

# Application: Brighter Choice Charter School for Boys

Jen Pasek - [REDACTED]  
2023-2024 Annual Report

## Summary

ID: 0000000023

Status: Annual Report Submission

Last submitted: Aug 1 2024 11:19 PM (EDT)

# August 1 Draft

## Entry 1 – School Information and Cover Page

Completed - Aug 1 2024

### 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 the 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 2023-2024 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, 2024**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

BRIGHTER CHOICE CHARTER SCHOOL FOR BOYS 800000055520

**b. Unofficial or Popular School Name**

BCCSB

**c. CHARTER AUTHORIZER (As of June 30th, 2024)**

Please select the correct authorizer as of June 30, 2024 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. District/CSD of Location**

**e. Date of Approved Initial Charter**

Jan 1 2001

**f. Date School First Opened for Instruction**

Jan 19 2002

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

The mission of Brighter Choice Charter Schools is to empower our scholars to become responsible learners competent in reading, writing and mathematics and to develop their social-emotional skills. Brighter Choice Charter Schools is committed to providing a well-rounded academic program to all scholars that will enable them to realize their highest potential.

KDE 1 An Engaging, Standards-Based Academic Program including Integrated Studies

KDE 2 Character Development Aligned to the BCCS Core Values

KDE 3 High Impact Professional Development for Educators

KDE 4 A Focus on Data to Drive Instruction

KDE 5 Parent and Community Partnerships

KDE 6 More Time for Learning through an Extended Day and Year

KDE 7 Single Gender Program

**h. School Website Address**

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

**i. Total Approved Charter Enrollment for 2023-2024 School Year**

325

**j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment**

00

**k. Grades Served**

Grades served during the 2023-2024 school year (exclude Pre-K program students):

**Responses Selected:**

Kindergarten
1
2
3
4
5

**I. Charter Management Organization/Educational Management Organization**

Do you have a [Charter Management Organization](#)?

No

**FACILITIES INFORMATION**

**m. FACILITIES: Owned, rented, leased to educate students**

Will the school maintain or operate multiple sites in 2024-2025?

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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	116 North Lake Ave Albany NY 12206	518-694-8200	Albany	K-5	K-5	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Karen McLean	Principal	518-694-8200		[Redacted]
Operational Leader	Luke Licygiewicz	Operations Manager	518-694-8200		[Redacted]
Compliance Contact	Karen McLean	Principal	518-694-8200		[Redacted]
Complaint Contact	Karen McLean	Principal	518-694-8200		[Redacted]
DASA Coordinator	Karen McLean	Principal	518-694-8200		[Redacted]
Phone Contact for After Hours Emergencies	Luke Licygiewicz	Operations Manager	[Redacted]		[Redacted]

**m1b. Is site 1 in public space or in private space?**

Private Space

**m1c. Is site 1 in a co-located or not in a co-located facility?**

**Responses Selected:**

Not Co-Located

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

**m1e. 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, 2024.**

**Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.**

**If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.**

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

[BCCSB CO.pdf](#)

**Filename:** BCCSB CO.pdf **Size:** 31.1 kB

**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[BCCSB Fire 08.09.2023.pdf](#)

**Filename:** BCCSB Fire 08.09.2023.pdf **Size:** 176.7 kB

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

N/A

**o1. Total Number of School Calendar Days**

190

**o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)**

January 2024	156
February 2024	119
March 2024	148
April 2024	119
May 2024	161
June 2024	103
July 2023	0
August 2023	4
September 2023	144
October 2023	156
November 2023	138
December 2023	111

**CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR**

**p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school’s board of trustees’ bylaws, enrollment policy, discipline policy, or complaint policy.**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

Does the school have any material or non-material revisions approved or pending?

Yes

**p2. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Decrease enrollment to max 290	11/08/2023	N/A non material
2				
3				
4				
5				

**More revisions to add?**

No

**ATTESTATIONS**



q. Name/Position of Person Completing/Submitting the 2023-2024 Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Jen Pasek
Position	Consultant
Phone/Extension	
Email	

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

**Responses Selected:**

Yes

As outlined in ENTRY 7 (Employee Fingerprint Requirements Attestation):

Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click [YES](#) to agree.

**Responses Selected:**

Yes

Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Date

(No response)



Thank you.

## Entry 2 – Links to Critical Documents on School Website

Completed - Aug 1 2024

### Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)

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

1. Current Annual Report (i.e., 2023-2024 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;[\[2\]](#) (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

## **Entry 2 – Links to Critical Documents on School Website**

**School Name: Brighter Choice Charter School for Boys**

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**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)**

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	<a href="https://www.brighterchoice.org/?page_id=3845">https://www.brighterchoice.org/?page_id=3845</a>
2. Board meeting notices, agendas and documents	<a href="https://app2.boardontrack.com/public/ZMGdjp/home">https://app2.boardontrack.com/public/ZMGdjp/home</a>
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	<a href="https://data.nysed.gov/essa.php?year=2023&amp;instid=800000055520">https://data.nysed.gov/essa.php?year=2023&amp;instid=800000055520</a>
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.brighterchoice.org/?page_id=3845">https://www.brighterchoice.org/?page_id=3845</a>
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.brighterchoice.org/?page_id=3845">https://www.brighterchoice.org/?page_id=3845</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.brighterchoice.org/?page_id=3845">https://www.brighterchoice.org/?page_id=3845</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.brighterchoice.org/?page_id=3845">https://www.brighterchoice.org/?page_id=3845</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.brighterchoice.org/?page_id=3845">https://www.brighterchoice.org/?page_id=3845</a>

Thank you.



## Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2024

### Required of ALL Charter Schools

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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [BCCS Nilsa Velilla 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BCCS\_Nilsa\_Velilla\_2023-24\_Charter\_xzGIYGO.pdf Size: 558.3 kB

### [BCCS Noah Francis Clement 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BCCS\_Noah\_Francis\_Clement\_2023-24\_\_ts7OyNd.pdf Size: 559.6 kB

### [BCCS Zoe Nelson 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BCCS\_Zoe\_Nelson\_2023-24\_Charter\_Sc\_SxbskXZ.pdf Size: 557.2 kB

### [BCCS R Mclaughlin Disclosure of Financial Interest](#)

Filename: BCCS\_R\_Mclaughlin\_Disclosure\_of\_Fi\_7Szbf6r.pdf Size: 561.4 kB

### [Copy of BCCS Trudy Hanmer 2023-24 Charter School Disclosure of Financial Interest Form \(2\)](#)

Filename: Copy\_of\_BCCS\_Trudy\_Hanmer\_2023-24\_\_bWFGzh.pdf Size: 557.0 kB

### [BCCS Martha Snyder 2023-24 Charter School Disclosure of Financial Interest Form](#)

Filename: BCCS\_Martha\_Snyder\_2023-24\_Charter\_TLPC0Yy.pdf Size: 559.3 kB

## Entry 4 – Board of Trustees Membership Table

Completed - Aug 1 2024

## 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 4 – Board of Trustees Membership 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.

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### Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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**1. 2023-2024 Board Member Information (Enter info for each BOT member)**

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2023-2024
1	Martha Snyder	[REDACTED]	Chair	Education	Yes	5	7/1/2024	6/30/2027	12
2	Trudy Hanmer	[REDACTED]	Vice Chair	Education	Yes	4	7/1/2024	6/30/2027	11
3	Zoe Nelson	[REDACTED]	Secretary	Higher Ed	Yes	5	7/1/2024	6/30/2027	12
4	Nilsa Velilla	[REDACTED]	Trustee/Member	Human Resources	Yes	6	7/1/2024	6/30/2027	12
5	Robert McLaughlin	[REDACTED]	Trustee/Member	Law	Yes	2	12/01/2021	11/30/2024	9
6	Noah Clement	[REDACTED]	Trustee/Member		Yes	1	03/01/2024	03/01/2027	5 or less
7									
8									
9									

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

No

**2. Number of board meetings conducted in 2023-2024**

12

**3. Number of board meetings scheduled for the 2024-2025 school year**

12

**4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total number of Voting Members on June 30, 2024	5
b. Total number of Voting Members added during the 2023-2024 school year	1
c. Total number of Voting Members who left the board during 2023-2024 school year	1
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	15



**5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)**

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minutes set by the board in bylaws, resolution, or minutes	N/A
e. Board members attending 8 or fewer meetings during 2023-2024	1

Thank you.

## Entry 5 – Board Meeting Minutes

Completed - Aug 1 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

**[BCCS BOT Minutes 2023-24 all mtgs](#)**

Filename: BCCS\_BOT\_Minutes\_2023-24\_all\_mtgs.pdf Size: 455.5 kB

## Entry 6 – Enrollment & Retention

Completed - Aug 1 2024

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

**Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

**\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## **Entry 6 – Enrollment and Retention of Special Populations**

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>We employ a Special Education Coordinator who is responsible for overseeing programs that provide educational assistance to IEP scholars as well as providing special education services to IEP scholars. In addition, our student support staff includes one School Counselor, two Student Success Coordinators, three RtI teachers, and two SPED-certified teachers. In addition, our Parent Coordinator focuses on serving parents and any special family needs.</p> <p>We are intentional about recruiting prospective staff members who are certified to serve SWD. We continue our family mental health clinic to serve the school community and also cultivated a relationship with Families Together in New York State.</p> <ul style="list-style-type: none"> <li>- Broadening media resources to include stories from parents and scholars with disabilities involved our school's program.</li> <li>- Refining school brand to highlight services that we offer for Students with Disabilities.</li> <li>- Identifying contacts at organizations that are led by and work with people with disabilities in order to identify potential families with children with IEPs. Offering financial assistance/scholarships to students with disabilities. Promote disability inclusion as an organizational value conveying the message that our organization values diversity and inclusion and that we foster a commitment to</li> </ul>	<p>In 2023-24, 6% of our enrollment had an Individual Education Plan. The local Albany City School District enrolled 14% students with disabilities in comparable grades.</p>

	<p>including people with disabilities at all levels of our organization.</p> <ul style="list-style-type: none"> <li>- Budget for reasonable accommodations within the school's budget.</li> <li>- Ensure that disability-inclusive policies are communicated to all staff members so that all are well informed and can confidently communicate and answer questions about services we have in place for students with disabilities.</li> <li>- Create a one page informational document that highlights services that we offer for students with disabilities and send to the Committee of Special Education and Committee on Preschool Special Education.</li> <li>- Partnered with Albany Head Start Family Coordinators to distribute information directly to Head Start families with children entering K.</li> </ul>	
<p>English Language Learners</p>	<p>To support ELLs, we employ a two full time ESL teacher. In addition, our support staff includes a School Counselor, two Student Success Coordinators, three RtI teachers, a SPED Coordinator, and two SPED-certified teachers. In addition, our Parent Coordinator focuses on serving parents and any special family needs.</p> <p>We recruit prospective staff members who are bilingual and can support families of ELL students. We provided translation support in Spanish and Arabic at orientations, enrollment events, and at other occasions as needed. Utilizing the services of "All Language Translation Company," we've been able to communicate information to the families of our ESL scholars. This year these services were</p>	<p>In 2023-24, 7% of our enrollment were English Language Learners along with 1% former ELLs. The local district enrolled 17% ELL students in comparable grades.</p> <p>In addition to the efforts described at the left, we mail 40, 000 Postcards to target demographics highlighting BCCS accommodations of students with disabilities, English Language Learners, and free and reduced meal programs.</p>

utilized for academic conferences. The continued use of these services will be utilized moving forward. We have a relationship with the US Committee for Refugees and Immigrants (USCRI <http://refugees.org/field-office/albany/>) to support current families by connecting networks of support. We also contracted 24/7 on-call interpretation services. We also contract with Certified Languages International that provides telephone translation services in 250 languages.- Contracted 24/7 on-call interpretation services. We continue to build capacity with current staff to service the needs of ELL students through professional development opportunities with CASDA and University of Albany and opportunities for collaboration with the ELL teacher at BCCS-G. Refining school brand to highlight services that we offer for English Language Learners. Joining a Title 3 consortium to allow school to collect title 3 funds to help ensure that English Language Learners (ELLs) attain English language proficiency and meet state academic standards. Identify and enlist the support of existing parents who may have access to non-English speaking communities to make potential non-English speaking families feel comfortable at our school. Partnering with community based organizations and distributing distribute marketing materials at local grocery stores, laundromats, restaurants, salons, parks or any location that is used as a gathering place within the community

	<p>Attending community meetings to present our school and its ELL services and/or programming to the community</p> <p>Government Offices; reaching out to the elected officials who represent our community and generate an interest in having our school's information to share with constituents."</p>	
<p>Economically Disadvantaged</p>	<p>BCCS Scholars hired a Director of Recruitment to be more aggressive with our efforts to maintain our enrollment goals, recruit new families, build our waiting lists and employ innovative, forward-thinking practices to build and monitor our enrollment.</p> <p>We offer an incentivized attendance program for scholars with low attendance, free breakfast, lunch, and supper for all students.</p> <p>We offer free uniforms and an extended day and school year.</p> <p>We offer social and emotional health programs to support children living with effects of poverty, including a family therapy clinic in partnership with Parsons, and participation in the Albany Police Department's Handle with Care program, which supports students struggling with trauma outside of the classroom.</p> <p>Our strong marketing presence ensures that community stakeholders are correctly informed about Brighter Choice and understand the benefits of sending their children to our school.</p> <p>Initiating a parent referral program as a key piece of our marketing efforts.</p> <p>On-site and virtual information meetings that would allow prospective families to tour the</p>	<p>In 2023-24, 91% of our enrollment qualified as economically disadvantaged. The local district, Albany City Schools, enrolled 63% ED students in comparable grades. Going forward we will continue with the following efforts:</p> <p>Streamline Re-registration &amp; New Family Registration Processes</p> <ul style="list-style-type: none"> <li>- BCCS created "mirrored" new family registration enrollment process and physical paperwork for boys' and girls' schools.</li> <li>- Included pre-paid return envelopes with new family registration packets to increase turn-around time of registration submissions.</li> <li>- BCCS purchased additional services in PowerSchool to streamline enrollment and allow multiple internal parties to access information and documentation needed for enrollment, operations, tracking, and finance.</li> </ul>

school, speak with staff and scholars.

-10, 000 direct monthly postcard mailings: March – August.

Household targeted demographics: Ages 4 – 12; Household Income \$0 - \$75,000; Mailed to Zip Codes in Albany, Schenectady, and Troy with the highest concentration of targeted population and accessible bussing options to Brighter Choice.

**Good Faith Efforts To Meet Retention Targets**

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<p>We employ a certified Special Education Coordinator who responsible for overseeing programs that provide educational assistance to IEP scholars as well and providing special education services to IEP scholars. In addition, our student support staff includes a School Counselor, two Student Success Coordinators, three Rtl teachers, and two SPED-certified teachers. In addition, our Parent Coordinator focuses on serving parents and any special family needs.</p> <p>We are intentional about recruiting prospective staff members who are certified to serve SWD.</p>	<p>In the fall of 2023-24, we retained 56% of SWD students who were eligible to return from 2022-23.</p>
English Language Learners	<p>We continue to build capacity with current staff to service needs of ELL students through professional development opportunities with CASDA and University of Albany and opportunities for collaboration with the ELL teacher at BCCS-G. Please refer to the ELL strategies noted in the previous section.</p>	<p>"In the fall of 2023-24, we retained 67% of ELL students who were eligible to return from 2022-23. We have a robust ELL program that will continue in the 2024-25 school year in order to support the retention of this group. We have contracted 24/7 on-call interpretation services. 250 languages. -Translated notifications of acceptance and information for SMS messages."</p>
Economically Disadvantaged	<p>We continued with the practices noted above in the ED enrollment section. During Remote Learning, we continued daily communication with families to check in about scholars success points and struggles with packets. We also reach out to check on family</p>	<p>In the fall of 2023-24, we retained 76% of ED students who were eligible to return from 2022-23.</p>



## Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Aug 1 2024

# Entry 7 – Employee Fingerprint Requirements Attestation

### A. TEACH System – Employee Clearance

#### Required of ALL Charter Schools

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

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

[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## **B. Emergency Conditional Clearances**

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

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

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

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 8 – Organization Chart**

Completed - Aug 1 2024

### **Instructions**

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

Upload the 2023-2024 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### **BCCSB 2023-24 Org Chart**

Filename: BCCSB\_2023-24\_Org\_Chart.pdf Size: 305.6 kB

## **Entry 9 – School Calendar**

Completed - Aug 1 2024

### **Instructions for submitting School Calendar**

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

If the charter school has a tentative calendar based on available information and guidance at the time, please submit it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

**Sample Calendar:**

**12 Month Calendar 2021-2022**  
**184 Instructional Days**

July					January (20)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
			1	2	3	4	5	6	7
5	6	7	8	9	10	11	12	13	14
12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	26	27	28
26	27	28	29	30	31				

August					February (15)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6		1	2	3	4
9	10	11	12	13	7	8	9	10	11
16	17	18	19	20	14	15	16	17	18
23	24	25	26	27	21	22	23	24	25
30	31				28				

September (18)					March (23)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3		1	2	3	4
6	7	8	9	10	7	8	9	10	11
13	14	15	16	17	14	15	16	17	18
20	21	22	23	24	21	22	23	24	25
27	28	29	30		28	29	30	31	

October (20)					April (15)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
				1					1
4	5	6	7	8	4	5	6	7	8
11	12	13	14	15	11	12	13	14	15
18	19	20	21	22	18	19	20	21	22
25	26	27	28	29	25	26	27	28	29

November (18)					May (21)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5	2	3	4	5	6
8	9	10	11	12	9	10	11	12	13
15	16	17	18	19	16	17	18	19	20
22	23	24	25	26	23	24	25	26	27
29	30				30	31			

December (17)					June (17)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3			1	2	3
6	7	8	9	10	6	7	8	9	10
13	14	15	16	17	13	14	15	16	17
20	21	22	23	24	20	21	22	23	24
27	28	29	30	31	27	28	29	30	

<span style="display: inline-block; width: 15px; height: 10px; background-color: #008080; border: 1px solid black;"></span> Staff Report - August 23rd	<span style="display: inline-block; width: 15px; height: 10px; background-color: #ffff00; border: 1px solid black;"></span> Early Dismissal Days	<span style="display: inline-block; width: 15px; height: 10px; background-color: #ff0000; border: 1px solid black;"></span> Holiday/Recess (No Students or Staff)
<span style="display: inline-block; width: 15px; height: 10px; background-color: #00bfff; border: 1px solid black;"></span> Superintendent's Conference Day (No School for Students)	<span style="display: inline-block; width: 15px; height: 10px; background-color: #ffcc00; border: 1px solid black;"></span> Regents and School-level Exams	
<span style="display: inline-block; width: 15px; height: 10px; background-color: #90ee90; border: 1px solid black;"></span> September 8, 2021 All Grade Levels Report	<span style="display: inline-block; width: 15px; height: 10px; background-color: #ff00ff; border: 1px solid black;"></span> June 24, 2022 - Last Day of School	

**[BCCS '24-'25 Board Approved](#)**

Filename: BCCS\_24-25\_Board\_Approved.pdf Size: 129.1 kB

# Entry 10 – Faculty/Staff Roster Template

Completed - Aug 1 2024

## [INSTRUCTIONS](#)

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

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2023-2024 school year).

**Use of the 2023-2024 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

### [faculty-staff-roster-template-BC BOYS 2023-24](#)

Filename: faculty-staff-roster-template-BC\_\_YasVbfl.xlsx Size: 24.5 kB

# Entry 11 – Progress Toward Goals

Incomplete

## Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters **no later than 11:59 PM on November 1, 2024.**

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

## **Entry 11 – Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

**Regents, NYCDOE, and Buffalo BOE-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 1, 2024.

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#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2024.**

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**2023-2024 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)

**2023-2024 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess 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				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
Academic Goal 51				
Academic Goal 52				
Academic Goal 53				
Academic Goal 54				
Academic Goal 55				
Academic Goal 56				
Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				



Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

**4. ORGANIZATION GOALS**

**For the 2022-2023 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”.**

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**2022-2023 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**

**2022-2023 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)

**2021-2022 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 12 – Audited Financial Statements

Incomplete

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the Annual Report Portal and into the SUNY Epicenter document management system **no later than 11:59 PM on November 1, 2024**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the Annual Report Portal **no later than 11:59 PM on November 1, 2024**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.**

## Entry 12b – Audited Financial Report Template (BOR)

Incomplete

### Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

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

## Entry 12c – Additional Financial Documents

Incomplete

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

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

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

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

## Entry 12d – Financial Contact Information

Incomplete

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

# Form for "Financial Contact Information"

## 1. School Based Fiscal Contact Information

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

## 2. Audit Firm Contact Information

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

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 13 – Fiscal Year 2024-2025 Budget

Incomplete

**SUNY-authorized charter schools** should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due no later than 11:59 PM on November 1, 2024.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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

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

## Optional Additional Documents to Upload (BOR)

Incomplete

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

**Trustee Name:**

Nilsa Velilla

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**Name of Charter School Education Corporation:**

Brighter Choice Charter Schools

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

Parent Representative, Trustee

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

-

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

**None**

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



-

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

**None**

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

-

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

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

██

---

**Home Telephone:**

████████████████████

---

**Home Address:**

██

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DocuSigned by:  
*N Valencia*  
AB90E74CEA204A4...

6/29/2024

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<b>Signature</b>	<b>Date</b>
------------------	-------------

- Acceptable signature formats include:
- Digitally certified PDF signature
  - Print form, manually sign, scan to PDF

*last revised 04/2022*

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

**Trustee Name:**

Noah Francis Clement

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**Name of Charter School Education Corporation:**

Brighter Choice Charter Schools

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

trustee; voted in as treasurer for upcoming 2024-2025 school year.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

-

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

**None**

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

-

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

**None**

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

-

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

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

DocuSigned by:  
**NOAH CLEMENT**  
B155967903074CE...

7/16/2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Zoe Nelson

---

**Name of Charter School Education Corporation:**

Brighter Choice Charter Elementary Schools

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

Secretary

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

Yes  No

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

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

Yes  No

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



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

Yes  No

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

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

Yes  No

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

-

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

**None**

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

-

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

**None**

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

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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DocuSigned by:  
*Boe Nelson*  
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7/11/2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Robert J. McLaughlin

---

**Name of Charter School Education Corporation:**

Brighter Choice Charter Schools

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

Trustee - Resigned

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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Yes  No

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

-

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

**None**

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

-

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

**None**

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



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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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DocuSigned by:  
*Robert J. McLaughlin*  
CD750D62F59A42A...

7/19/2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Trudy Hanmer

---

**Name of Charter School Education Corporation:**

Brighter Choice Charter School

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

Vice-chair

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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Yes  No

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

-

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

**None**

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

-

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

**None**

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

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**Business Address:**

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**E-mail Address:**

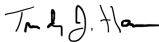
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**Home Telephone:**

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**Home Address:**

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6/25/2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Martha Snyder

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**Name of Charter School Education Corporation:**

Brighter Choice Charter Schools

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

Chair

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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Yes  No

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



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

**None**

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

-

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

**None**

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

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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DocuSigned by:  
*Martha Snyder*  
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6/29/2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday July 13, 2023 at 9:00 AM

### Location

250 Central Ave, Albany, NY 12206

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Ford, K. Mclean (remote), L. Licygiewicz

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Jul 13, 2023 at 9:20 AM.

### C. Approve Minutes

T. Hanmer made a motion to approve the minutes from Annual Board meeting on 06-22-23.

R. McLaughlin seconded the motion.

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

## II. Committee Reports

### A. Finance Committee Report

The finance committee met and discussed the May financials and the budget is currently strong and trending in a positive direction. The June financials will be finalized next week. The ERC has been deposited in our accounts and the resources will be used to enhance the student services at the school.

The options for playground improvements at both schools were discussed and we will be looking to make a decision for installation in the early months of the school year.

### B. Governance Committee Report

The board heard from both school leaders about current enrollment. The Boys' school is behind the goal and the board will have an update to consider the number of classrooms that can be accommodated. Summer programming is off to a good start.

The Girls' school is focused on filling out K enrollments over the coming weeks as well as filling open first grade teaching positions. Similarly, the summer program is off to a great start.

The board also discussed board recruitment strategies including social media and personal networks.

## III. Closing Items

### A. Adjourn Meeting

R. McLaughlin made a motion to adjourn.

T. Hanmer seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:32 AM.

Respectfully Submitted,

Z. Nelson

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday August 10, 2023 at 9:30 AM

### Location

250 Central Ave, Albany NY 12206

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Mclean

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Z. Nelson called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Aug 10, 2023 at 9:30 AM.

### C. Approve Minutes

T. Hanmer made a motion to approve the minutes from Board Meeting on 07-13-23.

R. McLaughlin seconded the motion.

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

**D. Approve Aug '22 minutes**

T. Hanmer made a motion to approve the minutes from Board Meeting on 08-11-22.

R. McLaughlin seconded the motion.

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

**II. Committee Reports**

**A. Governance Committee Report**

R. McLaughlin made a motion to Move into executive session to discuss personnel matters.

T. Hanmer seconded the motion.

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

T. Hanmer made a motion to exit executive session.

R. McLaughlin seconded the motion.

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

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,

Z. Nelson

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday September 14, 2023 at 5:00 PM

### Location

250 Central Ave., Albany, NY 12206

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### Trustees Present

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

### Trustees Absent

T. Hanmer

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Sep 14, 2023 at 4:53 PM.

### C. Approve Minutes

R. McLaughlin made a motion to approve the minutes from Board Meeting on 08-10-23.

N. Velilla seconded the motion.

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



## II. ARP (COVID Grant) Public Comment

### A. BCCS Emergency Plan Vote

R. McLaughlin made a motion to approve the emergency plan as proposed by L. Licygiewicz.

N. Velilla seconded the motion.

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

## III. Committee Reports

### A. Governance Committee Report

The Committee discussed enrollment, staffing, school community activities and budget for each school.

## IV. Other Business

### A. Executive Session

R. McLaughlin made a motion to Enter executive session.

N. Velilla seconded the motion.

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

N. Velilla made a motion to exit executive session.

R. McLaughlin seconded the motion.

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

The board had to discuss an issue raised by our scholars' families and teachers and staff about the deteriorating external environment around our schools. Therefore the Schools will look into hiring safety officials to ensure the safety of our school community and will be reaching out to local elected officials via letter, to include photographic and narrative examples of the extremely dangerous and negative surrounding environment.

## V. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:25 PM.

Respectfully Submitted,

Z. Nelson

N. Velilla made a motion to adjourn.

R. McLaughlin seconded the motion.

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

DRAFT



# Brighter Choice Charter Schools

## Minutes

### Board Meeting

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#### Date and Time

Thursday October 12, 2023 at 9:30 AM

#### Location

250 Central Ave, Albany, NY

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#### Trustees Present

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

#### Trustees Absent

*None*

#### Guests Present

K. Ford, K. Mclean, L. Licygiewicz

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Oct 12, 2023 at 9:30 AM.

#### C. Approve Minutes

## II. Committee Reports

### A. Governance Committee Report

Martha provided a recap of the Governance Committee meeting

- BCCSG Kristina provided an enrollment update.
- BCCSB Karen provided an enrollment update.
- Debriefed on the BCCS Environment Meeting with local leaders.
- Bob will set up a meeting with the Albany County Sheriff.

### B. Finance Committee Report Out

Martha provided a recap of the Finance Committee meeting

- Paul Augello provided a finance update
- BCCSB slightly down due to enrollment.
- BCCSG slightly up.
- Cash balance is strong due to the interest income.
- ERC was recognized for '24 by the auditors.
- BCCSG is still waiting on one ERC check.
- Board on Track Renewal is down from \$12,995 to \$5,995, which fits the Board's needs.
- NYS Audit report has been received.
- All recommendations implemented + Luke provided a response and plan of action to the comptroller's office.
- Waiting on quote for School Safety Officer + Bob will speak with Albany County Sheriff.

## III. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,

M. Snyder

T. Hanmer made a motion to adjourn.

R. McLaughlin seconded the motion.

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

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Wednesday November 8, 2023 at 9:00 AM

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Ford, K. Mclean (remote), L. Licygiewicz

---

### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Wednesday Nov 8, 2023 at 9:41 AM.

#### C. Approve Minutes

T. Hanmer made a motion to approve the minutes from Board Meeting on 09-14-23.

N. Velilla seconded the motion.

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

## II. BCCS-B Charter Revision

### A. Charter Revision

M. Snyder reviewed and described the material change to the Charter for the BCCS-Boys school. This would allow the school to stay in compliance under the current enrollment level and build realistic budget and ensure academic and program strength as we continue our growth plans. The enrollment cap will be amended to 290 from 325. The plan is to target increased enrollment over two years. A board meeting will be held to vote on the submission to SED on November 27th.

## III. Committee Reports

### A. Governance Committee Report

Our auditor, K. Clavlin, described a clean audit during the governance committee. He described strong financials with our 5500s up to date. K. Ford and K. McLean described the enrollments of each school, as well as upcoming academic assessments and school-wide activities.

Paul Augello reported that our financial revenues are strong and in line with our budget with cash balances. We are meeting our debt ratio, though funding for FY 25 will decline.

## IV. Closing Items

### A. Adjourn Meeting

T. Hanmer made a motion to adjourn the meeting.

N. Velilla seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,  
Z. Nelson

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday December 14, 2023 at 9:00 AM

### Location

250 Central Ave., Albany, NY

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Ford, K. Mclean (remote), L. Licygiewicz

---

## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Dec 14, 2023 at 9:27 AM.

### C. Approve Minutes

R. McLaughlin made a motion to approve the minutes from Board Meeting on 11-27-23.

T. Hanmer seconded the motion.

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

## II. Committee Reports

### A. Finance Report

The Committee met Friday, December 8. During the meeting Paul Augello went through the true-ups and showed us trending with the budget and the budget implications of the Material Change. He described the Merit pay impacts and the committee discussed standards of merit pay going forward.

L. Licygiewicz described the discussions he had with health insurance options and the ongoing conversation and we anticipate quotes.

### B. Governance Report

M. Snyder summarized the Governance Committee meeting from this morning. K. Ford and K. McLean presented their dashboards and updates that include enrollment, assessment data, culture and COVID cases.

There is a contract with School Mint, to elevate our brand, particularly that of the Boys' school. NYS Assessments will be released today and that will show how we compare to the state and district averages. We will announce successes to the community. Both leaders described their commitment to reducing chronic absenteeism. We continue to discuss recruitment of new trustees and expanding our board and putting in place a code of conduct and expectations of commitment to the board.

## III. Merit Pay Vote

### A. Merit Pay Vote

T. Hanmer made a motion to Accept and approve the merit pay at \$180,000 between staff at the two schools, which has been calibrated based on staff retention and scholar success.

R. McLaughlin seconded the motion.

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

## IV. Closing Items

### A. Adjourn Meeting

T. Hanmer made a motion to adjourn.

R. McLaughlin seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:37 AM.

Respectfully Submitted,

Z. Nelson



APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday January 11, 2024 at 9:20 AM

### Location

250 Central Avenue, Albany, NY

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### Trustees Present

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

### Trustees Absent

R. McLaughlin

### Guests Present

K. Ford, K. Mclean (remote), L. Licygiewicz

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Jan 11, 2024 at 9:25 AM.

### C. Approve Minutes

T. Hanmer made a motion to approve the minutes from Board Meeting on 12-14-23.

N. Velilla seconded the motion.

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

## **II. Committee Reports**

### **A. Finance Report**

We did not have a finance committee meeting this month but did receive a reporting package that closes out November and we will receive the December package shortly. Based on a revised budget for the schools, the expenditures and income is on track with the revised budget. Everything appears to be current in terms of the accounts receivable from district billing. We will have an official finance committee meeting in February.

### **B. Governance Report**

M. Snyder reported that during the Governance meeting that we heard from the school leaders about enrollment, NYS exam performance with rankings and various comparisons with the district and the state. We will continue to focus on all areas but in particular the math for Girls' and ELA for Boys'. M. Snyder discussed the staffing openings currently

The leadership is working to respond to the desk audit required by the state with regard to the American Rescue Plan funding.

The schools are continuing to engage with the broker to seek insurance products (PEO) that would reduce the cost for health care.

Potential board member, Noah Clement, was supposed to be in attendance, but was not due to illness. He will appear during the February meeting.

## **III. Other Business**

### **A. Strategic Planning Session**

The Board will look to hold a strategy session in February.

## **IV. Closing Items**

### **A. Adjourn Meeting**

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

Respectfully Submitted,

Z. Nelson

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday February 8, 2024 at 9:30 AM

### Location

250 Central Ave. Albany, NY 12206

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Ford, K. Mclean (remote), L. Licygiewicz, Noah Clement

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Feb 8, 2024 at 9:37 AM.

### C. Approve Minutes

R. McLaughlin made a motion to approve the minutes from Board Meeting on 01-11-24.

T. Hanmer seconded the motion.

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

**D. Approve November minutes**

R. McLaughlin made a motion to approve the minutes from Board Meeting on 11-08-23.

T. Hanmer seconded the motion.

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

**II. ARP (COVID Grant) Public Comment**

**A. none**

**III. Committee Reports**

**A. Finance Report**

M Snyder reported on the Finance meeting that took place on Feb 1. There was a report by the Enrollment Manager about strategies and investments.

We are focused on increased enrollment at the Boys school and a goal of 270 next year. Especially focused on full enrollment in the early grades where we have strong retention.

As we build our budget for next year it will be intertwined with our enrollment. Ms.

Morrison sent the board a deeper dive into the future enrollment trends and patterns that we are facing. The schools will try to retain as many "eligible to return scholars" as possible. The 270 is a stretch goal from where we are right now, but the board thinks that it is where we have to be striving towards at this time.

The second primary item is teacher retention with a proposal provided by the school leaders. There would be a base-salary increase incentive for long term employees, and the board must balance this with available funds. The board will further conversations about this proposal and what budget impacts it would have, as well as other strategies of teacher retention.

**B. Governance Report**

The Committee met with Noah Clement, who will be joining the board once paperwork is finalized. The board discussed recruiting 5 people each to assess interest in joining the board, as well as possible faculty board members.

Luke provided updates on health insurance possibilities and costs, and this will be part of the board conversation going forward as it pertains to premiums and costs of operating the schools.

**IV. Other Business**

**A. Calendar Vote**

T. Hanmer made a motion to Make an adjustment to the school calendar to have March 29th be a day off.

R. McLaughlin seconded the motion.

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

## **V. Closing Items**

### **A. Adjourn Meeting**

R. McLaughlin made a motion to adjourn.

T. Hanmer seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:48 AM.

Respectfully Submitted,

Z. Nelson

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday March 14, 2024 at 9:30 AM

### Location

BCCS-Boys 116 North Lake Ave

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Ford, K. Mclean (remote), L. Licygiewicz, Noah Clement

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Mar 14, 2024 at 9:22 AM.

### C. Approve Minutes

T. Hanmer made a motion to approve the minutes from Board Meeting on 02-08-24.

R. McLaughlin seconded the motion.

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

## II. Committee Reports

### A. Financial Update

### B. Governance Report

The board heard updates on enrollment, interim assessment data, staffing, and summer school and camp opportunities. Our applications to the Brighter Choice Foundation is moving as well as a potential partnership for our scholars to attend an overnight camp in CT.

The board discussed board recruitment and we have potential candidates and we will host a morning information meeting possibly at the same time as our April board meeting.

## III. Other Business

### A. Calendar Vote

T. Hanmer made a motion to approve the proposed calendar for 2024-2025 school year as proposed with 188 days beginning Aug 29th until June 27 allowing for 3 snow days. Anything over 3 snow days, we will adjust the calendar accordingly.

N. Velilla seconded the motion.

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

### B. Noah Clement Board Trustee

T. Hanmer made a motion to : The Brighter Choice Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Noah Clement as a member to its Board of Trustees, with a term expiring on March 2027, pending approval by NYSED. The resolution approving Noah Clement is adopted upon NYSED's approval.

R. McLaughlin seconded the motion.

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

## IV. Closing Items

### A. Adjourn Meeting

N. Velilla made a motion to adjourn.

T. Hanmer seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 AM.

Respectfully Submitted,

M. Snyder



APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday April 11, 2024 at 9:30 AM

### Location

250 Central Ave. Albany, NY

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Ford, K. Mclean (remote), L. Licygiewicz

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Apr 11, 2024 at 9:53 AM.

### C. Approve Minutes

N. Velilla made a motion to approve the minutes from Board Meeting on 03-14-24.

T. Hanmer seconded the motion.

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

## II. Committee Reports

### A. Financial Update

Finance met on March 27th, and the meeting included a strategy meeting for next year and focused on significant enrollment strategies with Carol Morrisson. In terms of this academic year, we are tracking on budget but with some extra revenue and the board is discussing the use of ERC funds. We continue to have discussions around staff retention, including merit, pay scales and potential opportunities for the Teacher Retirement System.

### B. Governance Report

Robert McLaughlin has resigned from the board as of March 27, 2024 due to a conflict of interest. He will likely rejoin the board after the conflict is resolved. Noah Clemente has officially joined the board.

Items from the school reports include enrollments, which seem steady from the previous month's report. Enrollment growth for the Boys; school will be focusing on K and lower grades. There are

A note that assessments are taking place this week and next week. Fifth grade will be taking the tests online for the first time. Luke reported the options for health insurance increases and the board is focused on not shifting those costs to staff. The board also discussed the Comino Nuevo methadone clinic whose move has been delayed. The board and school will continue to engage county and city stakeholders, and potentially call attention to it via media. There was a board meet and greet this morning with two attendees who are interested in joining the board.

## III. Closing Items

### A. Adjourn Meeting

N. Clement made a motion to adjourn.

N. Velilla seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:06 AM.

Respectfully Submitted,

Z. Nelson

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday May 9, 2024 at 9:30 AM

### Location

250 Central Ave, Albany, NY

Martha Snyder will attend virtually

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### Trustees Present

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

### Trustees Absent

*None*

### Guests Present

K. Ford, K. Mclean, L. Licygiewicz

---

## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday May 9, 2024 at 9:50 AM.

### C. Approve Minutes

N. Velilla made a motion to approve the minutes from Board Meeting on 04-11-24.

T. Hanmer seconded the motion.

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

## II. Committee Reports

### A. Governance Report

Both school principals reported on current enrollment, including the loss of several scholars due to moving. The committee spent significant time discussing enrollment for the coming year as well as the roles and responsibilities of the enrollment coordinator.

The leaders will be looking for additional individuals who may have ties to the neighborhood and can help grow new enrollment.

Carol Morrisson will be point person for recruiting more scholars from Cohoes so that a bus may be justified.

At the following finance committee meeting, more staffing models will be discussed for various levels of enrollment.

NYSED will be coming to visit the schools in late May. The board will be self-assessing via Board on Track prior to our annual meeting in June.

The healthcare decision to switch to an HRA 70/30% split employer/employee program will require one more financial conversation with our financial consultant, Paul Augello.

Finance committee will meet next week.

The board requested to be informed of any additional supports needed for enrollment increases in the short term.

## III. Closing Items

### A. Adjourn Meeting

N. Velilla made a motion to adjourn.

N. Clement seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,

Z. Nelson



## Brighter Choice Charter Schools

# Minutes

## Board Meeting

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### Date and Time

Thursday June 13, 2024 at 9:30 AM

### Location

250 Central Ave., Albany, NY

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### Trustees Present

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

### Trustees Absent

N. Clement

### Guests Present

Colleen Driggs (remote), K. Ford, K. Mclean, L. Licygiewicz, Paul Augello

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Snyder called a meeting of the board of trustees of Brighter Choice Charter Schools to order on Thursday Jun 13, 2024 at 9:43 AM.

### C. Approve Minutes

T. Hanmer made a motion to approve the minutes from Board Meeting on 05-09-24.

N. Velilla seconded the motion.  
The board **VOTED** to approve the motion.

## II. Committee Reports

### A. Governance Report

M. Snyder reported that the governance committee discussed enrollment goals and progress for the schools, as well as staffing, budgets and an afterschool grant totaling up to \$400K for both schools for up to 5 years.

We are meeting to discuss teacher compensation and retention scheduled for Monday afternoon to discuss the budget with them, and to discuss strategies for meeting their needs as well as maintaining long term fiscal health of the schools. The board approved the hiring of Paul Stallings as Boy's school recruitment

### B. Finance Committee report

Based upon 246 students for the boys and 323 students for the girls. Paul Augello reported healthy income and solid bond covenant. He reported the staffing structure and discussed holding off on a few positions until August/September. For the April budgetary numbers the schools are trending ahead due to increased SPED revenue and a few more scholars in each school.

We will table the vote on this budget until the annual meeting later this month.

## III. Other Business

### A. Approve Colleen Driggs To Join Board (Vote)

The Brighter Choice Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member

is genuine, and having reviewed the application in its entirety, has voted to select Colleen Driggs as a member to its Board of Trustees, with a term expiring on June 2027, pending approval by NYSED. The resolution approving Colleen Driggs is adopted upon NYSED's approval.

Z. Nelson made a motion to accept Colleen Driggs as trustee of the Board.

T. Hanmer seconded the motion.

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

### B. Approve SY24-25 Budget (Vote)

Vote tabled until June 20, 2024 Annual meeting.

## IV. Closing Items

**A. Adjourn Meeting**

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

Respectfully Submitted,

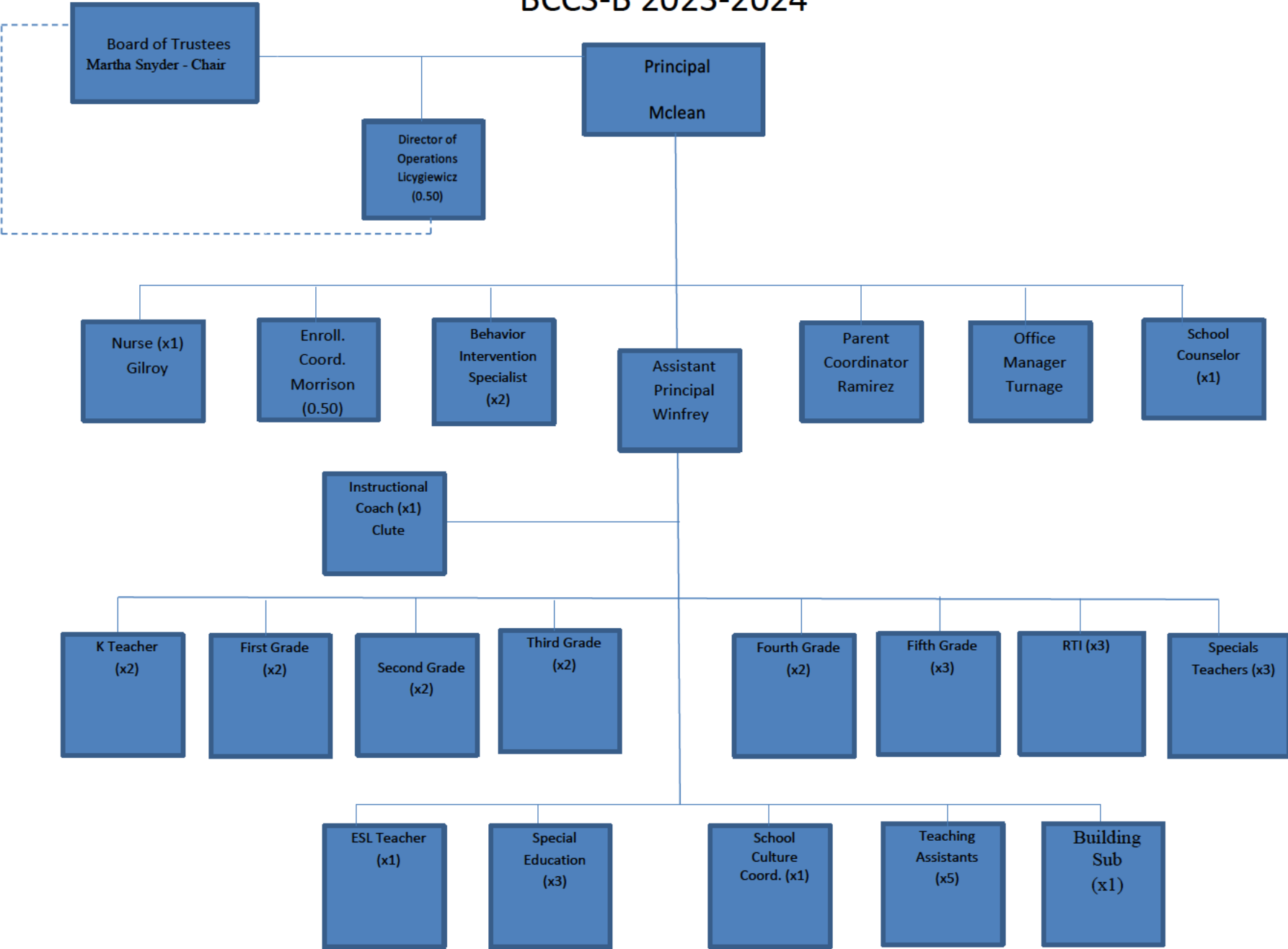
Z. Nelson

Z. Nelson made a motion to adjourn.

T. Hanmer seconded the motion.

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

# BCCS-B 2023-2024





# Brighter Choice 2024-25 School Calendar

**August 2024**

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

**15-16** New Staff Report  
**19**- All Staff Report  
**29 +30** K camp  
 Aug- 2 Instructional Days  
 8 Hours

**SEPTEMBER 2024**

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

2- No School Labor Day  
 3- First Day of School; Beginning of Trimester 1  
 Sept- 20 Instructional Days  
 148 Hours

**OCTOBER 2024**

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

**TBD** Emergency EARLY RELEASE  
**14** No School – Indigenous Peoples' Day  
 Oct- 22 Instructional Days  
 164 Hours

**NOVEMBER 2024**

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

11 No School – Veteran's Day  
**27-29** No School – Thanksgiving Break  
**29**- End of Trimester 1  
 Nov- 17 Instructional Days  
 124 Hours

**DECEMBER 2024**

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

**2** Start of Trimester 2  
**4** Half Day (12:30) Academic Conferences  
**23-31** No School – Winter Break  
 Dec- 15 Instructional Days  
 111 Hours

**JANUARY 2025**

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

**1** No School – Winter Break  
**20** No School – MLK Day  
**29** No School- Lunar New Year  
 Jan- 20 Instructional Days  
 145 Hours

**FEBRUARY 2025**

S	M	T	W	Th	F	S
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	
						1

**17-21** No School – February Break  
 Feb- 15 Instructional Days  
 111 Hours

**MARCH 2025**

S	M	T	W	Th	F	S
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					

**7** End of Trimester 2  
**10**- Start of Trimester 3  
**14** Half Day (11:30) Academic Conferences  
**31** No School- Eid-al-Fitr  
 March- 20 Instructional Days  
 148 Hours

**APRIL 2025**

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

**14-18** No School – Spring Break  
 April- 17 Instructional Days  
 127 Hours

**MAY 2025**

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

**26** No School- Memorial Day  
 May- 21 Instructional Days  
 153 Hours






**JUNE 2025**

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

**19** No School- Juneteenth (Observed)  
**20** End of Trimester 3  
**27** Last Day of School; Half Day  
 June- 19 Instructional Days  
 140 Hours

**JULY 2025**

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

First & Last Day   
 Half Day -12:30 dismissal   
 Professional Development   
 Special Event   
 No School 

**Scholar Days: 188**  
**Teacher Days: 198**  
**District Days: 180**

<b>revised 11.12.2020</b>
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**NONPUBLIC FIRE AND BUILDING SAFETY REPORT**

Per NYS Education Law 807-A(1) All school buildings containing classroom, dormitory, laboratory, physical education, dining or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for hazards which may endanger the lives of students, teachers and employees therein and for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

**NONPUBLIC SCHOOL BEDS CODE#**

0	1	0	1	0	0	8	6	0	8	2	9
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**School Name**

B	r	i	g	h	t	e	r		c	h	o	i	c	e		C	S		B	o	y	s			
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	--	---	---	---	---	--	--	--

**Facility/Building Name**

B	r	i	g	h	t	e	r		C	h	o	i	c	e		C	S		B	o	y	s			
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	--	---	---	---	---	--	--	--

**Street Address (NO PO Box Numbers)**

1	1	6		N		L	a	k	e		A	v	e												
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**City/Town/Village**

**Zip Code**

A	l	b	a	n	y		N	Y																	

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

C	i	t	y		o	f		A	l	b	a	n	y													
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**INSTRUCTIONS**

- Read the “*Manual for Nonpublic School Facility - Fire & Building Safety Inspections*” prior to inspecting the facility and complete a separate report for each facility/building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for facilities with electrically operated partitions per Regulations of the Commissioner 155.25
  - Items 09A-2 through 26 on the Non-Conformance Report Sheet – Must be completed for all facilities per 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.
- **Part III (A, B, C & D) Certifications** -To be completed by individuals as indicated.

A copy of this form must be kept on file at the school for three years and must be available for public review.

**Part I: General Information and Fire/Life Safety History** (complete annually)

Inspection Date

2023

**Note: Please insert the date the actual inspection took place.**

*Inspections shall be performed between July 1<sup>st</sup> and December 1<sup>st</sup> of the current school year.*

1. Please indicate the primary use of this facility:

STUDENT INSTRUCTION

OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES  NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES  NO

3. Is there a fire hydrant system for facility protection?

YES  NO

If YES, indicate ownership of system (select one):

Yes

public owned

school owned

other (please specify)

4. Indicate the ownership of this facility

LEASED

OWNED

5. What is the current gross Square footage of this facility?

45320

*(to the nearest whole ten feet)*

6. Fire and Emergency Drills

a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required  YES  NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1<sup>st</sup> and June 30<sup>th</sup> of the previous school year:

**FIRE & EMERGENCY DRILLS**

**NOTE Eight (8) are required between September 1, and December 31**

**Eight (8) drills are required to be evacuation drills.**

**Four (4) drills are required to be lockdown drills**

	Date	Evacuation	Lockdown
1	9-13-22	Average 3.01	
2	9-20-22	Average 2.58	
3	9-22-22	lock down	10am
4	9-27-22	Average 2.35	
5	9-29-22	Average 2.30	
6	10-4-22	Average 2.22	
7	10-11-22	Average 2.45	
8	11-15-22	Lock down	9.51am
9	5-9-23	Lock down	10.15am
10	5-10-23	Lock down	10.51am
11	5-18-23	Average 2.52	
12	6-1-23	Average 2.38	

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

d. Average time to evacuate this facility was: 2 minutes 18 seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.

Yes \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code

Yes \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

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

\_\_\_\_\_ YES \_\_\_\_\_ X No \_\_\_\_\_ NO

a. If YES, indicate: \_\_\_\_\_ total number of fires

b. \_\_\_\_\_ total number of injuries

c. \_\_\_\_\_ total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

Yes YES \_\_\_\_\_ NO



**Part III: NonPublic School Certifications**

**All sections are required to be completed: Section III-A; III-B III-C & III-D**

**Section III-A Fire Inspection Method**

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?

Check appropriate box or boxes

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

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

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.**

The individual noted below inspected this building on 8/9/23 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Nicholas DeLBALSO Title: FD/INV/CEO

Signature: [Signature] Date: 8/9/23

Inspector's Organization: ALBANY FIRE DEPARTMENT

Inspector's Telephone #: 518-229-5447 Inspector's Email: ndelbals@albany.ny.gov

Inspector's Code Enforcement Certification # 0322-0113

(as assigned by the NYS Department of State)

**Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village**

Name of Local/Municipal Code Enforcement Office : \_\_\_\_\_

Address: \_\_\_\_\_

Name of contact person : \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Section III-D School or Building Administrator, Director, or Headmaster**

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

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

Name: Luke Licygiewitz Title: Director of operations

Signature: [Signature] Telephone #: (518)694-4100 x4201

Email: licygiewitz@brightchoice.org



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

BCI Construction, Inc.  
20 Loudonville Road  
Albany, NY 12204

**Certificate of Occupancy**

Address: 116 North Lake Avenue

Permit 37960

Parcel 14504

This is to Certify that the building located at 116 North Lake 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 elementary charter school known as Brighter Choice.

The following occupancy is permitted at this location:

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

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

Zoning District at time of Issuance R-2A

Issuance Recommended By:

Vincent J. DiBiase  
Sr. Building Inspector

  
Nicholas A. DiLello, Director

Issue Date: Monday, July 02, 2007