

# Application: Henry Johnson Charter School

Dustin Mitchell - dmitchell@henryjohnsoncs.org  
Annual Reports

## Summary

**ID:** 0000000245

**Status:** Annual Report Submission

## Entry 1 School Info and Cover Page

**Completed** Aug 3 2020

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

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

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

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

HENRY JOHNSON CHARTER SCHOOL 010100860892

**a1. Popular School Name**

(No response)

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

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

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

ALBANY CITY SD

**d. DATE OF INITIAL CHARTER**

5/2005

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2007

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

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

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

375

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

366

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

Check all that apply

Grades Served

K, 1, 2, 3, 4

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

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

No, just one site.

## 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	(518) 432-4300	Albany	K-4	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dustin Mitchell			<a href="mailto:dmitchell@henryjohnsoncs.org">dmitchell@henryjohnsoncs.org</a>
Operational Leader	Jessica Hudson			<a href="mailto:jhudson@henryjohnsoncs.org">jhudson@henryjohnsoncs.org</a>
Compliance Contact	Dustin Mitchell			<a href="mailto:dmitchell@henryjohnsoncs.org">dmitchell@henryjohnsoncs.org</a>
Complaint Contact	Jessica Hudson			<a href="mailto:jhudson@henryjohnsoncs.org">jhudson@henryjohnsoncs.org</a>
DASA Coordinator	Jessica Hudson			<a href="mailto:jhudson@henryjohnsoncs.org">jhudson@henryjohnsoncs.org</a>
Phone Contact for After Hours Emergencies	Dustin Mitchell			<a href="mailto:dmitchell@henryjohnsoncs.org">dmitchell@henryjohnsoncs.org</a>

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

Private Space

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

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

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

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

[COO.pdf](#)

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

**Site 1 Fire Inspection Report**

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

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

No

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

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

Yes

## ATTESTATION

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

Name	Dustin Thomas Mitchell
Position	Head of School
Phone/Extension	518-432-4300
Email	<a href="mailto:dmitchell@henryjohnsoncs.org">dmitchell@henryjohnsoncs.org</a>

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

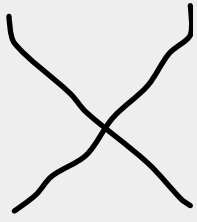
### Responses Selected:

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is written in a cursive, stylized font and reads "Dmitche ||". The first part of the signature is a large, looped "D" followed by "mitche", and the last part consists of two vertical lines "||".

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



**Date**

Jul 31 2020

**Thank you.**



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

**Completed** Aug 3 2020

### **Instructions**

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

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

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

**HENRY JOHNSON CHARTER SCHOOL 010100860892**



## NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/profile.php?instid=800000059286>

## Entry 3 Progress Toward Goals

Completed Jul 27 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

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

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## 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

### 2019-20 Progress Toward Attainment of Academic Goals

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

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

(No response)

## 2019-2020 Progress Toward Attainment of Academic Goals

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

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

(No response)

## 2019-2020 Progress Toward Attainment of Academic Goals

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

#### 4. ORGANIZATION GOALS

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

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

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

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

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

(No response)

#### 6. FINANCIAL GOALS

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

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

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

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

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

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed Sep 14 2020

### Instructions

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

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

### **HJCS 2019-20-Accountability-Plan-Progress-Report**

**Filename:** HJCS 2019 20 Accountability Plan Progr kFbhbuX.pdf **Size:** 204.2 kB

## Entry 7 Disclosure of Financial Interest Form

Completed Aug 3 2020

### Instructions - Multiple Uploads Permitted

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

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

complete a signed:

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

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

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

### **Trustee-Financial-Disclosure-Form Cheeks**

**Filename:** Trustee Financial Disclosure Form Cheeks.pdf **Size:** 396.7 kB

### **Trustee-Financial-Disclosure-Form Backstrom**

**Filename:** Trustee Financial Disclosure Form Backstrom.pdf **Size:** 1.2 MB

### **Trustee-Financial-Disclosure-Form Pistilli**

**Filename:** Trustee Financial Disclosure Form Pistilli.pdf **Size:** 182.5 kB

### **Trustee-Financial-Disclosure-Form Barnes**

**Filename:** Trustee Financial Disclosure Form Barnes.pdf **Size:** 481.7 kB

### **Trustee-Financial-Disclosure-Johnson**

**Filename:** Trustee Financial Disclosure Johnson.pdf **Size:** 240.2 kB

### **Trustee-Financial-Disclosure-Form-DeSilva**

**Filename:** Trustee Financial Disclosure Form DeSilva.pdf **Size:** 223.7 kB

### **Trustee-Financial-Disclosure-Form-Nabors**

**Filename:** Trustee Financial Disclosure Form Nabors.pdf **Size:** 223.5 kB

## **Entry 8 BOT Membership Table**

**Completed** Aug 3 2020

## **Instructions**

### **Required of All charter schools**

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees



Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## **Entry 8 BOT Table**

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

**HENRY JOHNSON CHARTER SCHOOL 010100860892**

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

	Trustee Name and Email Address	Position on the Board	Committ ee Affiliation s	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2019- 2020
1	Saleem Cheeks	Chair	Executive & Finance	Yes	3	7/1/2020	6/30/2023	8
2	Brian Backstrom	Vice Chair	Executive & Finance	Yes	3	7/1/2020	6/30/2023	9
3	Bob Pistilli	Treasurer	Executive , Academic , & Finance	Yes	1	7/1/2020	6/30/2023	7
4	Juanita Nabors	Trustee/M ember	None	Yes	3	7/1/2018	6/30/2021	6
5	Sharon Desilva	Trustee/M ember	Academic	Yes	5	7/1/2019	6/30/2022	7
6	Latoiya Tait	Trustee/M ember	Academic	Yes	5	7/1/2018	6/30/2021	7
7	Althea Johnson	Trustee/M ember	None	Yes	1	11/17/2019	6/30/2021	6
8	Kete Barnes	Trustee/M ember	legal	Yes	1	11/17/2019	6/30/2020	6
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, 2020	8
b.Total Number of Members Added During 2019-2020	3
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	At least 7

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

9

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

12

Thank you.

**Entry 9 Board Meeting Minutes**

Completed Aug 2 2020

[Instructions](#)

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

### **[HJCS Draft Minutes - 2020-04](#)**

**Filename:** HJCS Draft Minutes 2020 04.pdf **Size:** 282.4 kB

### **[HJCS Draft Minutes - 2020-02](#)**

**Filename:** HJCS Draft Minutes 2020 02.pdf **Size:** 302.9 kB

### **[HJCS Minutes - 2020-05](#)**

**Filename:** HJCS Minutes 2020 05.pdf **Size:** 293.8 kB

### **[HJCS Draft Minutes - 2019-11](#)**

**Filename:** HJCS Draft Minutes 2019 11.pdf **Size:** 303.1 kB

### **[HJCS Draft Minutes - 2019-09](#)**

**Filename:** HJCS Draft Minutes 2019 09.pdf **Size:** 275.0 kB

### **[HJCS Draft Minutes - 2020-01](#)**

**Filename:** HJCS Draft Minutes 2020 01.pdf **Size:** 297.8 kB

### **[HJCS Draft Minutes - 2019-10 Notes](#)**

**Filename:** HJCS Draft Minutes 2019 10 Notes.pdf **Size:** 370.7 kB

### **[HJCS Draft Minutes - 2019-08](#)**

**Filename:** HJCS Draft Minutes 2019 08.pdf **Size:** 268.1 kB

## **Entry 10 Enrollment & Retention**

**Completed** Aug 3 2020

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

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## **Entry 10 Enrollment and Retention of Special Populations**

## Instructions for Reporting Enrollment and Retention Strategies

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

**HENRY JOHNSON CHARTER SCHOOL 010100860892**

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## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Several key points were included in the recruitment process. Transportation is provided to all scholars regardless of the city of residence. As part of the community eligibility program, free meals were provided to all students. Additionally, uniform vouchers are distributed to all scholars.	Several key points were included in the recruitment process. Transportation is provided to all scholars regardless of the city of residence. As part of the community eligibility program, free meals were provided to all students. Additionally, uniform vouchers are distributed to all scholars.
English Language Learners/Multilingual Learners	A translation tool was added to the HJCS website, and a document outlining all services provided was made publicly available. Specific advertising at the Refugee Center, Spanish Outreach and RISSE (Refugee and Immigrants Support Services of Emmaus) also occurred.	A translation tool was added to the HJCS website, and a document outlining all services provided was made publicly available. Specific advertising at the Refugee Center, Spanish Outreach and RISSE (Refugee and Immigrants Support Services of Emmaus) also occurred.
Students with Disabilities	Specific language was added to enrollment documents highlighting the fact that certified special education staff are part of the program.	Specific language was added to enrollment documents highlighting the fact that certified special education staff are part of the program.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Transportation is provided to all scholars regardless of the city of residence. As part of the community eligibility program, free meals were provided to all students. Additionally, uniform vouchers are distributed to all scholars.	Transportation is provided to all scholars regardless of the city of residence. As part of the community eligibility program, free meals were provided to all students. Additionally, uniform vouchers are distributed to all scholars.
English Language Learners/Multilingual Learners	Regular conversations with the ENL instructor regarding programmatic improvements took place. Chromebooks were loaned to all ELL families during the remote learning period. Also, families were contacted to help recruit new scholars and this strengthened the bond with the school.	Increased frequency of communication between parties is intended compared to the 2019-20 academic year.
Students with Disabilities	Systematic revisions to the HJCS Child Study Team were implemented increasing the effectiveness of the program by including more objective based data and decreasing the amount of time needed to navigate the Rtl process.	Additional work is planned to streamline the evaluation process with a scholar's home district based on the continued work of the HJCS Child Study Team.

## Entry 12 Percent of Uncertified Teachers

**Completed** Aug 2 2020

### Instructions

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

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

# Entry 12 Uncertified Teachers

School Name: HENRY JOHNSON CHARTER SCHOOL 010100860892

## Instructions for Reporting Percent of Uncertified Teachers

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

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

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



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

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

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

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

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

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

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

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

	FTE Count
Total Category D	2

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

	FTE Count
Total Category E	28

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	30



Thank you.

## Entry 13 Organization Chart

Completed Jul 27 2020

### [Instructions](#)

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

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

### [HJCS org chart](#)

Filename: HJCS org chart.pdf Size: 10.9 kB

## Entry 14 School Calendar

Completed Sep 14 2020

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

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

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

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

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

### [2020-21 HJCS schedule](#)

Filename: 2020 21 HJCS schedule.pdf Size: 91.8 kB

## [2020-21 HJCS-school-event-calendar](#)

**Filename:** 2020 21 HJCS school event calendar.pdf **Size:** 90.5 kB

# Entry 15 Links to Critical Documents on School Website

**Completed** Jul 27 2020

## Instructions

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

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

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

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

**School Name:** Henry Johnson Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="http://www.henryjohnsoncs.org/resources/">http://www.henryjohnsoncs.org/resources/</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="http://www.henryjohnsoncs.org/resources/">http://www.henryjohnsoncs.org/resources/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="http://www.henryjohnsoncs.org/resources/">http://www.henryjohnsoncs.org/resources/</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000059286">https://data.nysed.gov/profile.php?instid=800000059286</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="http://www.henryjohnsoncs.org/resources/">http://www.henryjohnsoncs.org/resources/</a>
5. Authorizer-Approved DASA Policy	<a href="http://www.henryjohnsoncs.org/resources/">http://www.henryjohnsoncs.org/resources/</a>
6. District-wide Safety Plan	<a href="http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-District_Safety_Plan.pdf">http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-District_Safety_Plan.pdf</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="http://www.henryjohnsoncs.org/wp-content/uploads/2019/11/2019-20-Family-Handbook.pdf">http://www.henryjohnsoncs.org/wp-content/uploads/2019/11/2019-20-Family-Handbook.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-FOIL-Policy.pdf">http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-FOIL-Policy.pdf</a>
8. Subject matter list of FOIL records	<a href="http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-FOIL-Policy.pdf">http://www.henryjohnsoncs.org/wp-content/uploads/2019/03/HJCS-FOIL-Policy.pdf</a>
9. Link to School Reopening Plan	<a href="http://www.henryjohnsoncs.org/resources/">http://www.henryjohnsoncs.org/resources/</a>

**Thank you.**



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

**Completed** Aug 3 2020

**[Instructions](#)**

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

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

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

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

**School Name:** Henry Johnson Charter School

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	366	338	366

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

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

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	iRea dy rea ding ben chm ark	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
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		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
		✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
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[illegible]

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

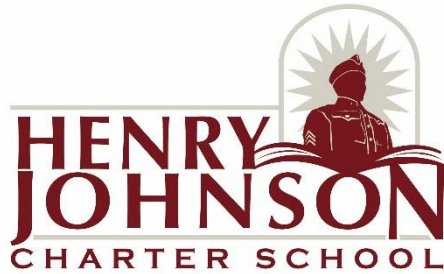
**Completed** Aug 3 2020 Hidden from applicant

## INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

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

**Copy of Staff Roster as of 8-3-2020**

**Filename:** Copy of Staff Roster as of 8 3 2020.xlsx **Size:** 12.3 kB



## **2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

September 15, 2020

By Dustin T. Mitchell

30 Watervliet Avenue  
Albany, New York 12206

(518) 432-4300

Ms. Kate Morales and Mr. Dustin Mitchell prepared this 2019-20 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position
Saleem Cheeks	Chair, Finance
Brian Backstrom	Secretary, Finance
Bob Pistilli	Treasurer, Finance
Juanita Nabors	Trustee
Kete Barnes	Trustee
Latoya Taitt	Trustee
Sharon Victoria DeSilva	Trustee
Althea Johnson	Trustee

Dustin Mitchell has served as the Head of School since December of 2018.

## SCHOOL OVERVIEW

The mission of the Henry Johnson Charter School (“Henry Johnson” or “HJCS”) is to ensure that all scholars reach the highest levels of scholastic achievement in an environment that instills character, virtue, and “habits of mind” that ensure success within and outside of the classroom: diligence, courage, respect, self-reliance, duty and responsibility. HJCS was chartered in 2005 and opened for operation in 2007. Currently, the school serves approximately 375 students in grades K-4. Over 99% of the students are African American or Latino, and over 90% of the student body is economically disadvantaged and receive free or reduced lunch.

Henry Johnson Charter School (HJCS) announced closure on Friday, March 13 due to COVID-19. That would coincide with the home districts plan for closure. Subsequently, Governor Cuomo announced that all schools in the state would need to close per several executive orders. Members of the HJCS team worked for weeks to prepare and provide new material which remained aligned to our existing scope and sequence for scholars and took feedback from families to incorporate solutions into the next stage of remote instruction. To help alleviate the issue with multiple usernames and different logins, HJCS designed a web page with access to individual grade level resources and a single site login through Clever. This provided instant access to all the software in the HJCS inventory. Dojo, iReady, Epic, AR, and others were incorporated into Clever to help streamline the process, and Seesaw was the remote learning package used at HJCS.

## ENROLLMENT SUMMARY

School Enrollment by Grade Level and School Year

School Year	K	1	2	3	4	Total
2015-16	84	79	83	72	77	395
2016-17	63	77	80	77	69	366
2017-18	61	65	71	65	65	327
2018-19	78	73	69	59	54	333
2019-20	68	88	80	65	62	363

# GOAL 1: ENGLISH LANGUAGE ARTS

## ELEMENTARY ENGLISH LANGUAGE ARTS

### Goal 1: English Language Arts

All students at the Henry Johnson Charter School (HJCS) will become proficient in reading and writing of the English Language.

### BACKGROUND

For the 2019 - 2020 school year K-2 continued to utilize Core Knowledge Language Arts, CKLA. Grades 3-4 continued to utilize the Expeditionary Learning Modules from EngageNY. These materials are aligned to Common Core State Standards and provided teachers with a common set of resources to maintain consistency in instruction across classrooms at each grade level.

ELA at HJCS totals three hours during a normal day. In grades K-2 the three hours are split between Skills, Listening and Learning, GRAIR, and Writing. In grades 3-4 the three hours are split between the ELA Modules, GRAIR, and Writing.

As previously stated, Henry Johnson Charter School (HJCS) announced closure on Friday, March 13 due to COVID-19. Following the transition to remote learning, the curriculum remained the same. We were able to follow the existing scope & sequence closely by maintaining learning times.

### METHOD

The school assessed and evaluated student achievement in ELA during the 2019-20 school year. HJCS administered a national norm-referenced exam, iReady, in addition to internally developed interim assessments aligned to the New York State standards.

### RESULTS AND EVALUATION

As part of the comprehensive assessment program at HJCS, 85% of students scored proficient on internal ELA assessments in 2019-20 which were aligned to the NYS curriculum. In grades 3-4 students were given interim assessments that mirrored the content, structure, and format of previous NYSTP exams.

All students at the Henry Johnson Charter School made significant growth towards becoming proficient in reading and writing of the English Language. The initial iReady diagnostic assessment showed that 18% of all students earned the highest level of proficiency in September. 13% of all scholars scored in the lowest range at that time.

The final diagnostic assessment in June, had 68% of all students earn the highest level of proficiency and 5% score in the lowest range. Based upon information from the NYS Education Department's Response to Intervention Model, the number of students in the lowest range, tier 3, should be 1-5% of the student population.

## SUMMARY OF THE ELEMENTARY ENGLISH LANGUAGE ARTS GOAL

While 5% of the scholars at HJCS failed to demonstrate proficiency on the iReady norm referenced diagnostic, the absolute goal of 75% of all tested students who are enrolled in at least their second year will perform at proficiency was met. Statistically significant growth was achieved as well.

### ACTION PLAN

The lowest 5% of scholars were provided with the opportunity to repeat the current grade to help strengthen foundational skills. The team at HJCS worked hard over the summer to supplement the robust curriculum with a comprehensive strategy for the HJCS Response to Intervention program. The interim assessments will expand to include grades K-2 in 2020-21.

## GOAL 2: MATHEMATICS

### ELEMENTARY MATHEMATICS

#### Goal 2: Mathematics

All students at the Henry Johnson Charter School will become proficient in Mathematics.

### BACKGROUND

Kindergarten through fourth grade continued to use Eureka math program (EngageNY modules) as their primary math resource. Using our instructional framework, teachers create daily, 90- minute lessons that outline learning experiences designed to foster deep understanding of concepts and the development of skills necessary for meeting and exceeding the Common Core State Standards for Mathematics Content and Practice. Teachers focused on a deeper understanding of fewer topics. Assessments were created using NYS released items so that teachers gained a better understanding of scholar mastery of individual standards. The grading of short and extended response items was normed during PLC's using the NYS two and three-point rubric instead of the EngageNY assessment rubrics.

Again, Henry Johnson Charter School (HJCS) announced closure on Friday, March 13 due to COVID-19. Following the transition to remote learning, the curriculum remained the same. We were able to follow the existing scope & sequence closely by maintaining learning times.

### METHOD

The school assessed and evaluated student achievement in math during the 2019-20 school year. HJCS administered a national norm-referenced exam, iReady, in addition to internally developed interim assessments aligned to the New York State standards.

## RESULTS AND EVALUATION

As part of the comprehensive assessment program at HJCS, 76% of students scored proficient on internal math assessments in 2019-20 which were aligned to the NYS curriculum. In grades 3-4 students were given interim assessments that mirrored the content, structure, and format of previous NYSTP exams.

All students at the Henry Johnson Charter School made significant growth towards becoming proficient in reading and writing of the English Language. The initial iReady diagnostic assessment showed that 4% of all students earned the highest level of proficiency in September. 23% of all scholars scored in the lowest range at that time.

The final diagnostic assessment in June, had 49% of all students earn the highest level of proficiency and 6% score in the lowest range. Based upon information from the NYS Education Department's Response to Intervention Model, the number of students in the lowest range, tier 3, should be 1-5% of the student population.

## SUMMARY OF THE ELEMENTARY MATHEMATICS GOAL

While 6% of the scholars at HJCS failed to demonstrate proficiency on the iReady norm referenced diagnostic, the absolute goal of 75% of all tested students who are enrolled in at least their second year will perform at proficiency was met. Statistically significant growth was achieved as well.

## ACTION PLAN

The lowest 6% of scholars were provided with the opportunity to repeat the current grade to help strengthen foundational skills. The team at HJCS worked hard over the summer to supplement the robust curriculum with a comprehensive strategy for the HJCS Response to Intervention program. The interim assessments will expand to include grades K-2 in 2020-21.

## GOAL 3: SCIENCE

### ELEMENTARY SCIENCE

#### Goal 3: Science

All students at Henry Johnson Charter School will demonstrate competency in the understanding and application of scientific reasoning.

### BACKGROUND

Henry Johnson Charter School used the science program developed by the Teachers Curriculum Institute (TCI). Each lesson begins with an investigative phenomenon to pique students' interest and drive instruction throughout the investigation. This lesson-level phenomenon is linked back to the unit-level phenomenon. Hands-on investigations in every lesson provide students opportunities to practice all three dimensions. Teachers are given support within the lesson guides to see exactly where that three-dimensional learning happens. Every grade level taught science two to three times a week.

## METHOD

The school assessed and evaluated student achievement in science during the 2019-20 school year. HJCS administered internally developed interim assessments aligned to New York State's Next Generation Learning Standards.

## RESULTS AND EVALUATION

As part of the comprehensive assessment program at HJCS, 76% of students scored proficient on internal science assessments in 2019-20 which were aligned to New York State's Next Generation Learning Standards. In grades 3-4 students were given interim assessments that mirrored the content, structure, and format of previous NYSTP exams.

## SUMMARY OF THE ELEMENTARY SCIENCE GOAL

HJCS successfully met this goal with 76% of students enrolled in at least their second year demonstrating proficiency.

## ACTION PLAN

The lowest scholars were provided with the opportunity to repeat the current grade to help strengthen foundational skills. The team at HJCS worked hard over the summer to supplement the robust curriculum with a comprehensive strategy for the HJCS Response to Intervention program. Interim assessments will include grade 2 as well.

## GOAL 4: ESSA

### Goal 4: Absolute Measure

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

## METHOD

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

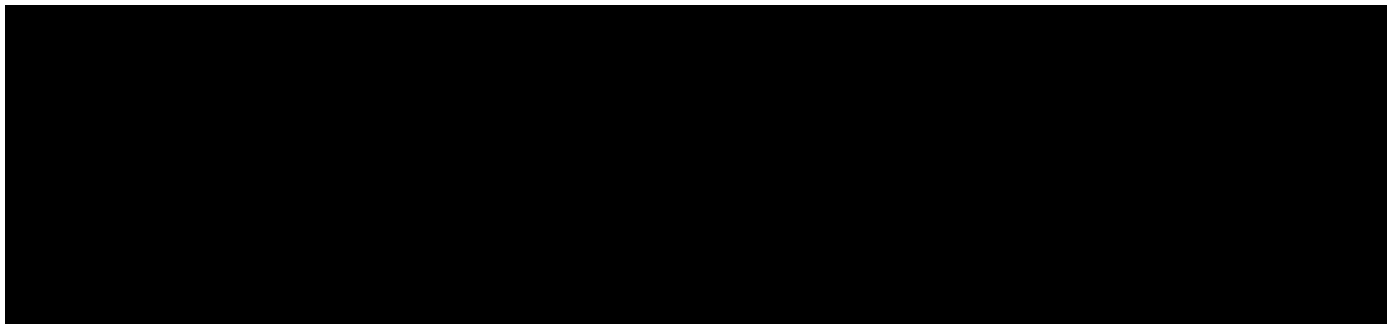
## RESULTS AND EVALUATION

Like all previous years, HJCS was identified as a school in good standing again in 2019-20.



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: \_\_\_\_\_ HENRY JOHNSON CHARTER SCHOOL \_\_\_\_\_
2. Trustee's name (print): \_\_\_\_\_ SALEEM CHEEKS
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair,  
etc.): \_\_\_\_\_ CHAIR \_\_\_\_\_



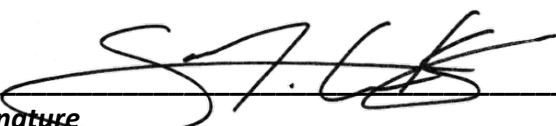
8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. \_\_\_\_X\_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>"None"</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
	“None”			

  
 \_\_\_\_\_  
 Signature

7/27/2020  
 \_\_\_\_\_  
 Date

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: \_\_\_\_\_ Henry Johnson Charter School \_\_\_\_\_
2. Trustee's name (print): \_\_\_\_\_ Brian Backstrom \_\_\_\_\_
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
Secretary; Finance Committee

8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes.   X   No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	<b>NONE</b>		
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
	NONE			



**Signature**

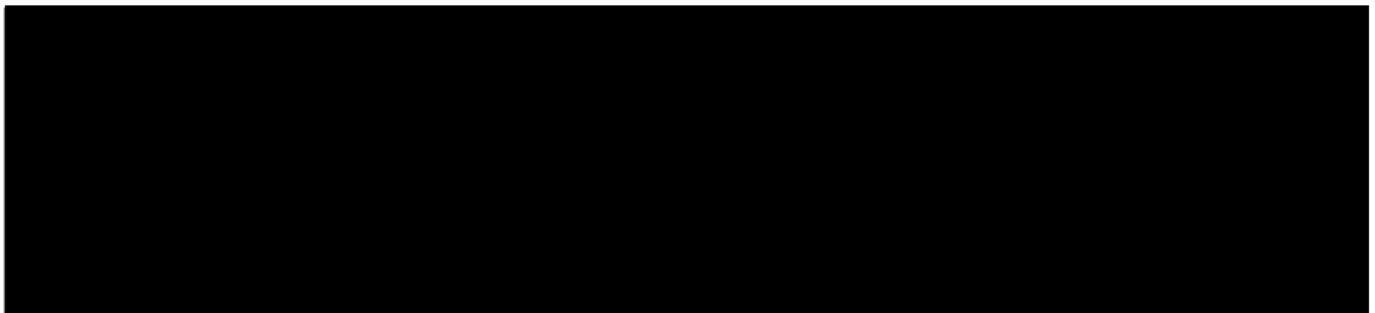
July 15, 2020

**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: HENRY JOHNSON CHARTER SCHOOL
2. Trustee's name (print): ROBERT PISTILLI
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer





8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	<u>NONE</u>		
Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p style="text-align: center;">   <i>Please write "None" if applicable. Do not leave this space blank.</i> </p>				

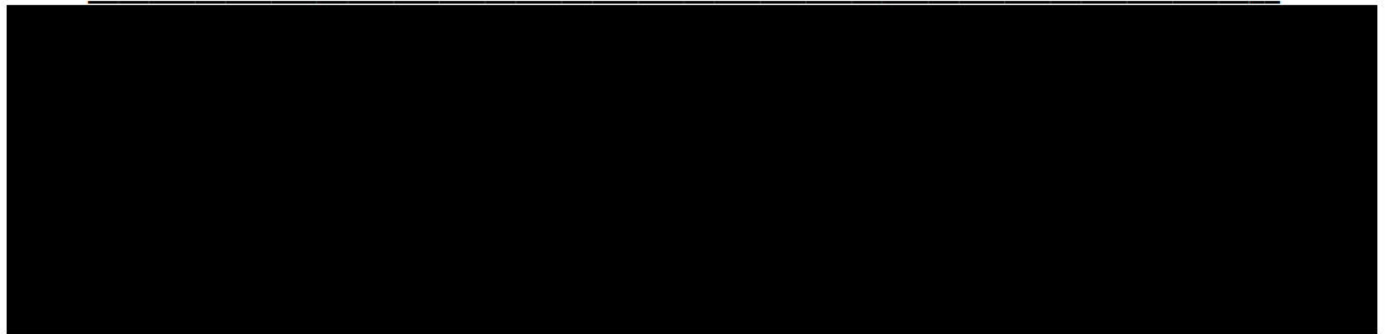
  
Signature

7/22/20  
Date



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Henry Johnson Charter School
2. Trustee's name (print): Rowennakete P. Barnes
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_




8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
None			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
None				
<i>Please write “None” if applicable. Do not leave this space blank.</i>				

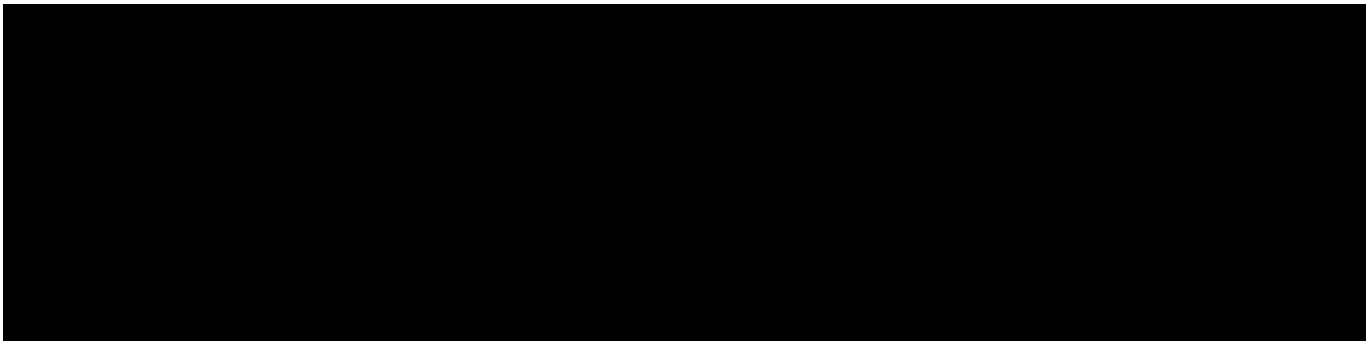
  
**Signature**

July 20, 2020  
**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Henry Johnson Charter School
2. Trustee's name (print): Althea Johnson
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Trustee



8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. \_\_\_\_ <sup>\*</sup> No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write “None.”*

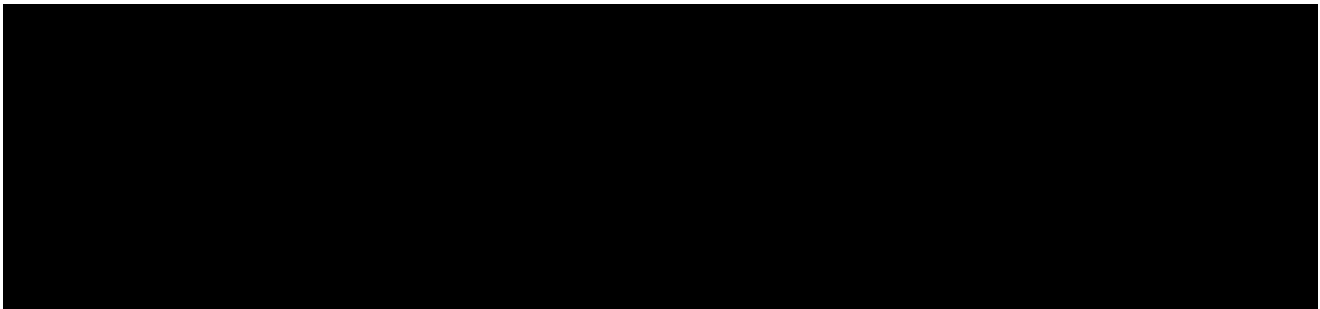
Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE	NONE	NONE	NONE	NONE

Althea Johnson  
Signature

**Date: 07/15/20**

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Henry Johnson Charter School
2. Trustee's name (print): Sharon V. DeSilva
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): N/A



8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. XNo. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				

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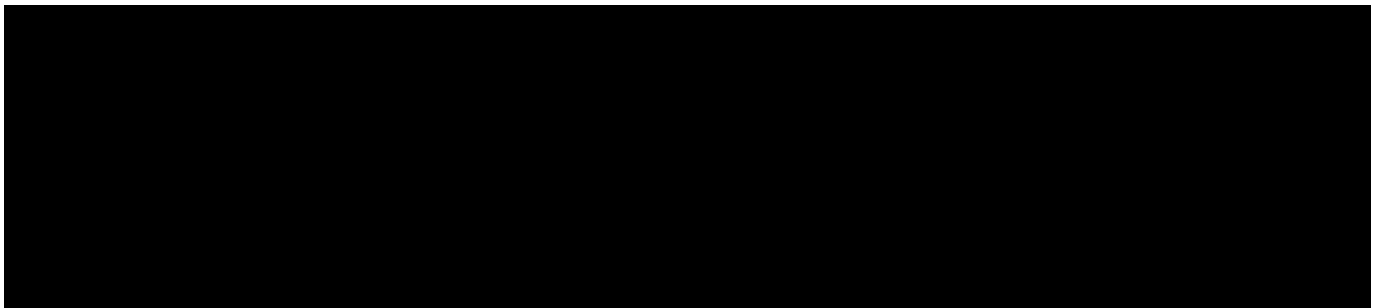
**Signature**

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**Date**

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Henry Johnson Charter School
2. Trustee's name (print): Juanita Nabors
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): N/A



8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. XNo. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

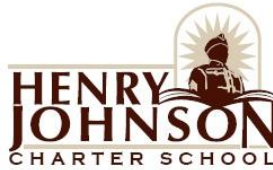
Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				

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**Signature**

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**Date**



**Meeting of the Board of Trustees  
April 21, 2020**

**DRAFT**

**MINUTES**

**Opening Items**

In accordance with the flexibilities allowed by gubernatorial executive order, this Board meeting was held via Zoom live videoconferencing. Chair of the Board Saleem Cheeks called the meeting to order at 5:21 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Althea Johnson, Robert Pistilli, and Latoya Taitt.

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

Daniel Stinfil from Local Initiatives Support Coalition attended to make a presentation to the Board.

**Adoption of Minutes**

Mr. Pistilli made a motion to adopt the draft minutes from the previous Board meeting, Mr. Cheeks seconded, and the minutes were adopted unanimously.

**School Facility Financing**

Mr. Mitchell introduced Daniel Stinfil from LISC, the school's financing agent for its facility loan. Mr. Stinfil discussed existing covenants in the school's building loan agreement, and outlined the option available to the school to pursue a one-year interest-only modification to its repayment schedule as an option to reduce financial stress. Discussion ensued.

**School Leadership Report**

Mr. Mitchell and Ms. Morales discussed the school's progress in growing its virtual-learning capacity, including from both teachers' and students' perspectives. The school will be switching from Class Dojo to SeeSaw as part of the effort to enhance learning participation. Ms. Johnson asked about scholar participation, and discussion ensued. Mr. Cheeks inquired about the need for welfare checks on students.

Mr. Mitchell noted that the school was purchasing additional Chromebooks for distribution to students. He also discussed the upcoming Teacher Appreciation Week.

**Finances**

Ms. Hudson summarized the financial status of the school and distributed to the Board the monthly financial reports. Discussion occurred on holding payment for student transportation services, as school bus service is not being used during the mandated school shutdown.

Mr. Mitchell outlined the projected school budget development process and issues for the upcoming school year.

### **Adjourn**

There being no other business, Mr. Cheeks made a motion to adjourn the meeting, Mr. Backstrom seconded, the motion was approved unanimously, and the meeting adjourned at 6:34 p.m.

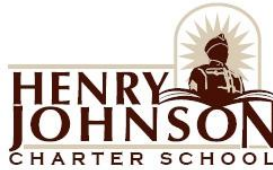
A handwritten signature in black ink, appearing to read 'B. D. Backstrom', written over a horizontal line.

Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: \_\_\_\_\_

*Date*





**Meeting of the Board of Trustees  
February 18, 2020**

DRAFT

**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 Brian Backstrom, Kete Barnes, Althea Johnson, Crystal Knox, Juanita Nabors, Robert Pistilli, and Latoya Taitt.

Head of School Dustin Mitchell and Principal George Borum also were in attendance.

**Adoption of Minutes**

Ms. Nabors made a motion to adopt the draft minutes from the previous Board meeting, Mr. Barnes seconded, and the minutes were adopted unanimously.

**School Leadership Report**

Mr. Mitchell discussed the current academic standing of students, noting that internal assessments show significant progress, especially given that the school year was only half over. Discussion ensued. Mr. Mitchell also discussed teacher observation and evaluation activities.

Mr. Mitchell noted that total enrollment was holding steady on a net basis, measurably above budgeted levels.

Mr. Borum discussed trends and current situations surrounding disruptive student incidents. Discussion ensued. Mr. Mitchell said that the leadership team is exploring broader and deeper parent on-boarding to ensure better understanding of the school's expectations for student behavior.

**Finances**

Mr. Mitchell summarized the financial status of the school and distributed to the Board the monthly financial reports. Discussion occurred on the terms of the financing agreement in place for the school facility and the status of conversations with the lender.

**Governance**

Following a suggestion by Mr. Cheeks, Mr. Backstrom recommended the creation of a Legal and Governance Committee of the Board. The Board concurred, and appointed Mr. Barnes and Ms. DeSilva, both attorneys, to the committee, with Mr. Cheeks serving *ex officio*.

### **Long-Term Planning**

Mr. Cheeks facilitated a discussion about long-term plans for the school and a process for that planning. Trustees strongly desired to plan to expand to serve through the eighth grade, seeking authorization to do so at some point within the upcoming charter term and to develop a plan that allowed the school to grow by one grade each year. Discussion ensued about facility development options.

The Finance Committee was charged with spearheading development the long-term plan, and Mr. Pistilli shared ideas for tapping into local facility development experts to contribute knowledge to the process. Mr. Backstrom will schedule the effort's first meeting.

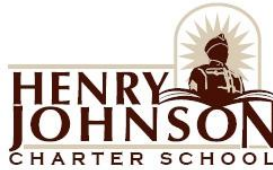
### **Adjourn**

There being no other business, Mr. Pistilli made a motion to adjourn the meeting, Mr. Cheeks seconded, the motion was approved unanimously, and the meeting adjourned at 8:03 p.m.



\_\_\_\_\_  
Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: \_\_\_\_\_  
Date



**Meeting of the Board of Trustees  
May 19, 2020**

**MINUTES**

**Opening Items**

In accordance with the flexibilities allowed by gubernatorial executive order, this Board meeting was held via Zoom live videoconferencing. Chair of the Board Saleem Cheeks called the meeting to order at 5:27 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Sharon DeSilva, Althea Johnson, Juanita Nabors, Robert Pistilli, and Latoya Taitt.

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

**Adoption of Minutes**

Mr. Pistilli made a motion to adopt the draft minutes from the previous Board meeting, Mr. Cheeks seconded, and the minutes were adopted unanimously.

**School Leadership Report**

Mr. Mitchell and Ms. Morales discussed the school's virtual-learning program, noting that more than 50 Chromebooks had been distributed to students, and the school had ensured that every student who expressed a need for a laptop had one. Nearly 80 percent of students are being contacted by teachers every day, and all students are contacted at least weekly. Mr. Mitchell noted that HJCS scholars are receiving far more instruction and are being asked to complete more school work than sampled surrounding districts. Ms. Morales discussed ongoing professional development being provided to teachers to ensure full use of the SeeSaw program and the growth of SeeSaw ambassadors.

Mr. Mitchell discussed the school's lunch program, noting that each scholar is invited to stop by the school every Monday and receive full lunches for the entire week.

Mr. Mitchell discussed factors involved in decisions about whether to have scholars repeat their current grade level. Substantially subpar academic performance prior to the shutdown and excessive absences would be among the considerations. The involvement of teachers and parents in these decisions also was discussed.

The Board and school leadership engaged in a robust discussion of community outreach, including plans for traditional and social media buys.

**Finances**

Ms. Hudson summarized the financial status of the school and distributed to the Board the monthly financial reports. She noted that revenues continued a little above budget from higher-than-budgeted enrollment while overall expenses were down. Mr. Mitchell provided an update on student transportation expenses, predicting a favorable outcome for the school. Mr. Mitchell

also said that the leadership team was finalizing numbers for the one-year interest-only facility financing option, which will be incorporated into the proposed 2020-21 school budget.

Mr. Mitchell made plans to meet with the Finance Committee to finalize a proposed budget for the 2020-21 school year, noting that the State Education Department was expected to release final per pupil aid numbers any day, figured needed to calculate school revenue.

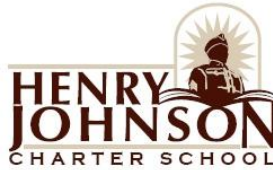
### **Adjourn**

There being no other business, Mr. Backstrom made a motion to adjourn the meeting, Mr. Cheeks seconded, the motion was approved unanimously, and the meeting adjourned at 6:16 p.m.



Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 06/16/20  
Date



**Meeting of the Board of Trustees  
November 19, 2019**

DRAFT

**MINUTES**

**Opening Items**

Chair of the Board Saleem Cheeks called the meeting to order at 5:18 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, prospective Trustee Kete Barnes, prospective Trustee Althea Johnson, Juanita Nabors, Robert Pistilli, and Latoya Taitt.

Also attending the meeting was prospective Parent Representative trustee Crystal Knox. Head of School Dustin Mitchell, Principal George Borum, Academic Dean Kate Morales, and Director of Finance & Operations Jessica Hudson also were in attendance.

**Governance**

Mr. Backstrom noted that resignation from two trustees, Bramble Buran and Michael Strianese, had been received, and recommended that the Board accept the resignations. The Board unanimously accepted the resignations.

Mr. Backstrom noted that both Rowennakete Barnes and Althea Johnson, prospective trustees previously reviewed by the Board, were present.

MOTION: To appoint Rowennakete Barnes and Althea Johnson as trustees to the Board of Henry Johnson Charter School, each to a term expiring June 30, 2022.

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

Mr. Mitchell noted that the school's authorizer, SUNY's Charter Schools Institute, wanted to interview the Board on December 4 as part of its charter renewal inspection visit to the school. Board members noted their availability for a 5:00 p.m. interview on that date.

Mr. Mitchell and Mr. Backstrom reviewed the new self-assessment survey developed for the Board, noting that plans are to first administer this new, more comprehensive version in Spring 2020.

**Adoption of Minutes**

Ms. Taitt made a motion to adopt the draft minutes from the previous Board meeting, Mr. Pistilli seconded, and the minutes were adopted unanimously.

**School Leadership Report**

Mr. Mitchell summarized previously discussed new school policies.

MOTION: To adopt the School Safety Plan.

*MOTION:* Backstrom

*SECOND:* Cheeks

*VOTE:* Aye - unanimous

MOTION: To adopt a new sick leave buy-back and medical savings account incentive program.

*MOTION:* Cheeks

*SECOND:* Pistilli

*VOTE:* Aye - unanimous

MOTION: To adopt a school policy governing the procedures for complaints.

*MOTION:* Backstrom

*SECOND:* Cheeks

*VOTE:* Aye - unanimous

Mr. Mitchell also recommended the adoption of a volunteer confidentiality policy and the establishment of a volunteer application form.

MOTION: To adopt policies and procedures as proposed governing school volunteers.

*MOTION:* Backstrom

*SECOND:* Cheeks

*VOTE:* Aye - unanimous

Mr. Borum reviewed data regarding student behavior, noting that increased behavioral expectations have led to a slight uptick in referrals. Discussion ensued.

Ms. Morales discussed the effort on teacher coaching, noting the increasing reliance on data-driven processes and the use of more frequent and more rigorous assessments. Discussion ensued.

Mr. Mitchell discussed other school issues, also noting that enrollment was above target on a net basis. Discussion ensued.

### **Finances**

Ms. Hudson presented and discussed the monthly financial reports. Ms. Hudson also noted the status of intercepts being processed, and Mr. Mitchell noted his work with the state charter schools association to collaborate with other area charter schools on following a common intercept-processing timeline.

Ms. Hudson reviewed bids for the school's snow plowing contract, recommending the school stay with its current contractor.

MOTION: To approve the recommended contract for snow removal services for the 2019-20 school year.

*MOTION:* Cheeks

*SECOND:* Pistilli

*VOTE:* Aye - unanimous

Mr. Mitchell stated that he had received notice from the Office of State Comptroller that OSC would be undertaking a financial audit of the school. To the extent possible and practical, Mr. Mitchell will work with OSC to schedule a time for that audit that does not interfere significantly with the school's responsibilities related to charter renewal and annual state student testing.

**Adjourn**

There being no other business, Mr. Pistilli made a motion to adjourn the meeting, Mr. Cheeks seconded, the motion was approved unanimously, and the meeting adjourned at 7:20 p.m.

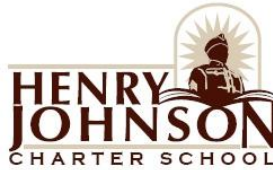
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Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: 

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*Date*



**Meeting of the Board of Trustees  
September 17, 2019**

**DRAFT**

**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, Juanita Nabors, Robert Pistilli, and Latoya Taft.

Head of School Dustin Mitchell and Director of Finance & Operations Jessica Hudson also were in attendance. Also attending the meeting was prospective trustee Rowennakete Barnes, and Kate Morales, Academic Dean for HJCS.

**Adoption of Minutes**

Mr. Pistilli made a motion to adopt the draft minutes from the previous Board meeting, Ms. Nabors seconded, and the minutes were adopted unanimously.

**Governance**

Mr. Cheeks introduced Rowennakete Barnes, an attorney, as a prospective trustee who was here to observe this meeting and to present himself to the Board. Mr. Barnes discussed his personal and professional experience, and his interest in serving on this charter school board. Discussion with Mr. Barnes ensued.

**School Leadership Report**

Mr. Mitchell noted that student scores on the New York State tests had been distributed to Trustees previously, and proceeded to discuss these results with the Board in greater detail. Mr. Mitchell also introduced Kate Morales, the school's new Academic Dean. Ms. Morales discussed her plan for the academic program of the school, including the professional development for teachers. Discussion ensued.

Mr. Mitchell noted that student enrollment currently is above budgeted levels, that the vast majority of teachers returned to the school this year, and that he has included academic components into the after school program and expanded it to five days per week in response to parent and student requests.

The Board discussed a proposal for the buy-back of unused employee sick-leave time. Mr. Mitchell will write-up a formal policy for Board consideration and action at the next meeting.

Mr. Mitchell noted that a formal complaint policy was developed and distributed to Trustees.

MOTION: To adopt the Complaint Policy.

*MOTION:* Backstrom

*SECOND:* Cheeks

*VOTE:* Aye - unanimous



Mr. Mitchell noted that the updated School Safety Plan had been distributed to Trustees for their review and feedback. He noted that the public comment period would remain open for a total of 60 days, and the Board could move to amend and/or adopt it following that comment period.

Mr. Mitchell also discussed the school's Annual Report.

### **Finances**

Ms. Hudson presented and discussed the monthly financial reports. Ms. Hudson also noted the calculated final year-end operating deficit, which was significantly smaller than projected at the beginning of the 2018-19 school year and well able to be covered by the school's operating reserves.

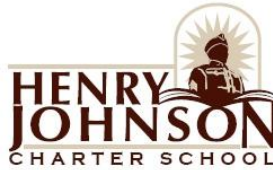
### **Adjourn**

There being no other business, Mr. Backstrom made a motion to adjourn the meeting, Mr. Pistilli seconded, the motion was approved unanimously, and the meeting adjourned at 7:58 p.m.

APPROVED BY THE BOARD: \_\_\_\_\_  
*Date*

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Brian D. Backstrom, Secretary



**Meeting of the Board of Trustees  
January 21, 2020**

**DRAFT**

**MINUTES**

**Opening Items**

Chair of the Board Saleem Cheeks called the meeting to order at 5:17 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Althea Johnson, Juanita Nabors, Robert Pistilli, and Latoya Taitt. Also attending the meeting was prospective Parent Representative trustee Crystal Knox.

Head of School Dustin Mitchell, Academic Dean Kate Morales, and Director of Finance & Operations Jessica Hudson also were in attendance.

**Guest Presentation**

Jon Thatcher of the New York Charter Schools Association presented to the Board the Association's past, current, and planned activities, and summarized the Association's take on the political landscape for charter schools in the upcoming legislative session. Discussion ensued.

**Adoption of Minutes**

Mr. Barnes made a motion to adopt the draft minutes from the previous Board meeting, Mr. Backstrom seconded, and the minutes were adopted unanimously.

**School Leadership Report**

Mr. Mitchell reviewed enrollment statistics and trends, discussed the effect of higher expectation on student behavior and culture, and presented the first interim assessment results. Ms. Morales detailed her efforts to stimulate rigor and higher-order thinking in the classroom through effective teacher training, observation, and coaching. Discussion ensued.

Mr. Mitchell noted that he and Ms. Morales are instituting a comprehensive on-boarding program for new instructional employees.

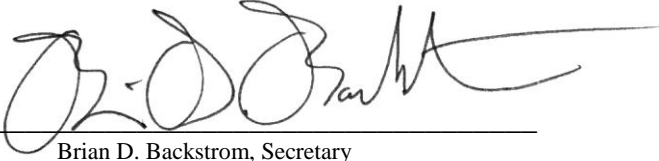
**Finances**

Ms. Hudson presented and discussed the monthly financial reports. Ms. Hudson also noted the status of intercepts being processed.

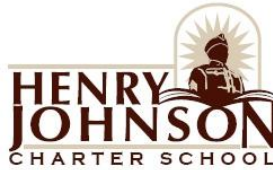
Mr. Mitchell expressed a desire to begin a long-term financial planning process. Mr. Cheeks requested that an item be added to the agenda for the next Board meeting for Trustees to discuss such issues, including potential grade-level expansion, and Mr. Backstrom noted that the Finance Committee and other trustees as they desire would meet with Mr. Mitchell after that discussion to begin a five-year planning process.

**Adjourn**

There being no other business, Mr. Pistilli made a motion to adjourn the meeting, Mr. Cheeks seconded, the motion was approved unanimously, and the meeting adjourned at 7:29 p.m.

  
\_\_\_\_\_  
Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: \_\_\_\_\_  
*Date*



## **Discussion of the Board of Trustees**

**October 15, 2019**

HJCS Head of School's Office

**DRAFT**

### **DISCUSSION FORUM NOTES**

Certain members of the Board of Trustees and Henry Johnson Charter School's Head of School, Dustin Mitchell held a public discussion forum on April 16, 2019. The forum began at 5:21 p.m.

Trustee Latoya Taitt introduced a prospective new Board member, Althea Johnson. Ms. Johnson discussed her experience in school business management and roles with the State Education Department, and outlined her interest in serving as a member of the Henry Johnsons Charter School board. Mr. Backstrom noted that Rowennakete Barnes, another prospective board member, was present for his second convening of HJCS Trustees. Mr. Mitchell introduced John Taflowski from Cusak & Company, the school's auditors. Mr. Taflowski discussed the financial reports and other details of the school's annual audit, noting the school's very strong financial position and clean audit.

Mr. Mitchell offered an update on various aspects of the school, including: baseline iReady assessment results; enrollment status and trends; scholar character referrals and other behavioral incidents; the upcoming charter-renewal school visit by HJCS's authorizer (including documents needed to have available for review); and, proposed sick leave buy-back and school complaints policies. Jessica Hudson, the school's Director of Finance and Operations reviewed the school's current financial picture.

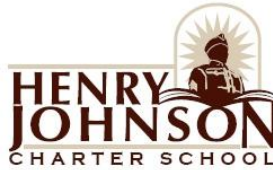
Board Vice Chair Brian Backstrom ended the discussion forum at 7:17 p.m.

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*Date*

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Brian D. Backstrom, Secretary



**Meeting of the Board of Trustees  
August 14, 2019**

DRAFT

**MINUTES**

**Opening Items**

Chair of the Board Saleem Cheeks called the meeting to order at 5:29 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Bramble Buran, Juanita Nabors, and Latoya Taitt.

Head of School Dustin Mitchell and Director of Finance & Operations Jessica Hudson also were in attendance.

**Adoption of Minutes**

Ms. Buran made a motion to adopt the draft minutes from the previous Board meeting, Ms. Taitt seconded, and the minutes were adopted.

**School Leadership Report**

Mr. Mitchell noted that the school's annual report had been completed and submitted, and that the charter renewal report is ready to be submitted the following day (without state test results, which haven't yet been released by the state).

Mr. Mitchell noted that current enrollment for the upcoming school year is about 2 percent above budgeted levels. He discussed with the Board the school's revised student retention policy, and reviewed the new hires for teaching vacancies. The Board discussed employee sick leave buy-back, and Mr. Mitchell advised he would prepare a proposed policy for consideration. Staff welcome and recognition efforts were discussed.

The status of physical improvements and maintenance to the school building were discussed.

**Finances and 2019-20 Budget**

Ms. Hudson presented and discussed the monthly financial reports. Mr. Mitchell noted that more detailed information on year-end balances would be prepared and distributed to Trustees. Mr. Mitchell also noted that he will begin a five-year budgeting process with the Trustees that will include, among other things, planning for expansion of the school.

**Adjourn**

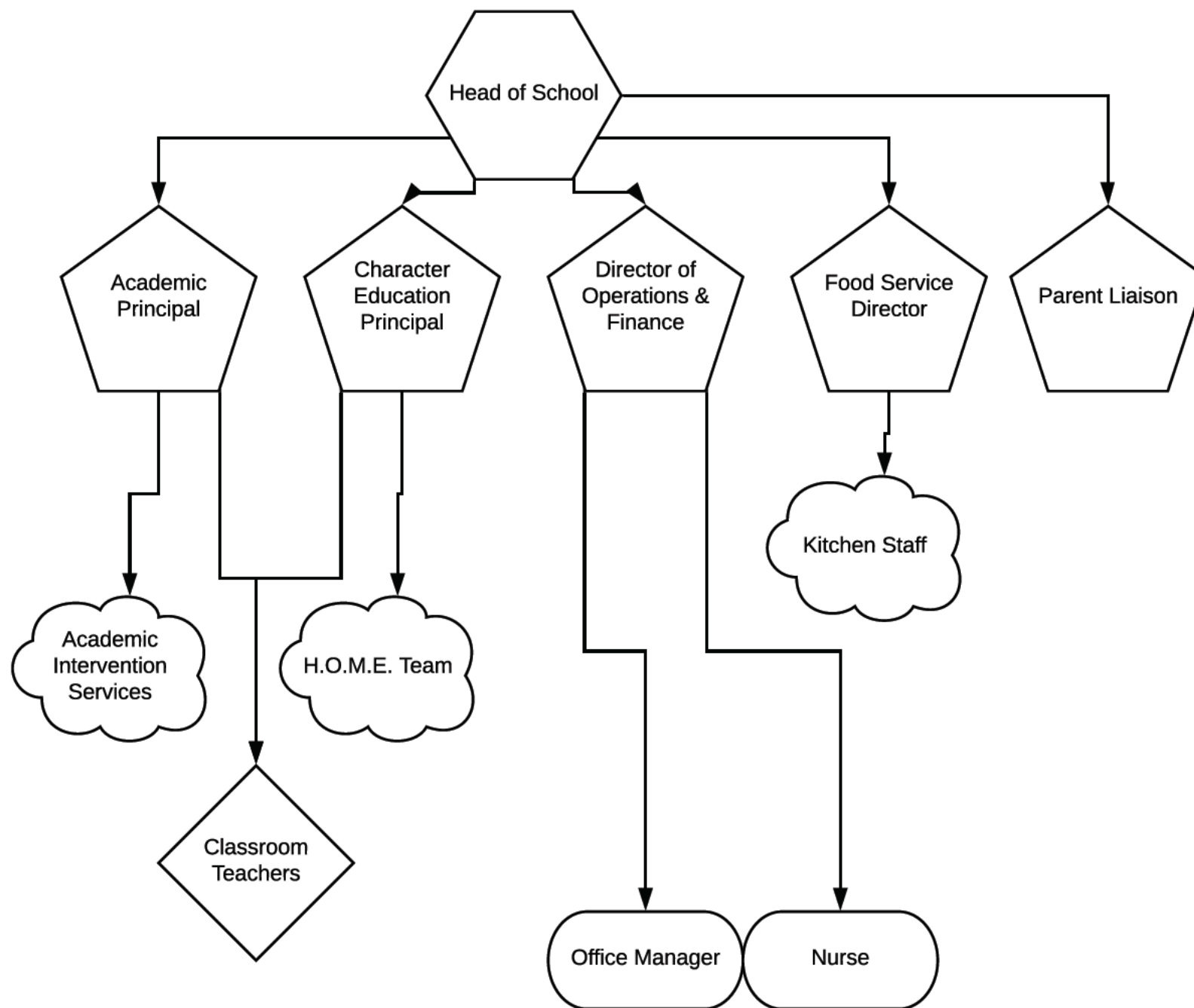
There being no other business, Mr. Cheeks made a motion to adjourn the meeting, Ms. Nabors seconded, the motion was approved unanimously, and the meeting adjourned at 7:01 p.m.

APPROVED BY THE BOARD: \_\_\_\_\_  
Date

\_\_\_\_\_  
Brian D. Backstrom, Secretary

# Henry Johnson Charter School

## 2019-20



2020-21  
Draft full year schedule



Kindergarten

Time	KGA in 204 (Brady & Rusinovich)	KGB in 203 (DeCrista & O'Keefe)	KGC in 202 (Moran & Snyder)
7:15 - 7:50	Breakfast		
7:50 - 8:00	Morning Meeting		
8:00 - 8:45	Listening & Learning		
8:45 - 9:30	AIS (Gizzi, Banner, Berman, Miller, Rapuano, Caplan)		
9:30 - 10:15	Skills		
10:15 - 10:45	Lunch		
10:45 - 11:30	Recess/Nap		
11:30 - 12:15	GRAIR		
12:15 - 1:45	Math		
1:45 - 2:30	Science/ SS		
2:30 - 3:15	Enrichment Rotation (in PE, in Music, in Art)		
3:15 - 3:30	Snack/Dismissal		

Kindergarten

Grade 1

Time	1A in 201 (Capone & Morrison)	1B in 210 (Denitto & King)	1C in 209 (Cade & Keller)
7:15 - 7:50	Breakfast		
7:50 - 8:00	Morning Meeting		
8:00 - 8:45	GRAIR		
8:45 - 9:30	Skills		
9:30 - 10:15	Phonics		
10:15 - 11:00	Enrichment Rotation (in PE, in Music, in Art)		
11:00 - 11:30	Lunch		
11:30 - 12:00	Recess/Nap		
12:00 - 12:45	Listening & Learning		
12:45 - 2:15	Math		
2:15 - 3:00	AIS (Gizzi, Banner, Berman, Miller, Rapuano, Caplan)		
3:00 - 3:30	Snack/Dismissal		

Grade 1

Grade 2

Time	2A in 305 (Hoose & Stewart)	2B in 307 (Ford & Johnson)	2C in 308 (Barnes & Corcoran)
7:15 - 7:50	Breakfast		
7:50 - 8:00	Morning Meeting		
8:00 - 8:45	AIS (Gizzi, Banner, Berman, Miller, Rapuano, Caplan)		
8:45 - 9:30	Listening & Learning		
9:30 - 10:15	Listening & Learning		
10:15 - 11:45	Math		
11:45 - 12:15	Lunch		
12:15 - 1:00	Enrichment Rotation (in PE, in Music, in Art)		
1:00 - 1:15	Recess		
1:15 - 1:45	GRAIR		
1:45 - 2:30	Skills		
2:30 - 3:15	Science/SS		
3:15 - 3:30	Snack/Dismissal		

Grade 2

Grade 3

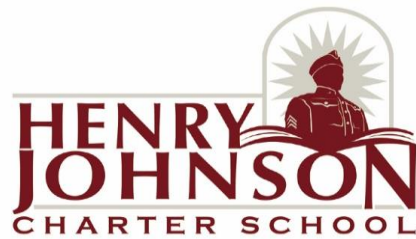
Time	3A in 301 (Addison & Dugan)	3B in 310 (Dorazio & Robinson)	3C in 309 (Bonilla & Waters)
7:15 - 7:50	Breakfast		
7:50 - 8:00	Morning Meeting		
8:00 - 9:30	Math		
9:30 - 10:15	AIS (Gizzi, Banner, Berman, Miller, Rapuano, Caplan)		
10:15 - 10:30	SNACK		
10:30 - 12:00	ELA		
12:00 - 12:30	Writing		
12:30 - 1:00	Lunch		
1:00 - 1:45	Enrichment Rotation (in PE, in Music, in Art)		
1:45 - 2:30	Science/SS		
2:30 - 3:00	DEAR		
3:00 - 3:15	Recess		
3:15 - 3:30	Dismissal		

Grade 3

Grade 4

Time	4A in 304 (Danglade & Sapell)	4B in 303 (Barber & Fragoso)	4C in 302 (Glogowski & Stinney)
7:15 - 7:50	Breakfast		
7:50 - 8:00	Morning Meeting		
8:00 - 9:30	Math		
9:30 - 11:00	ELA		
11:00 - 11:15	SNACK		
11:15 - 12:00	AIS (Gizzi, Banner, Berman, Miller, Rapuano, Caplan)		
12:00 - 12:45	Science/SS		
12:45 - 1:15	DEAR		
1:15 - 1:45	Lunch		
1:45 - 2:30	Enrichment Rotation (in PE, in Music, in Art)		
2:30 - 3:00	Writing		
3:00 - 3:15	Recess		
3:15 - 3:30	Dismissal		

Grade 4



## 2020-2021 Annual Calendar

July 2020						
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 2020						
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 2020						
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 2020						
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 2020						
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 2020						
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	
3	Independence Day observed

August (6 days)	
26	Back to school BBQ & Open House
24-31	Staff Professional Development

September (21 school days)	
1-4	Staff Professional Development
4	First day of school for grade 4 (12:30 dismissal)
7	Labor Day
25	Fall picture day
28	Staff professional development

October (21 school days)	
8	NYS go home early drill
12	Columbus Day

November (17 school days)	
3	Staff PD day
11	Veterans Day
25	1st trimester half day (12:30 dismissal)
26-27	Thanksgiving break

December (17 school days)	
24-31	winter holiday break

January 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 (19 school days)	
1	New Year's Day
18	Martin Luther King Jr. Day

February (15 school days)	
12	2nd trimester half day (12:30 dismissal)
15-19	Winter recess

March (23 school days)	
15	Staff professional development

April (17 school days)	
5-9	spring break
20-21	NYSTP ELA exam

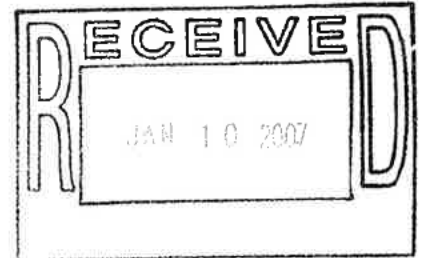
May (20 school days)	
31	Memorial Day
4-5	NYSTP math exam

June (18 school days)	
18	Juneteenth Observed
24	KG promotion ceremony
24	Grade 4 promotion ceremony
25	Field Day





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



BBL Construction Seervices, 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

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