter School (a nonprofit organization) (the "School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 25, 2022.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

A handwritten signature in black ink that reads "Cusack & Company, CPA's LLC". The signature is written in a cursive, flowing style.

CUSACK & COMPANY, CPA'S LLC

Latham, New York
October 25, 2022

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees
Henry Johnson Charter School
Albany, New York

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Henry Johnson Charter School (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal program for the year ended June 30, 2022. The School's major federal program is identified in the summary of auditor's results section on the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we consider necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance, relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

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

Report on Internal Control Over Compliance

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

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

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

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



CUSACK & COMPANY, CPA'S LLC

Latham, New York
October 25, 2022

HENRY JOHNSON CHARTER SCHOOL
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Assistance Listing/ CFDA Number</u>	<u>Agency or Pass Through Number</u>	<u>Passed Through to Subrecipients</u>	<u>Total Federal Expenditures</u>
<u>Federal Grantor/Pass-Through Grantor/Program or Cluster Title</u>				
<u>US Department of Agriculture</u>				
Passed Through NYS Education Department				
Child Nutrition Cluster				
National School Breakfast Program	10.553	N/A	\$ -	\$ 112,531
National School Lunch Program	10.555	N/A	-	205,986
National School Snack Program	10.555	N/A	-	56,095
Total US Department of Agriculture Passed Through NYS Education Department (Child Nutrition Cluster)			-	374,612
<u>US Department of Education</u>				
Passed Through NYS Education Department				
ESEA Title I, Basic Grant	84.010A	0021-22-4369	-	151,331
Title II A, Improving Teacher Quality	84.367A	0147-22-4369	-	21,102
Title IV, Student Support and Enrichment Elementary and Secondary School	84.424A	0204-22-4369	-	10,081
Emergency Relief (ESSER) Fund (COVID-19)	84.425D	5891-21-4369	-	456,263
American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)(COVID-19)	84.425U	5880-21-4369	-	502,164
Total US Department of Education Passed Through NYS Education Department			-	1,140,941
<u>US Federal Communications Commission</u>				
<u>Direct:</u>				
Emergency Connectivity Fund Under the American Rescue Plan Act (COVID-19)	32.009	N/A	-	40,170
Total Federal Awards Expended			\$ -	\$ 1,555,723

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

The accompanying Schedule of Expenditures of Federal Awards presents all activity of all federal award programs of Henry Johnson Charter School. All federal awards received directly from federal agencies, as well as federal awards passed through from other governmental agencies, are included in the schedule. The information is presented in accordance with the requirements of the Uniform Guidance.

Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in the notes to Henry Johnson Charter School's financial statements.

2. SCOPE OF THE AUDIT PURSUANT TO THE UNIFORM GUIDANCE

Henry Johnson Charter Schools is a tax-exempt organization. All federal grant operations of Henry Johnson Charter School are included in the scope of the Single Audit.

3. INDIRECT COST RATE

Henry Johnson Charter School did not elect to use the 10% de minimis indirect cost rate.

4. SUBRECIPIENTS

Henry Johnson Charter School did not have any subrecipients.

5. LOANS AND LOAN GUARANTEES

Henry Johnson Charter School did not receive any federal assistance in the form of loans or loan guarantees.

HENRY JOHNSON CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

SECTION I — SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes X No
- Significant deficiency(ies) identified? Yes X None reported
- Noncompliance material to financial statements noted? Yes X No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? Yes X No
- Significant deficiency(ies) identified? Yes X None reported

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

Any audit findings disclosed that are required to be reported in accordance with Section CFR 200.516(a)? Yes X No

Identification of major programs:

CFDA Number(s)

84.425D

84.425U

Name of Federal Program or Clusters

Elementary and School Emergency Relief (ESSER) Fund (COVID-19)

American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)(COVID-19)

Dollar threshold used to distinguish between type A and type B programs: \$ 750,000

Auditee qualified as low-risk auditee? Yes X No

Section II - Financial Statement Findings

No findings or matters were reported.

Section III - Federal Award Findings and Questioned Costs

No findings or matters were reported.

Section IV - Resolution of Prior Year Audit Findings

No findings or matters were reported.

Disclosure of Financial Interest by a Current or Former Trustee
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Trustee Name:

Brian Backstrom

Name of Charter School Education Corporation:

Henry Johnson Charter School

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

Vice-chair; Secretary; member of Finance Committee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Various	I sit on the board of the Brighter Choice Foundation, which makes grants available to area charter schools. HJCS has applied for such grants.	I declare my relationship with BCF, recuse myself from all voting, and do not engage in advocacy discussions.	

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

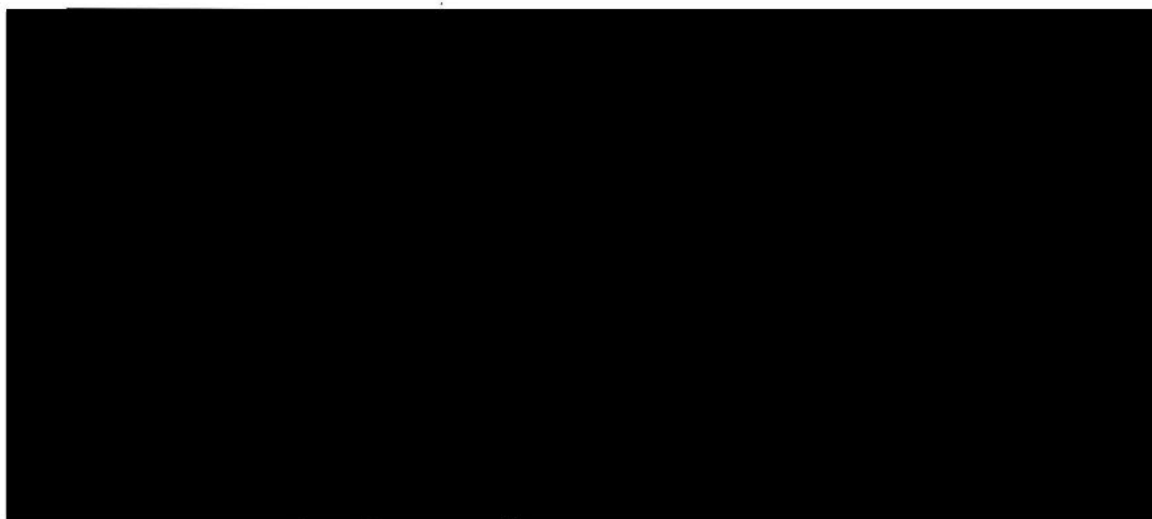
☒ **None**

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

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

Business Telephone:

Business Address:



A handwritten signature in black ink, appearing to be 'B. Backstrom', written over a horizontal line.

Signature

10-19-2022

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Latoya Taitt

Name of Charter School Education Corporation:

Henry Johnson Charter School

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

Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

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

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

Business Telephone:

Business Address:



Home Telephone:

Home Address:

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Saleem Cheeks

Name of Charter School Education Corporation:

Henry Johnson Charter School

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

Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

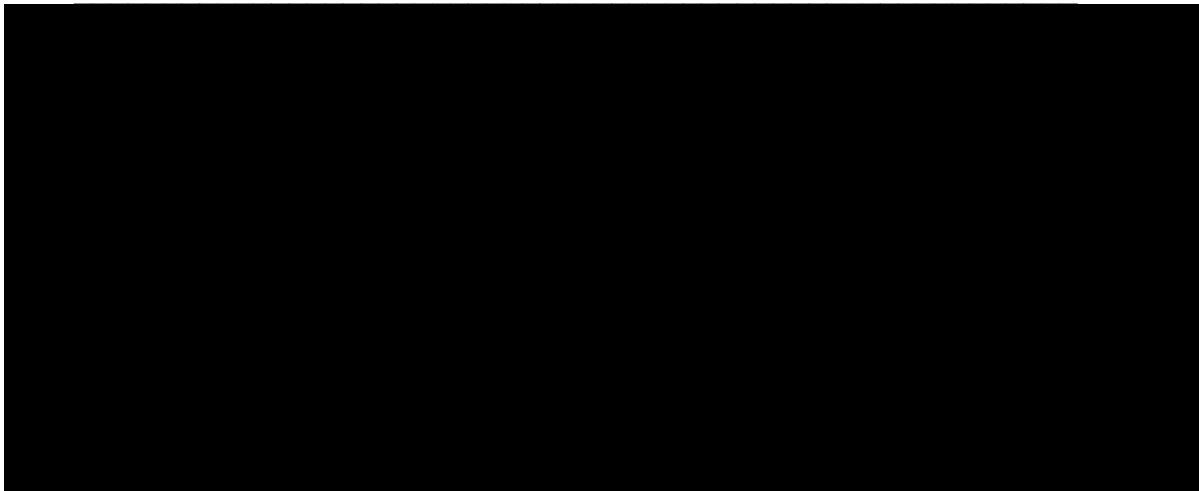
☒ **None**

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

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Business Telephone:

Business Address:



Signature

Date

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

last revised 04/2022

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

Trustee Name:

Sharon DaSilva

Name of Charter School Education Corporation:

Henry Johnson Charter School

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

Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

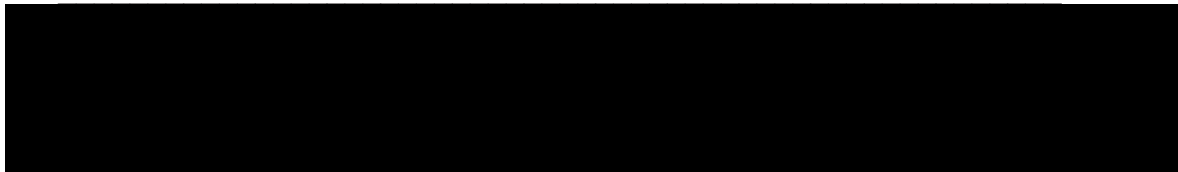
☒ **None**

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

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Business Address:



Home Telephone:

Home Address:

Signature

Date

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

Trustee Name:

Robert Pistilli

Name of Charter School Education Corporation:

Henry Johnson Middle School

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

Treasurer

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

Yes ☒ No

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

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

Yes ☒ No

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

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

Yes ☒ No

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

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

Yes ☒ No

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

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

☒ **None**

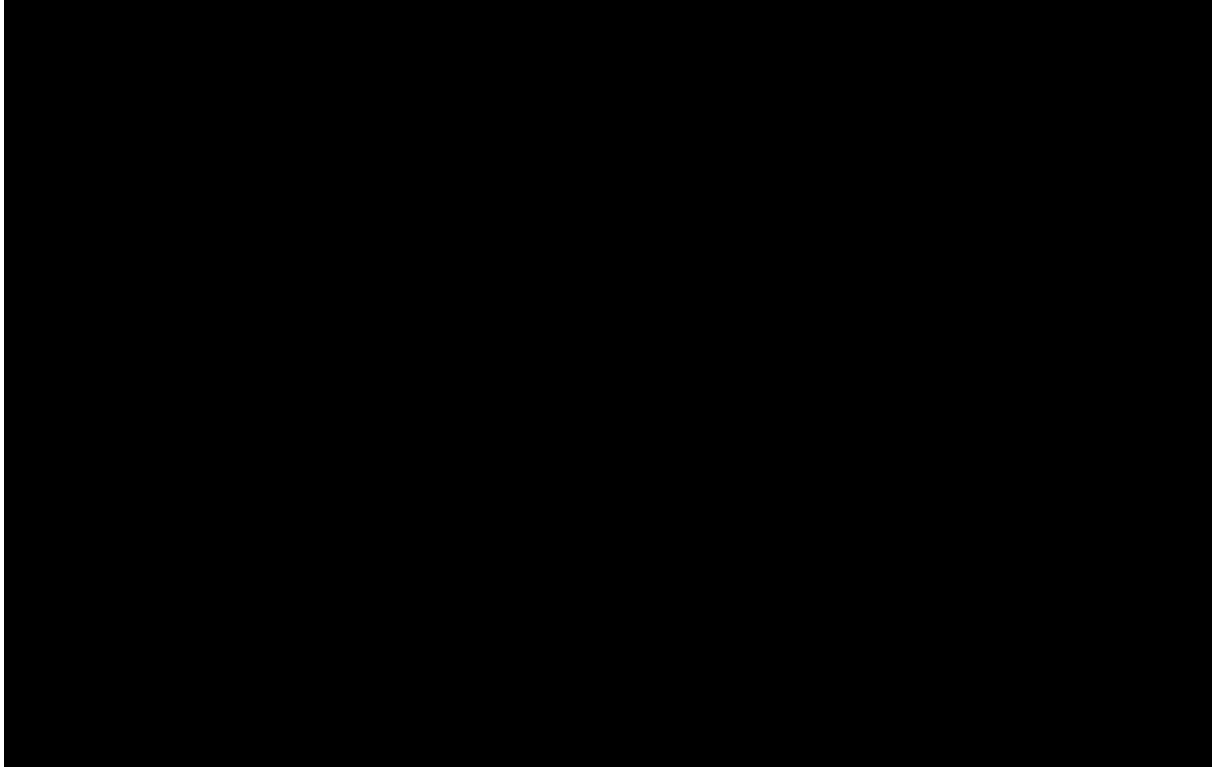
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

☒ **None**

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

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Pistilli, Bob

Digitally signed by Pistilli, Bob
DN: cn=Pistilli, Bob ou=Center e=PistillB@amc.edu
Reason: I agree to specified parts of this document
Location:
Date: 2022-07-28 14:31-04:00

7/28/2022

Signature

Date

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last revised 04/2022

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

Trustee Name:

Kete Barnes

Name of Charter School Education Corporation:

Henry Johnson Charter School

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

n/a

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

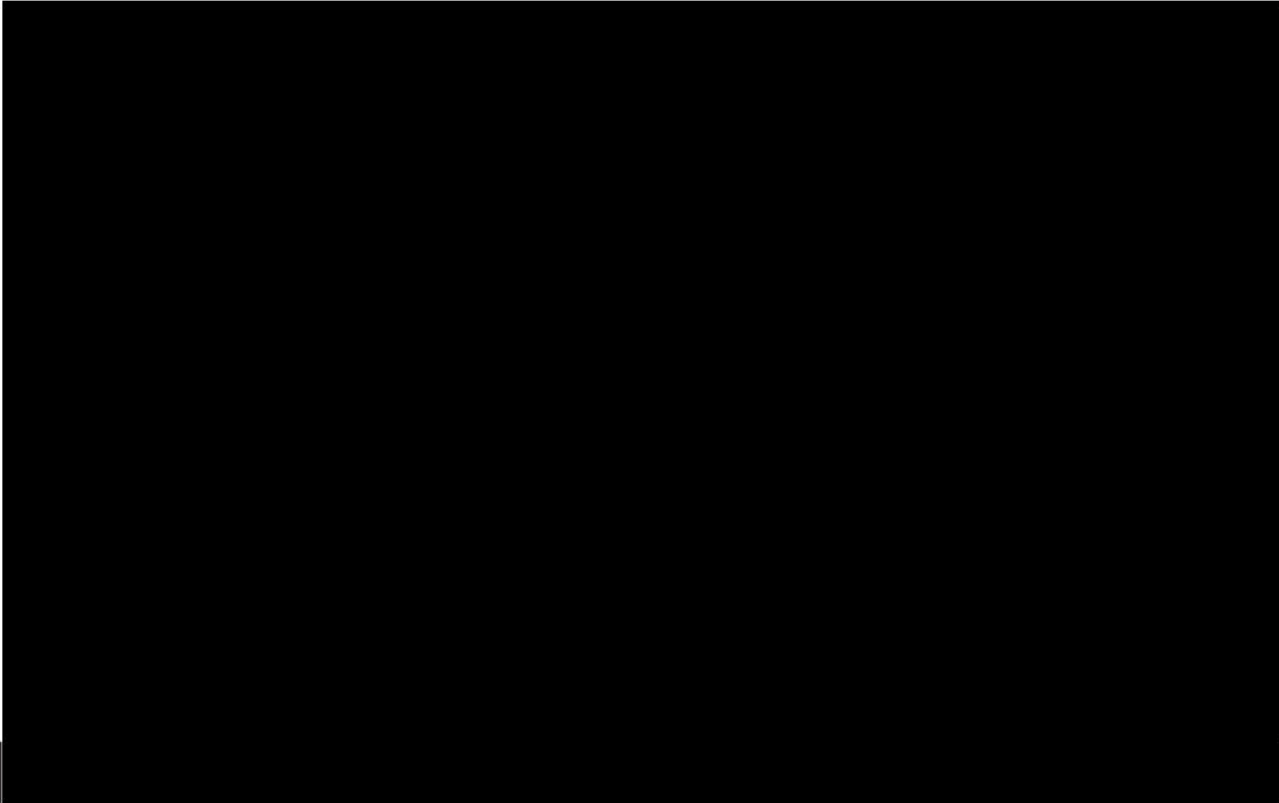
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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☒ **None**

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

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A handwritten signature in dark ink, appearing to read 'Kete Barnes', is written over a horizontal line.

Signature

July 20, 2022

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Danasia McFadden

Name of Charter School Education Corporation:

Henry Johnson Charter School

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

Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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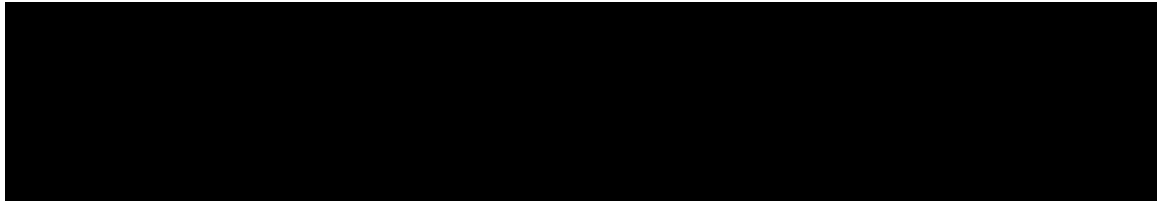
☒ **None**

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Business Address:



Home Telephone:

Home Address:

Signature

Date

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last revised 04/2022

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

Trustee Name:

Juanita Nabors

Name of Charter School Education Corporation:

Henry Johnson Charter School

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

Chair

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

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

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☐ Yes ☒ No

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

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☒ **None**

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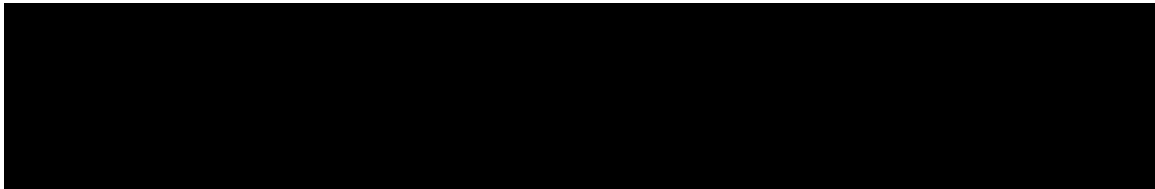
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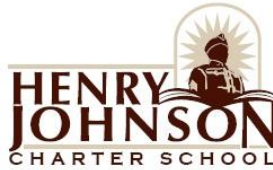
Signature

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last revised 04/2022



Meeting of the August 17, 2021

MINUTES

Opening Items

Chair of the Board Saleem Cheeks called the meeting to order at 5:25 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Sharon DeSilva, and Bob Pistilli.

Head of School Dustin Mitchell, Principal of Character and Culture George Borum and Director of Finance and Operations Jessica Hudson also were in attendance, as were representatives from TAG Solutions, a cyber security firm.

Cyber Security

Representatives from TAG solutions presented to the Board options for enhancing the security of the school's technology systems.

School Leadership Report

Head of School Dustin Mitchell discussed plans for the upcoming school year at HJCS. He noted that enrollment prospects are up from this time last year, and that kindergarten enrollment prospects are at the highest level in recent history. Mr. Mitchell also noted that he was down 10 staff members as the result of resignation since late July. Discussion ensued.

Mr. Mitchell provided an update on state guidance related to COVID-19, professional development plans, submission of the 2020-21 Accountability Plan Progress Report to the school's charter authorizer and the enrollment marketing campaign underway. Mr. Borum discussed an initiative to develop pathways into education professions.

Finances

Ms. Hudson reviewed the financial reports, noting the anomalies related to spending and revenue patterns and the beginning of a school year. She also highlighted recommended upgrades to the classroom smart displays and school laptops, requesting Board approval for those purchases.

MOTION: To authorize the purchase of upgraded smart displays and laptops.

MOTION: Barnes

SECOND: DeSilva

VOTE: Aye - unanimous

Governance

Mr. Backstrom noted that the terms for two trustees had expired, and proposed renewal of their terms.

MOTION: To elect Juanita Nabors and Latoya Taitt each to a 3-year term as Trustee, with the term expiring on June 30, 2024.

MOTION: DeSilva

SECOND: Cheeks

VOTE: Aye - unanimous

Executive Session

Mr. Backstrom made a motion to enter Executive Session to discuss personnel matters in accordance with Section 105(1)(f) of the Public Officers Law and current guidance regarding public meetings. Mr. Cheeks seconded the motion, and the Board entered Executive Session at 7:30 p.m.

The Board exited Executive Session and re-entered Regular Session at 7:35 p.m. upon a motion by Mr. Backstrom and a second by Mr. Cheeks.

Adjourn

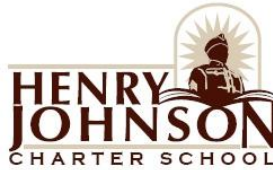
There being no other business, Mr. Barnes made a motion to adjourn the meeting, Mr. Cheeks seconded, the motion was approved unanimously, and the meeting adjourned at 7:35 p.m.



Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 09-21-2021

Date



Meeting of the Board September 21, 2021

MINUTES

Opening Items

Chair of the Board Saleem Cheeks called the meeting to order at 5:22 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Sharon DeSilva, Althea Johnson, Da’Nasia McFadden, and Bob Pistilli.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance.

Minutes

Draft minutes from previous Board meetings had been distributed to Trustees, and Mr. Barnes made a motion that they be adopted as presented, Ms. Johnson seconded, and the minutes were adopted unanimously.

School Leadership Report

Head of School Dustin Mitchell noted that the school had solidly maintained its AIS staff, and that they administered the i-Ready benchmark exams to all enrolled students.

Mr. Mitchell noted that the school is already compliant with NYS Department of Health’s and CDC’s new guidance on COVID-19 precautions. He also noted that 86 percent of all adults in the school have been vaccinated. One class of students is currently quarantined, and is being facilitated by remote instruction with a focus on small-group learning. The school intends to contract for rolling testing, with costs paid by the state, with 10 percent of people in the school tested each week. The Board and school leadership engaged in a discussion about issues involved with a COVID-19 vaccine mandate, including legal developments, impacts on staffing and program services, etc.

Mr. Mitchell noted that the school currently had six teaching vacancies, and that the leadership team is continuing its recruiting and interviewing effort. Total enrollment is 350, short of the 365 budget target; with the current classroom staffing shortage, the school is temporarily holding off on its student recruitment effort. Mr. Backstrom asked about grade-level enrollment targets.

Mr. Mitchell noted that the school’s Emergency Response Plan and Safety Plan were ready to be submitted on their October 1 due date. He reported that a fire inspection of the building was performed and that all issues were addressed. He also noted that work on the rooftop HVAC system had been scheduled for non-school days to minimize disruption.

Mr. Mitchell reported that leadership will be proposing a switch in employee retirement investment structures from the current Simple IRA to a 401(k) or 403(b) structure, and that advice from investment advisors was being sought.

Finances

Mr. Mitchell noted that plans for the expected \$1.4 million in federal American Recover Plan funds were being finalized and will be submitted. Projects to be funded include: HVAC system work; after-school programs and transportation; summer school; and, staff recruitment for supplemental education services.

Ms. Hudson reviewed the financial reports with the Board. She noted that the last district billing was for 327 students, and while low, the fiscal picture was solid because expenses are well below budget. She also noted that the annual audit had begun, with Cusak & Company once again serving as the school's auditors and the final report due November 1.

Mr. Barnes asked about year-end aid payments due from districts, and Ms. Hudson discussed the annual year-end reconciliation process and the typical administrative slow-down over the summer months.

Governance

Ms DeSilva and Mr. Cheeks asked about and stated a preference for in-person Board meetings. Mr. Mitchell said he would explore the ability to create a hybrid approach, allowing some Trustees to participate remotely if desired.

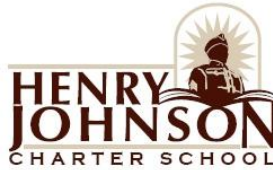
Adjourn

Ms. Johnson conveyed her thanks, echoed by the Board, to Mr. Mitchell for his ongoing diligent leadership of the school. There being no other business, Mr. Barnes made a motion to adjourn the meeting, Mr. Pistilli seconded, the motion was approved unanimously, and the meeting adjourned at 6:14 p.m.



Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 10-19-2021
Date



Meeting of the Board October 19, 2021

MINUTES

Opening Items

Chair of the Board Saleem Cheeks called the meeting to order at 5:15 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Sharon DeSilva, Althea Johnson, Da’Nasia McFadden, and Bob Pistilli.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance. A representative of Cusak & Co. was present (via Zoom) to discuss with the Board the school’s annual audit, and representatives from Anderson Financial Group also were present (via Zoom) to discuss proposed employee retirement plan modifications.

Minutes

Draft minutes from the previous Board meeting had been distributed to Trustees, and Mr. Barnes made a motion that they be adopted as presented, Ms. Johnson seconded, and the minutes were adopted unanimously.

Annual Audit

John Taflowski from Cusak & Co. reviewed and discussed with the Board the school’s annual audit. The fiscal condition of the school is very strong and the audit was in the highest possible quality category. The Form 990 is in process of being completed.

MOTION: To accept the school’s annual audit for the 2020-21 school year.

MOTION: Backstrom *SECOND:* Cheeks

VOTE: Aye - unanimous

Employee Retirement Plan

Joseph Anderson from Anderson Financial Group and two colleagues discussed the proposal previously made to the Board by Mr. Mitchell to switch the school’s employee retirement program from a Simple IRA to a 403(b) plan (options, including 401(k), also were discussed). Head of School Dustin Mitchell noted that the proposed plan would have a 3-year vesting period and discussed the details of that proposed structure. Board discussion ensued.

Mr. Mitchell proposed that the current employer match of 3 percent be increased to 5 percent. Discussion occurred about the incentive that would be created to hire and retain employees as well as the budget impact of such an increase. Mr. Mitchell will clarify the financial exposure to the school of the proposed increase, and the Board could call an emergency meeting if necessary to implement any desired change.

MOTION: To switch to the school's employee retirement plan to a 403(b) plan, to be effective January 1, 2022.

MOTION: Backstrom *SECOND:* DeSilva

VOTE: Aye - unanimous

School Leadership Report

Mr. Mitchell discussed the status of the school, noting that the school experienced a net increase in enrollment of six students since the prior month. He also noted that he continues to recruit and interview potential staff for what was now three vacant positions (anticipating the acceptance of one outstanding offer of employment).

Mr. Mitchell noted that Albany County Department of Health held a meeting on COVID protocols with all area school districts to discuss county mandates in this regard.

Regarding operations issues, Mr. Mitchell noted that the planned cybersecurity upgrades were being implemented, and that the HVAC replacement had been rescheduled to November 2, and that some roof damage that occurred had been repaired.

Finances

Ms. Hudson reviewed the financial reports with the Board. Discussion ensued.

Governance

Mr. Mitchell recommended that the school's COVID-19 Testing policy be formally adopted by the Board.

MOTION: To adopt a COVID-19 testing policy as proposed.

MOTION: Backstrom *SECOND:* Barnes

VOTE: Aye - unanimous

Executive Session

Mr. Backstrom made a motion to enter Executive Session to discuss personnel matters in accordance with Section 105(1)(f) of the Public Officers Law and current guidance regarding public meetings. Mr. Pistilli seconded the motion, and the Board entered Executive Session at 6:54 p.m.

The Board exited Executive Session and re-entered Regular Session at 7:01 p.m. upon a motion by Mr. Backstrom and a second by Mr. Barnes.

Adjourn

There being no other business, Mr. Barnes made a motion to adjourn the meeting, Mr. Pistilli seconded, the motion was approved unanimously, and the meeting adjourned at 7:02 p.m.



Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 12/21/2021
Date



DRAFT

**Meeting of the Board
December 21, 2021
MINUTES**

Opening Items

Chair of the Board Saleem Cheeks called the meeting to order at 5:16 p.m. Trustees present in addition to Mr. Cheeks were Kete Barnes, Sharon DeSilva, Althea Johnson, Juanita Nabors, Bob Pistilli, and Latoya Taitt.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also attended. Ms. Heather Wendling of NY-RISE was present to discuss on-going programs of NY RISE and potential benefits to charter schools and HJCS.

Minutes

Mr. Backstrom circulated the prior meeting's minutes to the Trustees before this meeting. Mr. Barnes made a motion to adopt, which Ms. Johnson seconded, and the Board unanimously passed the motion.

School Leadership Report

Mr. Mitchell discussed the school's accomplishments over the past three years, recognizing the achievements by the school, staff, students, and all other involved parties. Ms. Morales discussed testing results and the perspective for those results. Mr. Borum discussed student social development and associated issues, and the school's approach to building those students toward success. Mr. Borum also informed the board that a new counselor had been hired.

Mr. Mitchell discussed Mr. Borum's presentation at the NYCSA. Mr. Borum discussed his participation with the Coalition for Black Nurses regarding zoom presentations for children's vaccinations. Finally, Mr. Mitchell discussed the recent HVAC renovation.

Finances

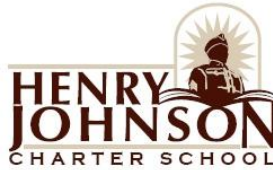
Mr. Mitchell reviewed the financial reports with the Board. Discussion ensued.

Adjourn

There being no other business, Mr. Barnes moved to adjourn the meeting, which Ms. Johnson seconded, and the Board unanimously passed the motion. The meeting adjourned at 7:19 p.m.

Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 01-18-22
Date



Meeting of the Board January 18, 2022

MINUTES

Opening Items

Vice Chair of the Board Brian Backstrom called the meeting to order at 5:16 p.m. Trustees present in addition to Mr. Backstrom were Kete Barnes, Althea Johnson, Bob Pistilli, and Latoya Taitt. Da’Nasia McFadden, Parent Representative, also attended.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance.

Minutes

Draft minutes from the previous Board meeting had been distributed to Trustees, and Mr. Pistilli made a motion that they be adopted as presented, Ms. Johnson seconded, and the minutes were adopted unanimously.

School Leadership Report

Mr. Mitchell noted that six days of in-person learning had been missed since the last Board meeting due to the school following quarantine guidance related to COVID-19. He discussed actions being taken by the school to minimize COVID-related impacts on in-person learning, which remains a top priority for the school.

Mr. Mitchell referenced the report on scholar incidents by Mr. Borum, noting that such instances remain significantly low. He noted that the addition of a second counselor has allowed more time to focus counseling on individual students.

Mr. Mitchell noted that three potential new staff were in the interview phase, two education assistants and one teacher. Mr. Mitchell also discussed the structure being used for employee annual performance evaluations, including the incorporation of metrics for social-emotional learning standards. Proposals for billboards to recruit students and teachers were circulated to Trustees; Board discussion ensued, with suggested modifications offered.

Finances

Ms. Hudson reviewed the financial reports with the Board, noting that expenses-to-date were down measurably from budgeted levels, that lower-than-budgeted revenue totals were due to lower than expected enrollment and a delay in some expected federal reimbursements, and that she was working to collect back-due amounts from certain districts. Discussion ensued.

Ms. Hudson also discussed a review held with one of the school’s banking representatives, and outlined several options for cost savings from restructuring various accounts and avoiding fees that were planned to be pursued.

Mr. Mitchell recommended that authorization be given to allow electronic payment of the mortgage for the school facility.

MOTION: To authorize electronic payment for expenses related to the building mortgage.

MOTION: Backstrom *SECOND:* Johnson *VOTE:* Aye - unanimous

Mr. Mitchell requested that the Finance Committee meet with school leadership soon to start the budget planning process for the 2022-23 school year.

Other Items

Mr. Mitchell discussed with the board some options for board development and a new program of tracking alumni of HJCS.

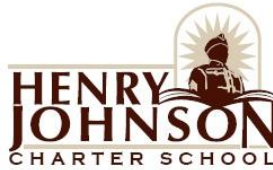
Adjourn

There being no other business, Mr. Barnes made a motion to adjourn the meeting, Mr. Pistilli seconded, the motion was approved unanimously, and the meeting adjourned at 6:13 p.m.



Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 03-15-2022
Date



**Meeting of the Board
March 15, 2022**

MINUTES

Opening Items

Vice Chair of the Board Brian Backstrom called the meeting to order at 5:25 p.m. Trustees present in addition to Mr. Backstrom were Kete Barnes, Sharon DeSilva, and Althea Johnson. Da’Nasia McFadden, Parent Representative, also attended (the first order of business re-appointed her to the Board as a Trustee).

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance.

Governance

Mr. Backstrom noted that due to an oversight, Ms. McFadden had not been reappointed to her seat as a Parent Representative Trustee. Mr. Backstrom made the motion to do so, Ms. Johnson seconded. Mr. Backstrom also noted that select past minutes of board meetings could be amended to reflect the proper status of Ms. McFadden during the affected interim period, and made a motion to do so, which Ms. Johnson also seconded.

MOTION: To re-appoint Da’Nasia McFadden as the Parent Representative Trustee for the Board. Such term will expire June 30, 2022.

MOTION: Backstrom *SECOND:* Johnson *VOTE:* Aye - unanimous

MOTION: To amend select previous meeting minutes for the 2021-22 school year to reflect Ms. McFadden’s attendance as a Parent Representative.

MOTION: Backstrom *SECOND:* Johnson *VOTE:* Aye - unanimous

Ms. Johnson noted that she was engaged in discussions with her employer about her service on the Board, and will notify the Board if any change is needed.

Minutes

Draft minutes from the previous Board meeting had been distributed to Trustees. Mr. Backstrom noted a change to be made to those minutes, and Ms. DeSilva made a motion that they be adopted as edited, Mr. Barnes seconded, and the minutes were adopted unanimously.

School Leadership Report

Mr. Mitchell and Ms. Morales presented academic performance indicators from the second trimester. Mr. Mitchell also noted the team’s continuing focus on improving the learning for

students previously retained. Academic progress indicators for all students were reported as very good, including passing rates for previously retained students in excess of 87 percent. Discussion ensued. Mr. Mitchell and Ms. Morales noted the upcoming state assessments, and discussion of the school's preparations ensued.

Mr. Mitchell led discussion about attendance, absences and the potential impact on retention decisions, and efforts surrounding the measurement of free and reduced-price meal eligibility. The Board discussed current and anticipated student enrollment efforts and expectations.

Mr. Borum reported to the Board on school culture and scholar behavior. Discussion occurred surrounding the fuller return-to-school environment and need for re-setting behavioral expectations.

Mr. Mitchell reported on the process of distributing and collecting student and staff intent-to-return forms. Ms. Morales reported on staff development efforts.

Finances

Ms. Hudson reviewed the financial reports with the Board, noting that the school remains in a solid place, though financial trends continue. Mr. Mitchell noted that the school is operating very close to break-even currently. Ms. Hudson continues to work to collect funds owed to the school from districts, reporting that the effort is going well.

Mr. Mitchell continues to work with the team to develop a draft 2022-23 budget for the Board to review.

Adjourn

There being no other business, Mr. Backstrom made a motion to adjourn the meeting, Mr. Barnes seconded, the motion was approved unanimously, and the meeting adjourned at 7:12 p.m.



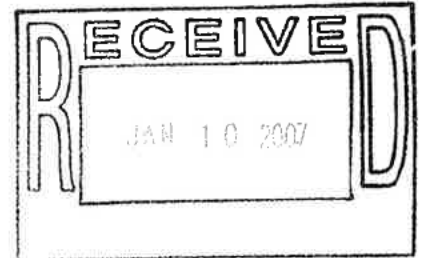
Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 03-17-2022

Date



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



BBL Construction Services, LLC.
302 Washington Avenue Ext.
Albany, NY 12203

Certificate of Occupancy

Address: **30 Watervliet Avenue**

Permit **39143**

Parcel **16380**

This is to Certify that the building located at 30 Watervliet Avenue 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 and addition for a new charter school known as Henry Johnson Charter School.

The following occupancy is permitted at this location:

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

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

Zoning District at time of Issuance **C-1**

Issuance Recommended By:

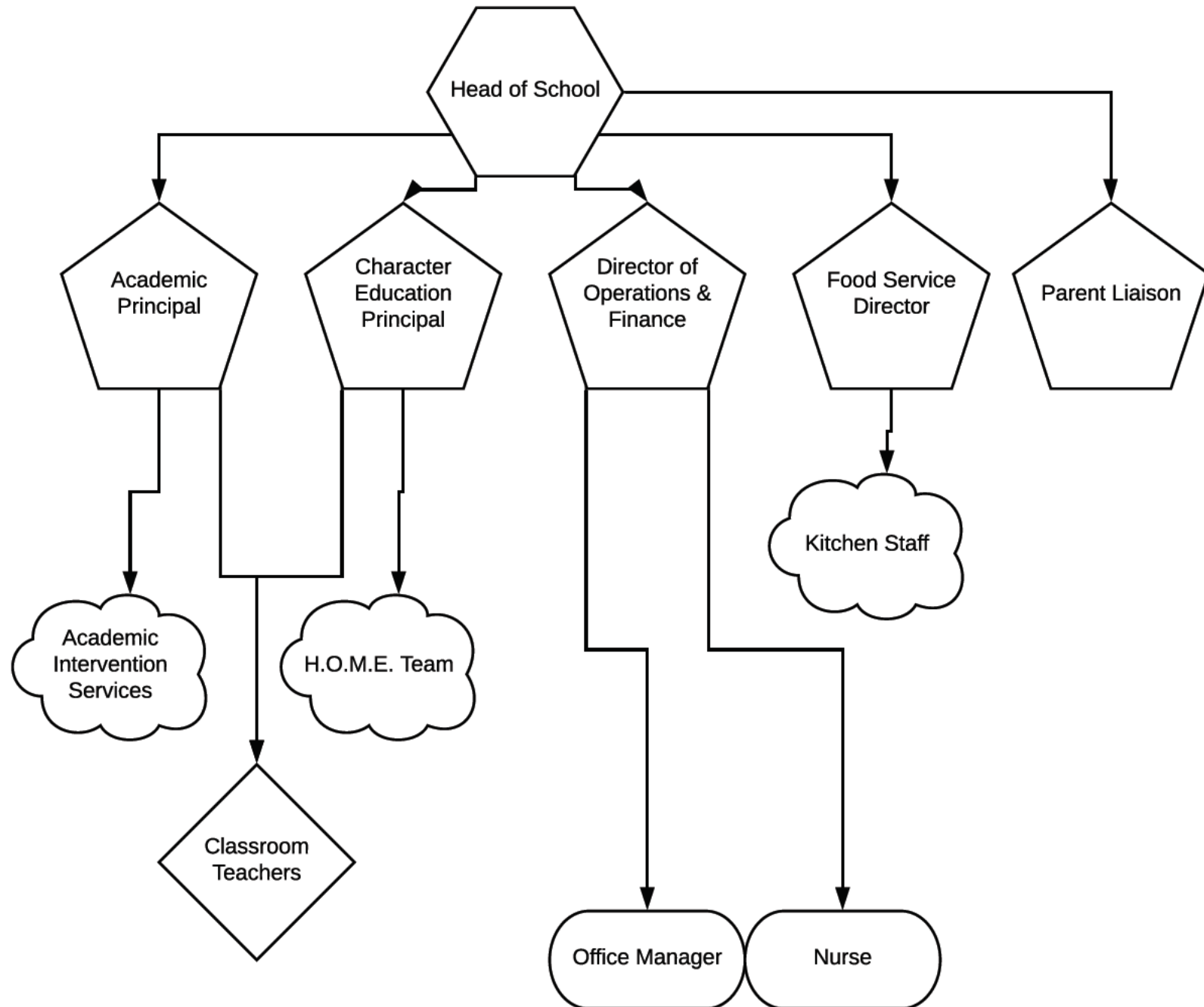
Vincent J. DiBiase
Sr. Building Inspector

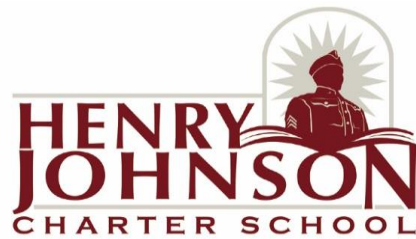
Nicholas A. DiLello, Director

Issue Date: **Monday, December 24, 2007**

Henry Johnson Charter School

2019-20





2022-2023 Annual Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
4	Independence Day

August (3 days)	
22-26	Staff Professional Development (no scholars)
29	First day of school for KDG (12:30 dismissal)
30	First day of school for grade 1 (12:30 dismissal)
31	First day of school for grade 2 (12:30 dismissal)

September (20 school days)	
1	First day of school for grade 3 (12:30 dismissal)
2	First day of school for grade 4 (12:30 dismissal)
5	Labor Day no school
26	Staff Professional Development (no scholars)

October (20 school days)	
6	NYS go home early drill
10	Indigenous Peoples' Day

November (18 school days)	
11	Veterans Day no school
22	1st trimester half day (12:30 dismissal)
23-25	Thanksgiving break

December (17 school days)	
23-30	winter holiday break

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			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				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						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						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				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	

January (20 school days)	
2	New Year's (observed) no school
16	Martin Luther King Jr. Day no school

February (15 school days)	
20-24	Winter recess

March (22 school days)	
16	2nd trimester half day (12:30 dismissal)
17	Staff Professional Development (no scholars)

April (14 school days)	
7	Good Friday no school
10-14	Spring Break
19&20	NYSTP ELA exam (grades 3 & 4)

May (21 school days)	
2&3	NYSTP math exam (grades 3 & 4)
16	Staff Professional Development (no scholars)
29	Memorial Day no school

June (16 school days)	
19	Juneteenth no school
21	KDG promotion half day (12:30 dismissal)
22	Grade 4 promotion half day (12:30 dismissal)
23	Field Day half day (12:30 dismissal)