

I. SCHOOL INFORMATION AND COVER PAGE

Created Sunday, June 30, 2013

Updated Thursday, August 01, 2013

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

010100860830 BRIGHTER CHOICE CS-GIRLS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Albany

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
250 Central Avenue Albany, NY 12206	518-694-4100	518-694-4123	cphelps@brighterchoice.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Contact Name	Andrew Grebe
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Title	Business Manager
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

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

6. DATE OF INITIAL CHARTER

2001-01-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2002-09-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

- K

- 1

- 2

- 3

- 4

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	250 Central Avenue Albany, NY 12206	518-694-4100	ALBANY CITY SD	K-4	Yes	Rent/Lease
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cara Phelps	[REDACTED]		[REDACTED]
Operational Leader	Andrew Grebe	[REDACTED]		[REDACTED]
Compliance Contact				
Complaint Contact				

13. Are the School sites co-located?

No

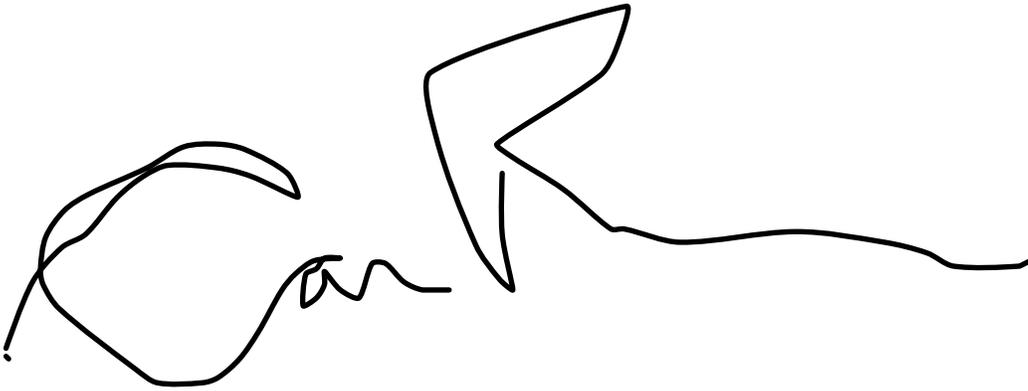
14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a series of loops and a long, horizontal tail.

Signature, President of the Board of Trustees

Thank you.

Signature Page for President of Board of Trustees

Created Wednesday, July 31, 2013

Updated Thursday, August 01, 2013

Page 1

010100860830 BRIGHTER CHOICE CS-GIRLS

16. My signature below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and use the mouse on your PC or the stylist on your mobile device to sign your name).

- Yes
-

Signature, Board President

A handwritten signature in black ink, appearing to read "W. C. ...". The signature is fluid and cursive, with a large, rounded loop at the end.

Thank you.

Appendix A: Progress Toward Goals

Created Friday, July 26, 2013

Updated Wednesday, September 11, 2013

Page 1

1. NEW YORK STATE REPORT CARD

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

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

<https://reportcards.nysed.gov/files/2011-12/RC-2012-010100860830.pdf>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Each year, 75 percent of 3rd and 4th grade students who are enrolled in at least their second year will score at levels 3 and 4 on the New York State English Language Arts assessment.	NYS English Language Arts Exam	BCCS for Girls did not achieve this goal. Percent at Levels 3 & 4 Grade All Students / Cohort 3 21% / 15% 4 17% / 16% All 19% / 16%	Many of the action steps are school wide plans, which have been broken across goals in this report for readability. Objective: Increase rigor school-wide Action steps: 1. Teachers will use the "Stretch It" taxonomy technique from Teach Like a Champion to ask key question types that allow scholars to explain their thinking or apply their knowledge in new ways 2. Teachers will teach and reinforce Habits of Discussion, by holding authentic literary discussions giving scholars the

- opportunities to do the heavy cognitive work of reading
3. Teacher will define the common core standards by looking at the variety of ways the standards are assessed; include a variety of assessments to check for scholar understanding and mastery
 4. Teacher and the leadership team will utilize scholar assessment data to plan and to provide feedback on quality instruction
 5. Teachers will plan for and teach multiple strategies for each concept
 6. Teachers will plan for rigorous follow-up questions and document in planning: Why do you think so? Defend your argument. Explain further. How do you know? How can you represent this information in another way? What do you understand so well that you could teach it to someone else? What does this remind you of?
 7. The leadership team will continue to provide on-going professional development on ways to increase the instructional rigor K-4

Objective: Increase proficiency in Reading, upper school

Action steps:

1. Teachers will provide blocks of sustained silent reading
2. Teachers will provide scholars an opportunity to complete multiple reads of a more complex text
3. Teachers in 2-4th grade will utilize the new “Wonders” Common Core aligned curriculum for additional resources to supply scholars with more complex texts and opportunities for close reading
4. A key, effective member of the 2nd grade team (2012-13) with proven scholar results will transition to 4th grade as the new ELA teacher

Academic Goal 2	Each year, 75 percent of 3rd and 4th grade students who are	NYS Mathematics	BCCS for Girls did not achieve this goal.	Objective: Increase opportunities for
-----------------	---	-----------------	---	---------------------------------------

enrolled in at least their second year will score at levels 3 and 4 on the New York State mathematics assessment.	Exam	<p>Percent at Levels 3 & 4 Grade All Students / Cohort 3 53% / 60% 4 22% / 24% All 36% / 40%</p>	<p>differentiation, school-wide Action steps: 1. With the use of the STEP assessment and assessment calendar, K-1 teachers will differentiate reading instruction and tailor it to scholar need 2. Teachers will provide differentiated scholar work for independent work time; this may include an extra challenge activity or increase scaffolds for support (this must be indicated on the lesson plan) 3. Teachers in K-1 will provide exemplary guided reading instruction to teach a continuum of skills while tailoring instruction in those skills to the developmental needs of each child (based on STEP data) 4. Plan for scholar misconceptions; be able to address these misconceptions or misunderstandings 5. Leadership team will continue to provide on-going professional development on differentiation</p>
			<p>Objective: Increase proficiency in Math, upper school Action steps: 1. Teachers will increase the questioning and discourse in math by planning key questions in advance that allow scholars to apply what they know and explain their thinking (these are noted in lesson plan) 2. Teachers will provide opportunities in write to explain how a problem was solved in math 3. Teachers will increase math fact fluency by rehearsing facts with scholars daily and provide repeated practice 4. A teacher will teach both 4th grade sections in Math (Science instruction responsibilities removed, so the focus can be on providing quality Math instruction)</p>

Academic Goal 3	Each year, 75 percent of 4th grade students who are enrolled in at least their second	NYS Science Exam	BCCS for Girls did achieve this goal.
-----------------	---	------------------	---------------------------------------

	year will score at levels 3 and 4 on the New York State Science assessment.		Percent at Levels 3 & 4 Grade All Students / Cohort 4 100% / 100%	
Academic Goal 4	Each year 5% more students in each grade will score at or above Level 3 on all State assessments.	NYS English Language Arts, Math & Science Exams	BCCS for Girls did achieve this goal in Science. 100% of students scored at levels 3 & 4 in 2013, up from 80% in 2012. We will report on this measure in 2014 for ELA and math when we have two years of test results based on the CCSS.	
Academic Goal 5	Each year, the percent of students who are enrolled in at least their second year and performing at or above Level 3 on the state English Language Arts exam in grades 3 and 4 will be greater than that of students in the same tested grades in the Albany City School District.	NYS English Language Arts Exam	Overall, BCCS for Girls did not achieve this goal. However, the grade 3 students outperformed the district. Percent at Levels 3 & 4 Grade BCCS Girls / Albany District 3 15% / 22% 4 16% / 15% All 16% / 18%	Objective: Improve parent communication Action steps: 1. All teachers will make frequent contact (daily, weekly, monthly) with families via phone, scholar paycheck, or written notice. This communication will be tracked on a parent communication log 2. The parent coordinator will send all notices home in a timely manner and maintain the "Parent Board" in foyer with pertinent news, events or guidance documents. This will be updated monthly 3. The office manager will display and maintain a large monthly school event calendar in the main office to highlight key events and reminders 4. All staff will be greet families with enthusiasm and communicate positively and professionally with all families and community members at all times
Academic Goal 6	Each year, the percent of students who are enrolled in at least their second year and performing at or above Level 3 on the state math exam in grades 3 and 4 will be greater than that of students in the same tested grades in the Albany City School District.	NYS Mathematics Exam	BCCS for Girls did achieve this goal. Percent at Levels 3 & 4 Grade BCCS Girls / Albany District 3 60% / 20% 4 24% / 16% All 40% / 18%	
Academic Goal 7				
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Each year, Brighter Choice will demonstrate the support of parents, guardians, family members and the larger community by ensuring that average daily attendance exceeds an average of 90% over the course of each school year.	Student Records	BCCS for Girls achieved this objective. 92% through June 2013	
Org Goal 2	Each year, in an annual survey, 85% of Brighter Choice parents will rate the school at the B level or higher in terms of the overall quality of education and the quality of support their families receive by the Brighter Choice teaching and administrative team.	Board Developed Survey	BCCS for Girls achieved this objective. 89% of BC parents rated the school at the B level or higher in terms of the quality of the education and the level of support the school provides.	
Org Goal 3	Each year, through the annual Parent Survey, 85% of parents and guardians will agree that Brighter Choice for Girls offers quality extra-curricular activities and opportunities to their students.	Board Developed Survey	BCCS for Girls achieved this objective. 100% of parent comments regarding extra-curricular activities and opportunities were positive, however, there was not a formal question asking parents to rate the school on the survey. A question will be added to the survey in 2013-2014.	
Org Goal 4				
Org Goal 5				

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1			
Financial Goal 2			
Financial Goal 3			
Financial Goal 4			

Brighter Choice Charter School for Girls

Appendix B: Total Expenditures and Administrative Expenditures per Child
2012-13

School Expenditures Per Child	
Total Expenditures per Child	\$16,769
Administrative Expenditures per Child	\$5,100



Financial

School Name:

Date:

School Fiscal Contact Name:

School Fiscal Contact Email:

School Fiscal Contact Phone:

District of Location:

Authorizer:

Years of Operation:

Facility:

Grades Currently Served:

Planned Grades at Full Capacity:

Enrollment:

Max Enrollment:

Year of Most Recent Data

School Fiscal Contact Phone:

School Audit Firm Name:

School Audit Contact Name:

School Audit Contact Email:

School Audit Contact Phone:

Latest Audit Period (through June 30):

Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Brighter Choice Charter School For Girls

August 1, 2013

Andrew Grebe

Albany
SED

13

Public
K-4
K-4
268
270
2013

Bollam, Sheedy, Torani & Co. LLP
Ron Guzior
rguzior@bstco.com
518-459-6700

2012

Brighter Choice Charter School For Girls2012

FILL IN GRAY CELLS

Brighter Choice Charter School For Girls

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$54,676	\$503,152
Grants and contracts receivable	28,238	4,290
Accounts receivables	1,056,141	444,314
Inventory	-	-
Prepaid Expenses	3,141	9,332
Contributions and other receivables	1,591	13,547
Other	16,040	2,609
TOTAL CURRENT ASSETS	\$1,159,827	\$977,244
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	6,754,636	6,831,767
Restricted Cash	842,712	901,130
OTHER ASSETS	\$7,597,348	\$7,732,897
TOTAL ASSETS	\$8,757,175	\$8,710,141
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$413,682	\$238,820
Accrued payroll and benefits	168,660	176,037
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	200,000	190,000
Short Term Debt - Bonds, Notes Payable	-	-
Other	101,773	104,031
TOTAL CURRENT LIABILITIES	\$884,115	\$708,888
LONG-TERM DEBT, net current maturities	\$8,472,500	\$8,672,500
TOTAL LIABILITIES	\$9,356,615	\$9,381,388
NET ASSETS		
Unrestricted	\$(599,440)	\$(671,247)
Temporarily restricted	-	-
TOTAL NET ASSETS	\$(599,440)	\$(671,247)
TOTAL LIABILITIES AND NET ASSETS	\$8,757,175	\$8,710,141

Check

-

-

FILL IN GRAY CELLS

Brighter Choice Charter School For Girls

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2013		2012	
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$3,762,966	\$-	\$3,762,966	\$3,859,952
Federal - Title and IDEA	186,217	-	186,217	227,201
Federal - Other	-	-	-	-
State and City Grants	78,193	-	78,193	-
Contributions and private grants	-	10,000	10,000	7,351
After school revenue	-	-	-	-
Other	43,630	-	43,630	102,109
Food Service/Child Nutrition Program	<u>473,373</u>	<u>-</u>	<u>473,373</u>	<u>399,817</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$4,544,379	\$10,000	\$4,554,379	\$4,596,430
EXPENSES				
Program Services				
Regular Education	\$2,098,899	\$-	\$2,098,899	\$2,006,969
Special Education	225,872	-	225,872	208,384
Other Programs	<u>802,632</u>	<u>-</u>	<u>802,632</u>	<u>758,653</u>
Total Program Services	\$3,127,403	\$-	\$3,127,403	\$2,974,006
Supporting Services				
Management and general	\$1,366,769	\$-	\$1,366,769	\$1,543,743
Fundraising	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING EXPENSES	\$4,494,172	\$-	\$4,494,172	\$4,517,749
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$50,207	\$10,000	\$60,207	\$78,681
Contributions				
Foundations	\$-	-	\$-	\$-
Individuals	-	1,200	1,200	1,500
Corporations	-	-	-	-
Fundraising	9,006	-	9,006	15,220
Interest income	1,094	-	1,094	174
Miscellaneous income	300	-	300	4,668
Net assets released from restriction	<u>11,200</u>	<u>(11,200)</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND OTHER REVENUE	\$21,600	\$ (10,000)	\$11,600	\$21,562
CHANGE IN NET ASSETS	\$71,807	\$-	\$71,807	\$100,243
NET ASSETS BEGINNING OF YEAR	\$(671,247)	\$-	\$(671,247)	\$(771,490)
PRIOR YEAR/PERIOD ADJUSTMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS - END OF YEAR	\$(599,440)	\$-	\$(599,440)	\$(671,247)

Audited Financial Statement Checklist

Created Thursday, October 31, 2013

Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	True	False	False
CSP Agreed Upon Procedures (if applicable)	False	False	True
Management Letter	False	True	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	True	False

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	False	True
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you Jen .

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

SINGLE AUDIT REPORTS

Year Ended June 30, 2013

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

SINGLE AUDIT REPORTS

Year Ended June 30, 2013

C O N T E N T S

	Page
Schedule of Expenditures of Federal Awards	1
Notes to Schedule of Expenditures of Federal Awards	2
Schedule of Prior Audit Findings	3
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	4-5
Independent Auditor's Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by OMB Circular A-133	6-7
Schedule of Findings and Questioned Costs	8

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2013**

<u>Federal Grantor/ Pass-through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Grant Number</u>	<u>Federal Expenditures</u>
U.S. Department of Agriculture/ New York State Education Department/ Child Nutrition Cluster/ School Breakfast Program	10.553	N/A	\$ 135,319
National School Lunch Program	10.555	N/A	<u>323,896</u>
			<u>459,215</u>
U.S. Department of Education/ New York State Education Department/ Title I, Part A Cluster/ Title I Grants to Local Educational Agencies	84.010	0021-11-4015	12,561
Title I Grants to Local Educational Agencies	84.010	0021-12-4015	<u>151,076</u>
			<u>163,637</u>
Improving Teacher Quality State Grants	84.367	0147-12-4015	<u>9,964</u>
			<u>\$ 632,816</u>

See accompanying Notes to Schedule of Expenditures of Federal Awards, Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing* Standards, and Independent Auditor's Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by OMB Circular A-133.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2013**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (Schedule) has been prepared in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The purpose of the Schedule is to present a summary of those activities of the School funded by the federal government or pass-through entities for the year ended June 30, 2013, using the accrual basis of accounting. For purposes of this Schedule, federal awards include assistance provided by a federal agency directly or indirectly in the form of grants, contracts, cooperative agreements, loans and loan guarantees, and other non-cash assistance.

b. Relationship to Financial Statements

Federal award revenues are reported in the School's financial statements as federal aid. The School's financial statements are presented using the accrual basis. The Schedule presents only a selected portion of the activities of the School. It is not intended to, and does not, present the financial position, statement of activities, or other changes in net assets of the School.

c. Direct and Indirect Costs

Expenditures for direct and indirect costs are recognized as incurred using the accrual method of accounting and in accordance with OMB A-122, *Cost Principles for Non-Profit Organizations*. Under those cost principles, certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 2 - SUBRECIPIENTS

The School did not provide federal awards to subrecipients during the year ended June 30, 2013.

NOTE 3 - NONCASH ASSISTANCE

There were no federal awards expended in the form of noncash assistance by the School during the year ended June 30, 2013.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

**SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2013**

Section II - Financial Statement Audit Findings

No findings noted.

Section III - Findings and Questioned Costs for Federal Awards

12-01 Supervisory Review over Child Nutrition Cluster

Child Nutrition Cluster/

School Breakfast Program CFDA# 10.553

National Lunch Program CFDA# 10.553

Condition: Manual count sheets are compiled to create a monthly summary that is used to determine the total number of meals served. Based on review of supporting documentation, it was noted that these count sheets and monthly summaries are not being thoroughly reviewed by the appropriate level of management during the submission process. As a result, two out of the twelve claim submissions tested were submitted incorrectly.

Status: During July 2012, an automated system was installed that tallies daily meal counts. On a monthly basis, a summarized daily activity report is generated that provides the monthly meal counts that are used by the Finance Manager to enter the monthly activity into the New York State Child Nutrition Management System (NYSCNS). Prior to the final submission to NYSCNS, a review of the totals to be submitted is compared to the monthly summarized meal counts to ensure accuracy and completeness of the NYSCNS submission.

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

Board of Trustees
Brighter Choice Charter School for Girls
Albany, New York

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of financial position of Brighter Choice Charter School for Girls (School), as of June 30, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2013.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Bollam Sheedy Torani & Co LLP

Albany, New York
October 30, 2013

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE;
AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY OMB CIRCULAR A-133**

Board of Trustees
Brighter Choice Charter School for Girls
Albany, New York

Report on Compliance for Each Major Federal Program

We have audited Brighter Choice Charter School for Girls' (School) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on the School's major federal program for the year ended June 30, 2013. The School's major federal program is identified in the summary of independent auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for its major federal program. However, our audit does not provide a legal determination of the School's compliance.

Opinion on Major Federal Program

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the School as of and for the year ended June 30, 2013, and have issued our report thereon dated October 30, 2013, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements taken as a whole.

Bollam Sheedy Torani & Co. LLP

Albany, New York
October 30, 2013

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2013

Section I - Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified? _____ Yes X No
- Significant deficiencies identified that are not considered to be material weaknesses? _____ Yes X None

Noncompliance material to financial statements noted? _____ Yes X No

Federal Awards

Internal control over major programs:

- Material weaknesses identified? _____ Yes X No
- Significant deficiencies identified that are not considered to be material weaknesses? _____ Yes X None

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

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? _____ Yes X No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
10.553/10.555	Child Nutrition Cluster

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee? X Yes _____ No

Section II - Financial Statement Audit Findings

No findings noted.

Section III - Findings and Questioned Costs for Federal Awards

No findings noted.



BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

**FINANCIAL STATEMENTS
and
INDEPENDENT AUDITOR'S REPORT**

June 30, 2013 and 2012

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

**FINANCIAL STATEMENTS
and
INDEPENDENT AUDITOR'S REPORT**

June 30, 2013 and 2012

C O N T E N T S

	Page
INDEPENDENT AUDITOR'S REPORT	1-2
FINANCIAL STATEMENTS	
Statements of Financial Position	3
Statements of Activities	4
Statements of Cash Flows	5
Notes to Financial Statements	6-12
SUPPLEMENTAL INFORMATION	
Functional Expenses	13

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Brighter Choice Charter School for Girls
Albany, New York

Report on the Financial Statements

We have audited the accompanying financial statements of Brighter Choice Charter School for Girls (a New York State not-for-profit corporation), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Brighter Choice Charter School for Girls as of June 30, 2013 and 2012, and the change in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2013, on our consideration of Brighter Choice Charter School for Girls' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Brighter Choice Charter School for Girls internal control over financial reporting and compliance.

Bollam Sheedy Torani & Co LLP

Albany, New York
October 30, 2013

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

STATEMENTS OF FINANCIAL POSITION

	June 30,	
	2013	2012
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 54,676	\$ 503,152
Accounts receivable	11,311	13,547
Federal and state aid receivable	26,047	4,290
Due from other governments	998,995	444,314
Due from other	79,599	2,609
Prepaid expenses	3,044	9,332
Total current assets	<u>1,173,672</u>	<u>977,244</u>
PROPERTY AND EQUIPMENT		
Land	110,000	110,000
Building and improvements	7,695,162	7,578,457
Furniture and equipment	469,938	453,667
Textbooks	50,386	50,386
Instruments	8,721	-
	<u>8,334,207</u>	<u>8,192,510</u>
Less accumulated depreciation	<u>1,871,915</u>	<u>1,669,051</u>
	<u>6,462,292</u>	<u>6,523,459</u>
OTHER ASSETS		
Deferred financing costs, net	295,852	308,308
Bond trust accounts, restricted	842,712	901,130
	<u>1,138,564</u>	<u>1,209,438</u>
	<u>\$ 8,774,528</u>	<u>\$ 8,710,141</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Current portion of bonded mortgage payable	\$ 200,000	\$ 190,000
Accounts payable	417,966	125,040
Accrued liabilities	328,138	289,817
Total current liabilities	<u>946,104</u>	<u>604,857</u>
LONG-TERM LIABILITIES		
Bonded mortgage payable	8,472,500	8,672,500
Bonded mortgage premium, net	101,773	104,031
Total long-term liabilities	<u>8,574,273</u>	<u>8,776,531</u>
Total liabilities	<u>9,520,377</u>	<u>9,381,388</u>
COMMITMENTS AND CONTINGENCIES		
NET ASSETS		
Unrestricted	(747,128)	(671,247)
Temporarily restricted	1,279	-
Total net assets	<u>(745,849)</u>	<u>(671,247)</u>
	<u>\$ 8,774,528</u>	<u>\$ 8,710,141</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

STATEMENTS OF ACTIVITIES

	Year Ended June 30, 2013			2012
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE AND OTHER SUPPORT				
Student enrollment	\$ 3,763,789	\$ -	\$ 3,763,789	\$ 3,865,967
State aid	92,352	-	92,352	15,901
Federal aid	632,816	-	632,816	605,102
Contributions	36,636	10,000	46,636	77,311
Interest	1,094	-	1,094	174
Rental income	300	-	300	4,668
Other income	26,919	-	26,919	48,869
Net assets released from restrictions				
Satisfaction of donor restriction	8,721	(8,721)	-	-
Total revenues and other support	<u>4,562,627</u>	<u>1,279</u>	<u>4,563,906</u>	<u>4,617,992</u>
EXPENSES				
Program services				
Regular education	2,149,313	-	2,149,313	2,006,969
Special education	228,001	-	228,001	208,384
Other programs	825,939	-	825,939	758,653
Supporting services				
Management and general	1,435,255	-	1,435,255	1,543,743
Total expenses	<u>4,638,508</u>	<u>-</u>	<u>4,638,508</u>	<u>4,517,749</u>
CHANGE IN NET ASSETS	(75,881)	1,279	(74,602)	100,243
NET ASSETS, beginning of year	<u>(671,247)</u>	<u>-</u>	<u>(671,247)</u>	<u>(771,490)</u>
NET ASSETS, end of year	<u>\$ (747,128)</u>	<u>\$ 1,279</u>	<u>\$ (745,849)</u>	<u>\$ (671,247)</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

STATEMENTS OF CASH FLOWS

	<u>Years Ended June 30,</u>	
	<u>2013</u>	<u>2012</u>
CASH FLOWS PROVIDED (USED) BY OPERATING ACTIVITIES		
Change in net assets	\$ (74,602)	\$ 100,243
Adjustments to reconcile change in net assets to net cash provided by (used) operating activities		
Depreciation	235,364	238,648
Amortization of deferred financing costs	12,456	12,456
Amortization of bonded mortgaged premium	(2,258)	(2,154)
Bad debts	53,814	38,931
(Increase) decrease in assets		
Accounts receivable	2,236	44,353
Federal and state aid receivable	(21,757)	132,292
Due from other governments	(608,495)	305,145
Due from other	(76,990)	(2,609)
Prepaid expenses	6,288	41,576
Increase (decrease) in liabilities		
Accounts payable	292,926	(110,630)
Accrued liabilities	38,321	(42,956)
Deferred revenue	-	(30,749)
Due to others	-	(95,916)
	<u>(142,697)</u>	<u>628,630</u>
CASH FLOWS PROVIDED (USED) BY INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(174,197)</u>	<u>(65,284)</u>
CASH FLOWS PROVIDED (USED) BY FINANCING ACTIVITIES		
Principal payments on bonded mortgage payable	(190,000)	(162,500)
Disbursements from bond trust accounts, restricted	697,464	628,326
Deposits to bond trust accounts, restricted	(639,046)	(661,457)
	<u>(131,582)</u>	<u>(195,631)</u>
Net increase (decrease) in cash and cash equivalents	(448,476)	367,715
CASH AND CASH EQUIVALENTS, beginning of year	<u>503,152</u>	<u>135,437</u>
CASH AND CASH EQUIVALENTS, end of year	<u><u>\$ 54,676</u></u>	<u><u>\$ 503,152</u></u>
SUPPLEMENTAL CASH FLOWS INFORMATION		
Cash paid during the year for		
Interest	\$ 434,754	\$ 443,377

The accompanying Notes to Financial Statements are an integral part of these statements.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

NOTE 1 - ORGANIZATION

Brighter Choice Charter School for Girls (School) is a non-for-profit corporation, which was formed in 2000 in order to build and operate a charter school in the City of Albany, New York. Brighter Choice Charter School for Girls, along with its companion charter school, the Brighter Choice Charter School for Boys (Boys School), was established to provide a quality educational alternative for at-risk elementary students in the City.

The School provides a broad and rigorous liberal arts education, including instruction on phonics-based reading, traditional mathematics, science, visual and performing arts, American and world history, and physical education. Students benefit from a longer school day and school year, which will provide them with an equivalent of two years of academic instruction over their elementary years.

A provisional charter, valid for five years, was granted to the School by the New York State Education Department in 2011. During the year ended June 30, 2013, the School had enrollment of 268 students serving kindergarten through 4th grade.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. Financial Statement Presentation

The financial statement presentations follow accounting principles generally accepted in the United States of America (U.S. GAAP) for not-for-profit organizations.

The financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Unrestricted Net Assets

Unrestricted net assets are resources available to support operations. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of the School.

Temporarily Restricted Net Assets

Temporarily restricted net assets are resources that are restricted by a donor for use for a particular purpose or in a particular future period.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from temporarily restricted to unrestricted net assets. The School had \$1,279 of temporarily restricted net assets for the purchase of musical instruments at June 30, 2013.

Permanently Restricted Net Assets

Permanently restricted net assets are resources whose use the School is limited by donor imposed restrictions that neither expire by being used in accordance with a donor's restriction nor by the passage of time. The School had no permanently restricted net assets at June 30, 2013 and 2012.

b. Cash and Cash Equivalents

The School's cash and cash equivalents consist of cash on hand and demand deposits. The School considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

c. Accounts Receivable

Accounts receivable are carried at original invoice amount less an estimate made for doubtful receivables based on a review of all outstanding amounts on a monthly basis. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Accounts receivable are written off when deemed uncollectible. Recoveries of accounts previously written off are recorded when received. An account receivable is considered past due if any portion of the receivable balance is outstanding for more than 90 days. Interest is not charged on outstanding accounts receivable. Management considers accounts receivable to be fully collectible. Accordingly, no allowance for doubtful accounts is required.

d. Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor imposed restrictions.

The School reports grants of cash and other assets as restricted support if they are received with stipulations that limit their use. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions.

The School reports restricted grants as unrestricted support whenever the restrictions are met in the same year the grants are received.

e. Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

f. Fair Value Measurements

Fair value is defined as an exchange price that would be received for an asset or paid to transfer a liability (an "exit" price) in the principal or most advantageous market for the asset or liability between market participants on the measurement date.

g. Income Taxes

The School is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and the School is exempt from state income tax. The School has been classified as a publicly-supported organization that is not a private foundation under Section 509(a) of the Code.

The tax-exempt status of a tax-exempt entity is an uncertain tax position, since events could potentially occur that jeopardize the tax-exempt status. Management is not aware of any events that could jeopardize the School's tax-exempt status. Therefore, no liability or provision for income tax has been reflected in the financial statements.

Forms 990 filed by the School are subject to examination by taxing authorities. Forms 990 filed by the School are no longer subject to examination for the fiscal years ended June 30, 2009, and prior.

h. Grant Revenue and Deferred Revenue

Grant revenue is recognized as revenue in the period in which it is spent. Amounts received under these grants that have not yet been spent are recorded as deferred revenue.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

i. Property and Equipment

Property and equipment are stated at cost, net of accumulated depreciation. Donations of property and equipment are recorded as support at their estimated fair values on the date of donation. Donations of property and equipment are recorded as support at their estimated fair values. Expenditures for acquisitions, renewals, and betterments are capitalized, whereas maintenance and repair costs are expensed as incurred. When equipment is retired or otherwise disposed of, the appropriate accounts are relieved of costs and accumulated depreciation, and any resultant gain or loss is credited or charged to the change in net assets.

Long-lived assets to be held and used are tested for recoverability whenever events or changes in circumstances indicate that the related carrying account may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the excess of the asset's varying amount over the fair value of the asset.

Depreciation is computed using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Building and improvements	40
Furniture and equipment	3-10
Textbooks	3
Instruments	5

Depreciation expense was \$235,364 and \$238,648 for the years ended June 30, 2013 and 2012, respectively.

j. Revenue Recognition

A substantial portion of the School's revenue and related receivables is derived from its arrangement with the local School Districts, which reimburse the School based on per capita enrollment. These revenues are recognized ratably over the related school year during which they are earned.

Revenue from other governmental sources generally represents various entitlements and is recognized as earned as allowable expenditures are incurred.

k. Allocation of Expenses

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

l. Subsequent Events

The School has evaluated subsequent events that provide additional evidence about conditions that existed at the financial statement date through October 30, 2013, the date the financial statements were available to be issued.

NOTE 3 - EMPLOYEE RETIREMENT PLAN

The School has a 403(b) tax-deferred annuity retirement plan, which is funded by contributions from both the School and its employees. The School's contribution ranges from 2% to 6% of eligible employees' salaries based on years of service. Pension expense was \$80,862 and \$69,428 for the years ended June 30, 2013 and 2012, respectively.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

NOTE 4 - DUE FROM OTHER

The School, along with its companion charter school, the Boys School, share facility, program, and supporting services costs. The joint costs are allocated equally except for costs associated for the specific School. Joint costs due from the Boys School were \$79,599 and \$2,609 for the years ended June 30, 2013 and 2012, respectively.

NOTE 5 - BONDED MORTGAGE PAYABLE

The School's facilities, together with the facilities of the Boys School, are jointly owned by the two Schools. The facilities were acquired through financing provided by the City of Albany Industrial Development Agency (IDA) in March 2007. The IDA issued taxable and tax-exempt Civic Facility Revenue Bonds totaling \$18,490,000 to acquire and renovate the facilities of the two Schools. The Schools acquired the facilities from the IDA through an installment sale agreement which provides for the Schools to make installment purchase payments in amounts sufficient to pay the principal of, premiums on, and interest on, the Bonds when due. Under the installment sale agreement, each School is jointly and severally obligated to make the installment purchase payments. The installment sale agreement is collateralized by a first mortgage lien and security interest in the land, buildings, and equipment of the Schools' facilities.

Each of the Schools initially recorded 50% of the total cost of the facilities acquisition and renovation as well as 50% of the installment purchase agreement liability in 2007.

Maturities, remaining principal amounts, and interest rates of the Bonds (and underlying installment purchase agreement), as allocated to the School, are as follows:

	June 30,	
	2013	2012
4.55% Term Bond, Series 2007A due April 1, 2015	\$ 410,000	\$ 600,000
4.50% Term Bond, Series 2007A due April 1, 2018	682,500	682,500
5.00% Term Bond, Series 2007A due April 1, 2020	510,000	510,000
5.00% Term Bond, Series 2007A due April 1, 2027	2,230,000	2,230,000
5.00% Term Bond, Series 2007A due April 1, 2032	2,127,500	2,127,500
5.00% Term Bond, Series 2007B due April 1, 2037	2,712,500	2,712,500
	<u>8,672,500</u>	<u>8,862,500</u>
Current portion on bonded mortgage payable	200,000	190,000
Total bonded mortgage payable, less current portion	<u>\$ 8,472,500</u>	<u>\$ 8,672,500</u>

The School is contingently liable for the same amount under the portion of the installment purchase agreement obligation recorded on the books of the Boys School.

The following is a summary of maturing debt service requirements:

For the year ending June 30, 2014	\$ 200,000
2015	210,000
2016	217,500
2017	227,500
2018	237,500
Thereafter	<u>7,580,000</u>
	<u>\$ 8,672,500</u>

The total interest expense was \$432,593 and \$441,247 for the years ended June 30, 2013 and 2012, respectively.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

NOTE 5 - BONDED MORTGAGE PAYABLE - Continued

In September 2011, the School negotiated an amendment to the financing agreement. The amendment added covenants for a liquidity requirement of maintaining days cash on hand of not less than twenty days as measured semi-annually and for maintaining a debt service coverage ratio of at least 1.10 to 1 as measured annually. A covenant was not met for the year ended June 30, 2013. According to the amended financing agreement, in the event that the School does not comply with either of the covenants, it must engage a Management Consultant to review the operations of the School and deliver a report detailing the reasons for the failure to comply with the financial covenants and set forth either (1) recommendations designed to result in compliance with the financial covenants by the end of the next testing date or (2) a conclusion that the School is operating the project as efficiently as possible and that changed circumstances prevent the School from being able to comply with the financial covenants. As of the date of this report, management is in the process of engaging a management consultant.

NOTE 6 - DEFERRED FINANCING COSTS, NET

Deferred financing costs consist of bond closing costs incurred in connection with tax-exempt and taxable Civic Facility Revenue Bonds issued by the IDA.

Bond closing costs are being amortized using the straight-line method over the term of the obligation. Accumulated amortization was \$77,850 and \$65,394 at June 30, 2013 and 2012, respectively.

Amortization expense was \$12,456 for both of the years ended June 30, 2013 and 2012.

Estimated amortization expense is \$12,456 for each of the next five years.

NOTE 7 - BONDED MORTGAGE PREMIUM, NET

Bond premiums received in connection with tax-exempt and taxable Civic Facility Revenue Bonds issued by the IDA are amortized using the effective interest method over the term of the obligation.

Premium amortization charged to operations as a reduction of interest expense was \$2,258 and \$2,154 for the years ended June 30, 2013 and 2012, respectively.

A summary of the future premium amortization is as follows:

For the year ending June 30, 2014	\$ 2,368
2015	2,484
2016	2,605
2017	2,731
2018	2,864

NOTE 8 - BOND TRUST ACCOUNTS - RESTRICTED

The School has entered into a custody agreement with Manufacturers and Traders Trust Company as Custodian and as Trustee. Debt service reserve represents funds held by Manufacturers and Traders Trust Company in the name of the School. The School will direct educational aid payments to be deposited with the Custodian. The Custodian will pay the Trustee, for deposit in the Debt Service Fund, an amount equal to a proportionate share of the next interest payment and principal payment on the Bonds for which funds have not already been provided. Any funds remaining with the Custodian following such transfers will be transferred to the School.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

NOTES TO FINANCIAL STATEMENTS
June 30, 2013 and 2012

NOTE 8 - BOND TRUST ACCOUNTS - RESTRICTED - Continued

In connection with the bonded mortgage with the IDA, the School is required to maintain bond trust accounts, which are administered, by Manufacturers and Traders Trust Company. The underlying investments in the bond trust accounts at June 30, 2013 and 2012, consist of money market funds.

Bond trust accounts, restricted consist of the following:

	June 30,	
	2013	2012
Debt reserve fund	\$ 609,130	\$ 609,067
Bond fund	128,692	129,613
Educational aid fund	104,887	104,887
Renewal and replacement fund	3	57,563
	<u>\$ 842,712</u>	<u>\$ 901,130</u>

Funds held by the bond trustees earned interest income of \$102 for both of the years ended June 30, 2013 and 2012.

The School has entered into a collateral agreement for bond trust accounts not covered under federal deposit insurance. Cash is fully insured and collateralized under the bond trust accounts as of June 30, 2013 and 2012.

NOTE 9 - FEDERAL AND STATE AID

The School has received grants which are subject to audit by agencies of the State and Federal governments. Such audits may result in disallowances and a request for a return of funds. Management believes disallowances, if any, will be immaterial.

A summary of grant support utilized for operations and to acquire property, equipment, and textbooks is as follows:

	Years Ended June 30,	
	2013	2012
Child Nutrition Program	\$ 473,373	\$ 399,817
Title I	163,637	206,816
Title IIA	9,964	11,370
State Stimulus Fund	78,194	-
	<u>\$ 725,168</u>	<u>\$ 618,003</u>

NOTE 10 - COMMITMENTS AND CONTINGENCIES

a. Economic Dependency

The School receives a substantial portion of its funding from school districts where the School's students reside and federal funding services. Two payers and one payer constituted 78% and 72% of total revenue and support for the years ended June 30, 2013 and 2012, respectively. The receivable from these payers made up 71% and 45% of the total due from other governments as of June 30, 2013 and 2012, respectively.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

NOTE 10 - COMMITMENTS AND CONTINGENCIES - Continued

b. Uninsured Cash

The School maintains cash balances in a financial institution located in the northeast. Accounts at this institution are insured, up to certain limits, by the Federal Deposit Insurance Corporation (FDIC). At times, the School has bank deposits in excess of amounts insured by the FDIC. However, at both June 30, 2013 and 2012, the School had no uninsured cash balances.

c. Litigation

In the normal course of business, the School is, from time to time, subject to allegations that may or do result in litigation. The School has general liability insurance to cover potential claims. Based upon the advice of counsel, it is the opinion of management that any liability that may arise from such actions would not result in losses that would materially affect the financial position of the School or change in net assets.

d. Operating Equipment Leases

The School lease office equipment with varying expiration dates. Lease expense for office equipment was approximately \$14,600 and \$12,500 for the years ended June 30, 2013 and 2012, respectively.

Future equipment lease payments are as follows:

For the year ending June 30, 2014	\$ 14,029
2015	14,029
2016	11,747
2017	<u>409</u>
	<u>\$ 40,214</u>

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS
SUPPLEMENTARY INFORMATION - FUNCTIONAL EXPENSES

Year Ended June 30, 2013
(comparative totals for 2012)

	Program Services			Supporting Services	2013 Total	2012 Total
	Regular Education	Special Education	Other Program	Management and General		
Salaries	\$ 1,442,984	\$ 115,590	\$ 82,815	\$ 416,166	\$ 2,057,555	\$ 1,899,933
Employee benefits	382,527	30,643	28,443	110,325	551,938	514,602
	<u>1,825,511</u>	<u>146,233</u>	<u>111,258</u>	<u>526,491</u>	<u>2,609,493</u>	<u>2,414,535</u>
Accounting	-	-	-	35,980	35,980	53,255
Amortization	-	-	-	12,456	12,456	12,456
Bad debts	-	-	-	53,814	53,814	38,931
BCF network fee	-	-	-	38,660	38,660	37,136
Consultants	-	22,976	-	32,451	55,427	67,435
Contracted services						
School lunch program	-	-	425,351	-	425,351	413,986
Other	53,284	43,104	32,551	53,341	182,280	184,925
Field trips	10,178	-	-	-	10,178	10,818
Insurance	-	-	-	21,125	21,125	20,361
Interest	-	-	-	432,593	432,593	441,247
Legal	-	-	-	11,325	11,325	30,199
Maintenance and repairs	21,954	2,187	13,412	13,228	50,781	53,595
Printing and postage	-	-	-	40,726	40,726	18,120
Public relations	-	-	-	4,628	4,628	36,665
Small equipment	7,448	-	-	4,287	11,735	12,791
Staff development	9,390	-	-	-	9,390	34,372
Student services	14,909	-	-	-	14,909	15,531
Student uniforms	6,929	-	-	-	6,929	7,698
Supplies and materials	64,191	-	22,383	28,762	115,336	100,867
Telephone	-	-	-	43,733	43,733	50,868
Transportation	-	-	138,197	-	138,197	146,622
Utilities	33,764	3,364	20,626	20,344	78,098	76,688
	<u>2,047,558</u>	<u>217,864</u>	<u>763,778</u>	<u>1,373,944</u>	<u>4,403,144</u>	<u>4,279,101</u>
Expenses from operations						
Depreciation	101,755	10,137	62,161	61,311	235,364	238,648
	<u>\$ 2,149,313</u>	<u>\$ 228,001</u>	<u>\$ 825,939</u>	<u>\$ 1,435,255</u>	<u>\$ 4,638,508</u>	<u>\$ 4,517,749</u>



October 30, 2013

Board of Trustees
Brighter Choice Charter School for Girls
250 Central Avenue
Albany, New York 12206

Dear Members of the Board:

We are pleased to present this report related to our audit of the financial statements of Brighter Choice Charter School for Girls (School) for the year ended June 30, 2013. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the School's financial reporting process.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to School.

Very truly yours,

BOLLAM, SHEEDY, TORANI & CO. LLP

Ronald L. Guzior, Partner

RLG/dmc

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE
Year Ended June 30, 2013**

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit, as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Our Responsibilities and the Planned Scope and Timing of the Financial Statement Audit

Our responsibility under auditing standards generally accepted in the United States of America has been described to you in our arrangement letter dated July 18, 2013.

Accounting Policies and Practices

Preferability of Accounting Policies and Practices

Under generally accepted principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

Adoption of, or Change in, Accounting Policies

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the School. There were no significant accounting policies adopted or changed during the year.

Significant or Unusual Transactions

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Management's Judgments and Accounting Estimates

Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached Exhibit A, Summary of Significant Accounting Estimates.

Audit Adjustments

Audit adjustments proposed by us and recorded by the School are shown on the attached Exhibit B, Summary of Recorded Audit Adjustments.

Uncorrected Misstatements

There were no uncorrected misstatements.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS
COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE
Year Ended June 30, 2013

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.

Consultations with Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters, with the exception of accounting services provided by Marvin & Co., P.C., CPA's.

Significant Issues Discussed with Management

No significant issues arising from the audit were discussed with or the subject of correspondence with management.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management during the audit.

Communicating Significant Deficiencies and Material Weaknesses in Internal Control over Financial Reporting

Our consideration of internal control over financial reporting was for the limited purpose of expressing an opinion on the financial statements, and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal controls over financial reporting that we consider to be material weaknesses.

Significant Written Communications Between Management and Our Firm

Copies of significant written communications between our firm and the management of the School, including the representation letter provided to us by management, are attached as Exhibit C.

We will be pleased to respond to any questions you have about these matters. We appreciate the opportunity to be of continued service to you.

This letter is intended solely for the information and use of the Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

BOLLAM, SHEEDY, TORANI & CO. LLP



Ronald L. Guzior, Partner

RLG/dmc

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS
SUMMARY OF SIGNIFICANT ACCOUNTING ESTIMATES
Year Ended June 30, 2013

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following describes the significant accounting estimates reflected in the School's June 30, 2013, financial statements:

Estimate	Accounting Policy	Estimation Process
Allowance for Doubtful Accounts	Allowance is based on a review of outstanding amounts on a monthly basis.	Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts.
Depreciation	Depreciation is provided for in amounts to relate the cost of depreciable assets to operations over their useful lives, using the straight-line method.	Computed using the straight-line method based on the estimated useful lives (3-40 years) of the various assets.
Amortization	Amortization expense is provided for in amounts to relate the cost of bond issuance costs over the term of the bond.	Bond issue costs are amortized over the term of the bond using the straight-line method.
Premium Amortization	Bond premium costs are amortized over the term of the obligation. Premium amortization is charged to operations as a reduction of interest expense.	Management uses the effective interest method to amortize bond premium costs over the term of the obligation.
Allocation of Expenses	Directly identifiable expenses are charged to program and supporting services. Expenses related to more than one function are charged to program and supporting services using specific allocation methods.	Management directly charges identifiable expenses to programs, and expenses related to more than one function are charged to program and supporting services using specific allocation methods.

We have evaluated management's significant accounting estimates noted above as part of our audit, and concluded that management's estimates and the estimation process appear reasonable in the context of the financial statements taken as a whole.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS
SUMMARY OF RECORDED AUDIT ADJUSTMENTS
Year Ended June 30, 2013

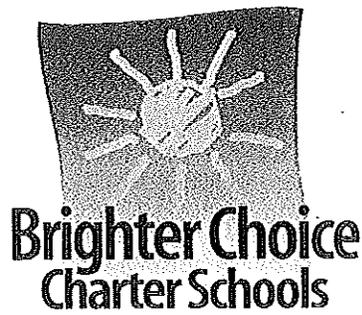
Description	Effect - Increase (Decrease)				
	Assets	Liabilities	Net Assets	Revenue	Expense
* To adjust the merit pay accrual	\$ -	\$ 12,159	\$ -	\$ -	\$ 12,159
* To adjust accrued expenses	-	5,011	-	-	5,011
* To adjust accounts payable balance for accounting invoice	-	(6,955)	-	-	(6,955)
Total Statement of Activities Effect			<u>(10,215)</u>	<u>\$ -</u>	<u>\$ 10,215</u>
Statement of Financial Position Effect	<u>\$ -</u>	<u>\$ 10,215</u>	<u>\$ (10,215)</u>		

* Prepared by the School.

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS

**SIGNIFICANT WRITTEN COMMUNICATIONS
BETWEEN MANAGEMENT AND OUR FIRM
Year Ended June 30, 2013**

Representation Letter



October 30, 2013

Bollam, Sheedy, Torani & Co. LLP
26 Computer Drive West
Albany, New York 12205

This representation letter is provided in connection with your audits of the financial statements of Brighter Choice Charter School for Girls (School) which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements. We confirm that we are responsible for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of the date of your independent auditor's report, the following representations made to you during your audits:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated July 18, 2013, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. The School's accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements, and there have been no changes during the years ended June 30, 2013 and 2012, in the School's accounting principles and practices.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
6. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
8. The following have been properly recorded and/or disclosed in the financial statements:
 - a. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.

...for a brighter future.

- b. Security agreements in effect under the Uniform Commercial Code.
- c. Liens and/or encumbrances on assets and all other pledges of assets.
- d. Leases and/or material amounts of rental obligations under long-term leases.
- e. All significant estimates and/or material concentrations known to management that are required to be disclosed in accordance with the Risks and Uncertainties Topic of the FASB Accounting Standards Codification. Significant estimates are estimates at the statement of financial position dates that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur that would significantly disrupt normal finances within the next year.
- f. Concentrations of credit risk.
- g. All recordable contributions, by appropriate net asset class.
- h. Allocations of functional expenses based on reasonable basis.
- i. Composition of assets in amounts needed to comply with all donor restrictions.
- j. Assets and/or liabilities measured at fair value in accordance with the Fair Value Measurements and Disclosures Topic of the FASB Accounting Standards Codification.
- k. Guarantees, whether written or oral, under which the School is contingently liable.
- l. Deferred revenue from exchange transactions.
- m. Security agreements in effect under the Uniform Commercial Code.
- n. Tax status.
- o. Refundable advances.

Information Provided

- 9. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audits.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of Board of Trustees, and committees of directors, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 10. All transactions have been recorded in the accounting records and are reflected in the financial statements.

11. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud, if applicable.
12. We have no knowledge of allegations of fraud or suspected fraud, affecting the School's financial statements involving:
 - a. Management.
 - b. Employees who have significant roles in the internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
13. We have no knowledge of any allegations of fraud or suspected fraud affecting the School's financial statements received in communications from employees, former employees, analysts, regulators, or others.
14. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
15. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
16. We have disclosed to you the identity of the School's related parties and all related-party relationships and transactions of which we are aware.
17. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the School's ability to record, process, summarize, and report financial data.
18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. We have no plans or intentions that may materially affect the carrying value or classification of assets. In that regard:
 - a. The School has no significant amounts of idle property and equipment.
 - b. The School has no plans or intentions to discontinue the operations of any programs or significant revenue sources.
 - c. Provision has been made to reduce all assets that have permanently declined in value to the realizable values, if applicable.
 - d. We have reviewed long-lived assets to be held and used for impairment whenever events or changes in circumstances have indicated that the carrying amount of the assets might not be recoverable and have appropriately recorded the adjustment, if any.
20. We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made:

- a. To reduce receivables to their estimated net collectible amounts.
 - b. For pension obligations attributable to employee services rendered through June 30, 2013 and 2012.
21. There are no:
- a. Material transactions that have not been properly recorded in the accounting records underlying the financial statements.
 - b. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency. In that regard, we specifically represent that we have not been designated as, or alleged to be, a "potentially responsible party" by the Environmental Protection Agency in connection with any environmental contamination.
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by the Contingencies Topic of the FASB Accounting Standards Codification.
 - d. Transfers or designations of net assets or interfund borrowings that were not properly authorized and approved, or uncollectible interfund loans that have not been properly reflected in the financial statements or disclosed to you.
 - e. Lines-of-credit or similar arrangements.
 - f. Agreements to repurchase assets previously sold.
 - g. Contractual obligations for construction or purchase of real property, equipment, other assets, or intangibles.
 - h. Liabilities which are subordinated to any other actual or possible liabilities of the School.
 - i. Reclassifications between net asset classes.
 - j. Board designated unrestricted net assets.
 - k. Uninsured losses or loss retentions (deductibles) attributable to events occurring through June 30, 2013 and 2012, or for expected retroactive insurance premium adjustments applicable to periods through June 30, 2013 and 2012.
 - l. Postretirement benefits and deferred compensation agreements, other than pensions, attributable to employee services rendered through June 30, 2013 and 2012.
 - m. Material losses to be sustained in the fulfillment of or from the inability to fulfill any commitment, including promises to give.
 - n. Amounts held for others under agency and/or split interest agreements.
 - o. Environmental clean-up obligations.
 - p. Investments in debt or equity securities.
 - q. Conditional promises to give.

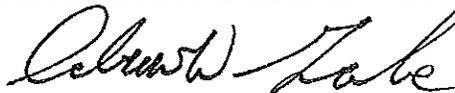
22. We are responsible for:
 - a. Compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the School.
 - b. Establishing and maintaining effective internal control over financial reporting.
23. We have identified and disclosed to you:
 - a. All laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determinations of financial statement amounts or other financial data significant to audit objectives.
 - b. Violations (and possible violations) of laws, regulations, and provisions of contracts and grant agreements whose effects should be considered for disclosure in the auditor's report on noncompliance, if any.
24. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of provisions of contracts or grant agreements, or abuse that has been reported.
25. We have a process to track the status of audit findings and recommendations.
26. We are responsible for complying, and have complied, with the requirements of Circular A-133.
27. We are responsible for the Schedule of Expenditures of Federal Awards (Schedule), and we have prepared the Schedule in accordance with Circular A-133 Section 310.b. We have included expenditures made during the period being audited for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, and property (including donated surplus property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance). We further acknowledge that:
 - a. The methods of measurement or presentation have not changed from those used in the prior period or, if the methods of measurement have changed, we have provided you with the reasons for such changes.
 - b. We are responsible for understanding and complying with the compliance requirements related to the preparation of the Schedule.
28. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that School is managing federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on our federal programs.
29. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of the School's federal programs and have complied, in all material respects, with those requirements.
30. We have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
31. We have provided you with our interpretations of any compliance requirements that have varying interpretations.

32. We have made available all contracts and grant agreements (including amendments, if any) and any other correspondence that has taken place with federal agencies or pass-through entities related to federal programs.
33. We have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal awards, including those resulting from other audits or program reviews, if any.
34. We have charged costs to federal awards in accordance with applicable cost principles.
35. We have made available to you all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
36. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
37. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
38. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Circular A-133.
39. We have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
40. We have accurately completed the appropriate sections of the data collection form.
41. We have disclosed all contracts or other agreements with service organizations.
42. We have disclosed any known noncompliance occurring subsequent to the period for which compliance is audited, if any.
43. We have disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies (including material weaknesses), have occurred subsequent of the date as of which compliance is audited, if any.
44. The School has satisfactory title to all owned assets, except as disclosed.
45. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
46. We are responsible for and agree to the proposed adjustments to the trial balances identified during the audits and will post all adjustments accordingly.
47. With respect to the supplementary information presented in relation to the financial statements as a whole:
 - a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.

- d. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.
48. We have received a determination from the Internal Revenue Service that we are exempt from federal income taxes as a Section 501(c)(3) not-for-profit organization, and we have complied with the IRS regulations regarding this exemption.
49. We have disclosed to you all political expenditures and all lobbying activities of the School, if any.
50. The School has complied with all of the charitable registration laws in the states in which it solicits funds from the general public.
51. We are responsible for determining that significant events or transactions that have occurred since the statement of financial position date and through October 30, 2013, have been recognized or disclosed in the statement of financial position financial statements. No events or transactions have occurred subsequent to the statement of financial position date and through October 30, 2013, that would require recognition or disclosure in the financial statements. We further represent that as of October 30, 2013, the financial statements were complete in a form and format that complied with U.S. GAAP, and all approvals necessary for issuance of the financial statements had been obtained.
52. During the course of your audits, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.
53. The undersigned have overseen the services provided by BST Advisors, LLC, and have established and maintained internal controls, including the monitoring of ongoing activities related to the non-attest services in preparation of journal entries.

Very truly yours,

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS



Andrew Grebe, Director of Finance and Operations



Marvin and Company, P.C.

Instructions for Exporting QuickBooks c

Where did my worksheet go?

When you export data to a new workbook, your new worksheet containing exported data. The new worksheet is placed in front of the last active sheet where it will be named "Sheet1".

How do I make sure this tips sheet isn't exported with the QuickBooks report in the final workbook?

Before exporting, on the Export Report Basic tab, deselect the option to include the instructions sheet.

How can I customize and update my worksheet?

You can set up Excel links between 2 or more worksheets. (See Microsoft Excel Help for more information on this feature to setup links between a QuickBooks summary report and your customized sheet.)

- >> Choose one sheet as your source worksheet into which you'll export QuickBooks data.
- >> Customize your data and link the data between that sheet and the source worksheet.
- >> Export your source data to an existing worksheet and overwrite the current data.
- >> Create Excel links between a QuickBooks data worksheet and another worksheet.

Troubleshooting: Why don't my links work correctly after exporting data?

Be aware that any difference in the structure of the current report from the report that you used to create the links between worksheets. If you are seeing wrong data in your customized worksheet, check the following:

- >> *Moved or deleted elements, or changed the structure of the report in source worksheet.*
 - You might have moved or deleted items from item list which gets linked to your customized worksheet.
 - You might have moved or deleted accounts from accounts list which gets linked to your customized worksheet.
- >> *You are using a report related to accounts and have account(s) with no ending balance.*
 - TIP: Choose display All rows (available for most of the reports), Select All.
- >> *Deleted exported data sheet which serves as data source.*

lata

ta goes to Sheet 1. When you export to an existing workbook, setX" using the next available number in the series.

orkbook?

truction worksheet.

for details about linking in Excel.) You can use this

et.

ckBooks data. Then create another worksheet where you can

orksheet.

ent data so that the new data is used by any Excel links and formulas.

orksheet in the workbook.

ou used when setting up links, can cause mismatch

sheet, then you may have:

ne way? For example:

used in a report like Inventory Valuation report.

ich gets used in a report like Profit and Loss standard report.

activity associated and did not choose to display "All rows".

Select Modify report->Display->Advanced->Display Rows->All rows

Brighter Choice Charter School for Girls
Profit & Loss Forecast Overview
July 2013 through June 2014

	2012-2013	July 13 - June 14
Ordinary Income/Expense		
Income		
Total 40000 · PER PUPIL REVENUE	3,762,965.00	\$3,832,621.00
Total 41000 · FEDERAL REVENUE	169,891.00	\$165,000.00
43000 · PRIVATE GRANT INCOME	10,000.00	\$150,000.00
Total 44000 · CHILD NUTRITION PROGRAM	243,770.00	\$268,000.00
Total 45000 · OTHER REVENUE	14,753.00	\$10,000.00
47000 · DONATED E-RATE SERVICES	36,023.00	\$35,000.00
Total Income	<u>4,237,402.00</u>	<u>\$4,460,621.00</u>
Gross Profit		
Total 50000 · SALARIES	1,748,042.96	\$1,850,000.00
Total 53000 · EMPLOYEE BENEFITS	503,450.00	\$590,000.00
Total 54000 · SUPPLIES & EXPENSES	569,432.58	\$369,500.00
Total 55000 · PUPIL TRANSPORTATION	162,529.00	\$165,000.00
Total 56000 · BUILDING MAINTENANCE	164,732.00	\$160,000.00
Total 57000 · UTILITIES	83,677.00	\$85,000.00
Total 58000 · COMMUNICATIONS	25,651.00	\$30,000.00
Total 59000 · SMALL EQUIPMENT	27,273.00	\$35,000.00
Total 60000 · SMALL FURNITURE	1,258.00	\$5,000.00
Total 61000 · OTHER EXPENSES	886,118.00	\$1,030,000.00
After School Program	38,500.00	\$40,000.00
Total Expenses		
Total Expenses	4,210,663.54	\$4,359,500.00
Net Ordinary Income	26,738.46	\$101,121.00

Brighter Choice Charter School for Girls
Profit & Loss Forecast Overview
July 2013 through June 2014

District

Ordinary Income/Expense
Income

Total 40000 · PER PUPIL REVENUE
Total 41000 · FEDERAL REVENUE

43000 · PRIVATE GRANT INCOME
Total 44000 · CHILD NUTRITION PROGRAM
Total 45000 · OTHER REVENUE

Includes \$141,500 SSF Grant
Increase due to Community Eligibility Option

47000 · DONATED E-RATE SERVICES
Total Income

Gross Profit

Total 50000 · SALARIES
Total 53000 · EMPLOYEE BENEFITS
Total 54000 · SUPPLIES & EXPENSES
Total 55000 · PUPIL TRANSPORTATION
Total 56000 · BUILDING MAINTENANCE
Total 57000 · UTILITIES
Total 58000 · COMMUNICATIONS
Total 59000 · SMALL EQUIPMENT
Total 60000 · SMALL FURNITURE
Total 61000 · OTHER EXPENSES

Includes \$15K for STEP assessment, \$33k in
textbook expense.

After School Program

Construction related to SSF Grant

Total Expenses

Total Expenses

Net Ordinary Income

Appendix E: Disclosure of Financial Interest Form

Created Friday, July 26, 2013

Page 1

010100860830 BRIGHTER CHOICE CS-GIRLS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix F: BOT Membership Table

Created Saturday, July 27, 2013

Updated Thursday, September 19, 2013

Page 1

010100860830 BRIGHTER CHOICE CS-GIRLS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	M. Christian Bender	Chair/President	Yes	Management, Policy, Charter Schools	4 Terms, Elected April 2001. Just re-elected in June 2013 3 Yr Terms	
2	Joanne McElroy-Moore	Member	Yes		3 Yr Term Feb 2010- 2013	
3	Zoe Nelson	Member	Yes		Just re-elected to 2nd 3Yr Term, which will end Aug 2016	
4	Nilsa Velilla	Member	Yes		Elected to 2 1Yr Terms as Parent Rep. (Aug 2010-2012) Elected to 3Yr Term as member in Oct 2012	
5	Lucia Fischer	Vice Chair/Vice President	Yes		3 Yr Term began Nov 2012	
6	Martha Snyder	Secretary	Yes		3 Yr Term began Nov 2012	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2012-13 school year

2

3. Total Number of Members Departing the Board during the 2012-13 school year

1

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

XX

5. How many times did the Board meet during the 2012-13 school year?

6

6. How many times will the Board meet during the 2013-14 school year?

6

Thank you.

Minutes

Brighter Choice Charter School for Girls

Board Meeting

Thursday Oct 11, 2012 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore

Board Members Absent

Z. Nelson

Guests Present

A. Grebe, D. Williams, L. Fischer, S. Galimore, C. Capitula

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the board of trustees of Brighter Choice Charter School for Girls to order on Thursday Oct 11, 2012 @ 8:37 AM at 395 Elk Street, Albany.

Board member K. Moreau absent.

Approve Minutes

C. Bender made a motion to approve minutes from the Board Meeting on 07-25-12.

J. McElroy-Moore seconded the motion.

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

Public Comment

None presented.

II. Finance

Business Manager Report-A. Grebe

J. McElroy-Moore made a motion to accept the resolution as presented by A. Grebe to switch retirement fund managers from TIAA-CREF to AXA Equitable Life Insurance Company.

N. Velilla seconded the motion.

The board **VOTED** unanimously to approve the motion. No additional cost to school; conversations have been had with employees seeking feedback on proposed changes-all in favor; employees have been given written notification of change and the process to do so; affects 82 employees (between BCB-BCG).

III. Governance

Board Composition

Trustee K. Moreau submitted her resignation as a board member for the Brighter Choice Charter School for Girls.

Committees

C. Bender, Chairman, established a "Governance/Finance Committee"-all board members are encouraged to join; meeting set for October 25 at 8:30am.

IV. Principal Report

Dashboard Review and Monthly Report

D. Williams presented data dashboard and reviewed progress at BCCS-Girls since last board meeting.

V. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 am.

Respectfully Submitted,
J. McElroy-Moore

Minutes

Brighter Choice Charter School for Girls

Governance Committee Meeting

Thursday Oct 25, 2012 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

C. Bender, J. McElroy-Moore

Board Members Absent

N. Velilla, Z. Nelson

Guests Present

L. Fischer, C. Capitula, M. Snyder, S. Galimore

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the Governance committee of Brighter Choice Charter School for Girls to order on Thursday Oct 25, 2012 @ 8:38 AM at 395 Elk Street, Albany.

Public Comment

None presented.

II. Goal Setting Session

Academic Excellence Goals

Finance Goals

Governance Goals

Personnel Goals

Principal support and evaluation

Goals

Governance/Finance Committee discussed setting goals for the school on academic excellence, finance, governance, personnel, Principal support and evaluation.

III. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 am.

Respectfully Submitted,
J. McElroy-Moore

Minutes

Brighter Choice Charter School for Girls

Board Meeting

Thursday Nov 29, 2012 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore

Board Members Absent

Z. Nelson

Guests Present

A. Grebe, D. Williams, L. Fischer, C. Capitula, M. Snyder, S. Wallace, S. Galimore

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the board of trustees of Brighter Choice Charter School for Girls to order on Thursday Nov 29, 2012 @ 8:35 AM at 395 Elk Street, Albany.

M. Snyder on the phone.

Approve Minutes

C. Bender made a motion to approve minutes from the Board Meeting on 10-11-12.

J. McElroy-Moore seconded the motion.

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

Public Comment

None present.

II. Finance

Business Manager Report-A. Grebe

A. Grebe presented the monthly financial report for BCCS Girls.

III. Principal Report

Monthly Dashboard Review

D. Williams presented data dashboard.

After school programs

A review of the after school programs and highlight of need for follow up on sustainability of programs to be discussed at Governance Committee meeting.

IV. Governance

Board Composition

C. Bender made a motion to nominate L. Fischer and M. Snyder to the BCCS Girls board of trustees.

J. McElroy-Moore seconded the motion.

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

Officers

C. Bender made a motion to appoint M. Snyder to the role of Secretary for the BCCS Girls board of trustees.

N. Velilla seconded the motion.

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

V. Closing Items**Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:32 am.

Respectfully Submitted,
M. Snyder

Minutes

Brighter Choice Charter School for Girls Governance Committee Meeting

Tuesday Dec 18, 2012 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

C. Bender, J. McElroy-Moore, Z. Nelson, L. Fischer, M. Snyder

Guests Present

S. Wallace

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the Governance committee of Brighter Choice Charter School for Girls to order on Tuesday Dec 18, 2012 @ 8:36 AM at 395 Elk Street, Albany.

Public Comment

None presented.

Approve Minutes

L. Fischer made a motion to approve minutes from the Governance Committee Meeting on 10-25-12.

Z. Nelson seconded the motion.

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

II. Governance

CEO Evaluation

C. Bender provided update on evaluation process for D. Williams.

Goal Setting

All board members asked to review/comment on Board Goals established and recorded in "Board Goals Tracker."

Monthly Performance Report

Final template for D. Williams' monthly report established.

III. After School Program

Discussion

Review of documents prepared by after school program coordinator.

IV. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:40 am.

Respectfully Submitted,
M. Snyder

Minutes

Brighter Choice Charter School for Girls

Board Meeting

Thursday Jan 31, 2013 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore, L. Fischer, M. Snyder

Board Members Absent

Z. Nelson

Guests Present

A. Grebe, D. Williams, C. Capitula, S. Wallace

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the board of trustees of Brighter Choice Charter School for Girls to order on Thursday Jan 31, 2013 @ 8:30 AM at 395 Elk Street, Albany.

L. Fischer on phone.

Approve Minutes

C. Bender made a motion to approve minutes from the Board Meeting on 11-29-12.

J. McElroy-Moore seconded the motion.

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

Public Comment

None presented.

II. Finance

Business Manager Report-A. Grebe

A. Grebe presented the monthly financial report for BCCS Girls.

III. Principal Report

Dashboard Review and Monthly Report-D. Williams

D. Williams presented data dashboard and reviewed progress at BCCS Girls since last board meeting.

IV. Board Composition

Term for J. McElroy-Moore

C. Bender made a motion to approve an additional 3 year term for J. McElroy-Moore to the board for the Brighter Choice Charter School for Girls.

N. Velilla seconded the motion.

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

V. ACSN Compact

Approval of Albany Charter School Network Compact

J. McElroy-Moore made a motion to approve BCCS Girls joining the Albany Charter School Network.

N. Velilla seconded the motion.

The board **VOTED** unanimously to approve the motion. C. Bender recused himself from the vote.

VI. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:25 am.

Respectfully Submitted,
M. Snyder

Minutes

Brighter Choice Charter School for Girls

Board Meeting

Thursday Mar 28, 2013 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore, L. Fischer, M. Snyder

Board Members Absent

Z. Nelson

Guests Present

A. Grebe, D. Williams, C. Capitula

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the board of trustees of Brighter Choice Charter School for Girls to order on Thursday Mar 28, 2013 @ 8:33 AM at 395 Elk Street, Albany.

Approve Minutes

J. McElroy-Moore made a motion to approve minutes from the Board Meeting on 01-31-13.

L. Fischer seconded the motion.

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

Public Comment

No public comment.

II. Finance

Business Manager Report-A. Grebe

Reviewed and discussed financial report and operation issues. No major concerns raised.

III. Principal Report

Dashboard Review and Monthly Report-D. Williams

Reviewed school report and dashboard indicators. Board discussed enrollment and recruitment efforts. Discussed interim assessment data and trends and board expressed interest in finding ways to better understand data in context of other schools (given shift in standards).

IV. Board Composition

Parent Representatives Needed

Need to expand parent representation.

V. Closing Items

BCCS Girls Website

Board discussed needed improvements/updates to school website.

ACSN Compact

C. Capitula reviewed minor revisions to ACSN Compacts.

Adjourn Meeting

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

Respectfully Submitted,
M. Snyder

Minutes

Brighter Choice Charter School for Girls

Governance Committee Meeting

Friday Mar 15, 2013 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore, Z. Nelson, L. Fischer, M. Snyder

Guests Present

S. Wallace

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the Governance committee of Brighter Choice Charter School for Girls to order on Friday Mar 15, 2013 @ 8:30 AM at 395 Elk Street, Albany.

Public Comment

Approve Minutes

L. Fischer made a motion to approve minutes from the Governance Committee Meeting on 12-18-12.

J. McElroy-Moore seconded the motion.

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

II. Governance

Operations Positions at school

C. Bender will follow up with Raj Takker (Charter School Business Management Inc) for best practices on business operations and recommendations for structuring the finance and operations office of the schools. A conversation with D. Williams will also take place to discuss current situation.

Review CEO Goals Tracker

III. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:30 am.

Respectfully Submitted,
M. Snyder

Minutes

Brighter Choice Charter School for Girls Governance Committee Meeting

Wednesday Apr 24, 2013 @ 4:00 PM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore, Z. Nelson, L. Fischer

Board Members Absent

M. Snyder

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the Governance committee of Brighter Choice Charter School for Girls to order on Wednesday Apr 24, 2013 @ 4:00 PM at 395 Elk Street, Albany.

Public Comment

Approve Minutes

J. McElroy-Moore made a motion to approve minutes from the Governance Committee Meeting on 03-15-13.

L. Fischer seconded the motion.

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

II. Governance

Staff Changes

D. Williams announced that he will not seek a renewal of his contract at the end of the 2012-13 school year. D. Williams shared the current organization charter for the school currently under his administration. The board reviewed the report which included a job description snapshot (essential responsibilities, direct supports, accountability) of the administrative positions under the Director of Schools. The Board will discuss at a future date a plan to being a search for a replacement Director of Schools.

III. Closing Items

Business Offices

C. Bender updated the board on the process to send out RFPs for business office supports. The business offices for the four Brighter Choice schools will be restructured before the start of the 2013-14 school year.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 05:00 pm.

Respectfully Submitted,
C. Bender

Minutes

Brighter Choice Charter School for Girls Governance Committee Meeting

Thursday May 16, 2013 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore, Z. Nelson, L. Fischer, M. Snyder

Guests Present

S. Wallace

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the Governance committee of Brighter Choice Charter School for Girls to order on Thursday May 16, 2013 @ 8:40 AM at 395 Elk Street, Albany.

Public Comment

Approve Minutes

M. Snyder made a motion to approve minutes from the Governance Committee Meeting on 04-24-13.

J. McElroy-Moore seconded the motion.

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

II. Governance

Director of Schools Search

The governance committee discussed the departure of Darryl Williams and the need for a replacement. The committee recommended the position of director be replaced to ensure continuity of the systems and processes established. The committee discussed potential candidates and qualifications as well as search criteria and approach. The committee discussed how candidates will be screened by the board and other school administrators including data evaluation, interaction with kids, interaction/leadership with administrators. The committee recommended undergoing a resume generation search. This will be discussed at the May 23 board meeting.

Business Office Restructure

The committee reviewed and discussed the proposal for services from Charter School Business Management. The proposal included an assessment of process and practices, recommendations for improvement and collaboration and reevaluation to ensure the recommendations have been implemented properly. The committee is interested in budget implications of recommendations and additional personnel needed to execute.

L. Fischer made a motion to approve the proposal subject to the plan being implemented with the start of the new fiscal year.

J. McElroy-Moore seconded the motion.

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

III. Summer/After School Program

Summer Program Plan

The committee did not discuss the summer program in detail. The committee recommended the program

be reviewed and discussed at the next full board meeting on May 23.

After School Program Plan

This committee discussed opportunities and priorities for the after school program. This will be discussed further at the May 23 board meeting.

IV. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:09 am.

Respectfully Submitted,
M. Snyder

Minutes

Brighter Choice Charter School for Girls

Board Meeting

Thursday May 23, 2013 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, J. McElroy-Moore, Z. Nelson, L. Fischer, M. Snyder

Guests Present

A. Grebe, D. Cotton, D. Williams, S. Wallace

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the board of trustees of Brighter Choice Charter School for Girls to order on Thursday May 23, 2013 @ 8:45 AM at 395 Elk Street, Albany.

Approve Minutes

J. McElroy-Moore made a motion to approve minutes from the Board Meeting on 03-28-13.

L. Fischer seconded the motion.

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

Public Comment

II. Finance

Business Manager Report-A. Grebe

Mr. Grebe provided an update on the financial reports, including status of payments from Albany School District and intercepts from State. The board expressed concern about cashflow issues and personnel issues that are impacting paperwork. The board and school leadership will consider reorganizing reporting structure.

2013-14 Budget

Mr. Grebe provided the board with an update on the upcoming 2013-14 budget.

Update on CSBM

CSBM will begin their work in June and provide a report in July.

III. Principal Report

Dashboard Review and Monthly Report-D. Williams

Mr. Cotton and Mr. Williams provided an overview of Mr. Puccioni's visit to the school including feedback from school leaders. The leaders found Mr. Puccioni to be perceptive, reflective and collaborative. The board discussed with Mr. Cotton and Mr. Williams how Mr. Puccioni would fit into the BC team. The board requested description of a transition plan and skills needed in a leadership position. Four skills: observation and feedback, assessment, professional development, strong school culture.

Summer Program

The board briefly discussed the summer program with Mr. Williams. The 7th grade students will be provided remedial instruction focused on ELA and math.

IV. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:38 am.

Respectfully Submitted,
M. Snyder

Minutes

Brighter Choice Charter School for Girls

Governance Committee Meeting

Tuesday May 28, 2013 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

N. Velilla, C. Bender, Z. Nelson, L. Fischer, M. Snyder

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the Governance committee of Brighter Choice Charter School for Girls to order on Tuesday May 28, 2013 @ 8:39 AM at 395 Elk Street, Albany.

Public Comment

Approve Minutes

L. Fischer made a motion to approve minutes from the Governance Committee Meeting on 05-16-13.

C. Bender seconded the motion.

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

II. Governance

Leadership Transition

The board discussed planning for the transition of Darryl Williams. The board would like the following information: professional development plan, description of practices and procedures, description of roles & responsibilities for leadership and administrators (including school culture), expected leave, fellowship programs, staffing needs/org chart, expectations and plans for summer school and after school programs.

Business Office Restructure

The board decided to pursue a director of business operations across all four schools (BC boys/girls and BCM boys/girls) that could solidify and make consistent the procedures.

Conditional Approval of Marcus Puccioni

L. Fischer made a motion to Conditionally approve Marcus Puccioni as Director of School Quality for the Brighter Choice Charter Schools. Conditioned on references and background check.

Z. Nelson seconded the motion.

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

III. Summer/After School Program

Discussion

The board needs more information on both after school and summer programs.

IV. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:58 am.

Respectfully Submitted,

Minutes

Brighter Choice Charter School for Girls

Board Meeting

Thursday Jun 27, 2013 @ 8:30 AM at 395 Elk Street, Albany

Board Members Present

C. Bender, Z. Nelson, L. Fischer, M. Snyder

Board Members Absent

N. Velilla, J. McElroy-Moore

Guests Present

A. Grebe, C. Capitula, D. Cotton, D. Williams, S. Wallace

I. Opening Items

Call the Meeting to Order

C. Bender called a meeting of the board of trustees of Brighter Choice Charter School for Girls to order on Thursday Jun 27, 2013 @ 8:43 AM at 395 Elk Street, Albany.

Approve Minutes

L. Fischer made a motion to approve minutes from the Board Meeting on 05-23-13.

Z. Nelson seconded the motion.

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

Public Comment

II. Principal Report

Practices/Procedures Overview

D. Williams and D. Cotton provided the board with a school update, including transition, academic progress and leadership. The board discussed concerns about the organizational relationship between school leaders and business management/finance.

Management Team Update

Organization Chart

D. Williams provided the board with an overview of the organizational structure and positional needs for the school. The board discussed a need for curricular experts to support the instructional programs.

Summer Program

After School Program

D. Williams discussed with the board the after school program fidelity and design. The board also inquired the perspective of the business manager. The board will continue to consider how best to structure and run the program and charge the new Director of School Quality with analyzing options.

III. Board Composition

Additional Term for C. Bender

L. Fischer made a motion to Renew term of Chairman Chris Bender to BCCS board.

M. Snyder seconded the motion.

The board **VOTED** unanimously to approve the motion. C. Bender abstained.

Additional Term for Z. Nelson

L. Fischer made a motion to Renew term of Zoe Nelson to BCCS board.

M. Snyder seconded the motion.

The board **VOTED** unanimously to approve the motion. Z. Nelson abstained.

IV. Finance

Business Manager Report-A. Grebe

A. Grebe provided the board with an update on the current budget outlook. The board asked for a breakdown of salaries across all positions to get a deeper understanding of organizational structure.

2013-14 Budgets

C. Bender made a motion to approve the budgets as presented for BCCS.

Z. Nelson seconded the motion.

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

V. Employee Handbook

Employee Vehicle Use

L. Fischer made a motion to Approve change to the BCCS employee handbook to prohibit employees from providing transportation to students in personal vehicles.

Z. Nelson seconded the motion.

The board **VOTED** unanimously to approve the motion. The board expressed interest in ensuring students have knowledge of alternative transportation options and resources available. The board also wants to provide procedures for teachers to follow. This is the role of the parent coordinator.

Family Medical Leave Act

VI. Leadership Transition

Principal

C. Bender made a motion to Appoint Cara Phelps to principal of BCCS-Girls.

L. Fischer seconded the motion.

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

Job Description-Director of School Quality

Board clarified that any parents/staff issues/complaints go directly to school building Principal. Director will not directly manage teachers. Director will not set budgets, but will provide input and guidance to Principals to do so. Director will evaluate Principals and present findings to board.

VII. Closing Items

2013-14 Board Meeting Calendar

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:41 am.

Respectfully Submitted,
M. Snyder

Brighter Choice Charter School for Girls

Appendix H: Enrollment and Retention Efforts

In 2012-13, Brighter Choice Charter School for Girls continued to make a good faith effort in enforcing the school's admission policy to attract and retain students with disabilities, English language learners, and students who are eligible for the free and reduced price lunch program. Current efforts are identified below.

- Disclaimer on school's website
- Disclaimer on school's admission application and notification
- Discussions during meetings with current families with multi-lingual staff available
- Discussions during tours with interested families with multi-lingual staff available
- Discussions during door-to-door campaigns
- Outreach to specialized feeder schools and programs
- Outreach to community by multi-lingual staff
- Outreach to immigrant communities
- Outreach to shelter and food pantries
- Translation of advertisements and school materials
- Translation feature available on the school's website
- Advertising materials in languages other than English are translated for distribution using www.translate.google.com on an as needed basis

Going forward in 2013-14, Brighter Choice for Girls will incorporate the following additional efforts.

- All school brochures and mailings will include the disclaimer that the school accommodates students with disabilities, English language learners and participates in the free and reduced lunch program

Brighter Choice Charter School for Girls

Materials Used in the Enrollment & Retention Process:

Website

Join Us

Student Admission Policy

The Brighter Choice Charter School for Girls is a nonsectarian public school for girls attending grades K-4. Admission to *Brighter Choice-Girls* shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or any other ground that would be unlawful.

Brighter Choice-Girls opens enrollment to all girls who would be eligible for enrollment in public schools in New York State, subject to availability and the admission process set forth below.

Brighter Choice-Girls will admit each eligible student who submits an application on or before the first day of April, unless the number of applications exceeds the capacity of the student's requested grade level or of the school building.

Attached Flyer:

The Brighter Choice Charter School for Girls is a nonsectarian public school for girls attending grades K-4. Admission to *Brighter Choice-Girls* shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or any other ground that would be unlawful.

Attached Admission Application:

Non-Discrimination Statement: *The Brighter Choice Charter School for Boys and the Brighter Choice Charter School for Girls shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, national origin, religion or ancestry. A school may not require any action by a student or family (such as an admission test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.*



Brighter Choice
Charter School for Boys



The Brighter Choice Charter School for Boys is a nonsectarian public school for boys attending grades K-4. Admission to Brighter Choice-Boys shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or any other ground that would be unlawful.

APPLY TODAY

Serving Grades K-4
Stop by at 116 North Lake Avenue
Or call 694-5372



The road to college starts here!
www.brighterchoice.org



PARA FAMILIAS LATINAS:
Si necesita una aplicación en español, por favor llame al (518) 694-5372.

For help completing this application, call:
(518) 694-5372 Boys
(518) 694-4100 Girls

PLEASE COMPLETE AND SUBMIT THIS APPLICATION BY: April 1, 2013

Application for Student Admission: 2013-14

The Brighter Choice Charter Schools (BCCS) are accepting applications for Kindergarten through fourth grades. If the number of admission applications received exceeds the space available, a random lottery will be held at Brighter Choice for Boys in early April of 2013 to determine admission to the schools. Students applying to Kindergarten must be 5 years old on or before December 31, 2013.

Please print your information and complete all sections of this application.

STUDENT INFORMATION

Student's Name: _____ Birth Date: _____
First MI Last Month/Day/Year

Student's Address: _____ Gender: Boy Girl
Street Number & Name Apartment Number

_____ Phone: _____
City NY State ZIP Home Cell Work

Applying for admission to grade: K 1 2 3 4

Current School District: _____ School Currently Attending: _____

PARENT/GUARDIAN INFORMATION

Who has the legal authority to apply for this child to attend Brighter Choice Charter Schools?

Mother Stepmother Father Stepfather Legal Guardian(s)

Name(s): _____
First Name Middle Initial Last Name

First Name Middle Initial Last Name

Address: _____
Street Number & Name Apartment #

City State ZIP Code

Telephone: _____
Home Cell Work

... for a brighter future.

TURN PAGE

SIBLING INFORMATION

Does the applicant have a sibling who is currently enrolled in Brighter Choice Charter School for Boys or Brighter Choice Charter School for Girls? Yes, No **If yes, please list below:**

Name: _____ Birth Date: ____/____/____ 2013 Grade: _____ F or M

Name: _____ Birth Date: ____/____/____ 2013 Grade: _____ F or M

Does the applicant have a sibling who is applying to attend Brighter Choice Charter School for Boys or Brighter Choice Charter School for Girls? Yes No **If yes, please list below:**

Name: _____ Birth Date: ____/____/____ 2013 Grade: _____ F or M

Name: _____ Birth Date: ____/____/____ 2013 Grade: _____ F or M

PARENT/GUARDIAN SIGNATURE

I hereby testify that the information provided on this BCCS admission application and the attached transportation applications are accurate and current.

Signature Print Name Date

Please answer - I learned about Brighter Choice Charter School from the following: Friend, Relative, Postcard, Bus Shelter Ad, Daycare or Head Start Program, Website, Other

Please mail, fax or deliver the completed admission application to:

BRIGHTER CHOICE CHARTER SCHOOL FOR BOYS
116 NORTH LAKE AVENUE
ALBANY, NY 12206
PHONE: 518-694-8200, FAX: 518-694-8201

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS
250 CENTRAL AVENUE
ALBANY, NY 12206
PHONE: 518-694-4100, FAX: 518-694-4123

Important Information Regarding Admission:

Completion of this form demonstrates your desire to enroll your child at the Brighter Choice Charter Schools. Upon admission, families of Brighter Choice students must provide two proofs of current residency, parent/guardian picture ID, a copy of the student’s prior year academic record, birth certificate, and immunization record. A Student Registration Packet must also be completed.

Non-Discrimination Statement: *The Brighter Choice Charter School for Boys and the Brighter Choice Charter School for Girls shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, national origin, religion or ancestry. A school may not require any action by a student or family (such as an admission test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.*

PLEASE RETURN THIS COMPLETED APPLICATION BY APRIL 1, 2013.

Thank you for your interest in Brighter Choice Charter Schools!

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/0250025bfd59fe070bc7e1d246>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

M. Christian Bender

2. Charter School Name:

Brighter Choice Charter School for Girls

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "M. [unclear] [unclear]". The signature is written in a cursive, flowing style with large, sweeping loops and is positioned below the "Signature of Trustee" label.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, August 26, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/3a2b7f8b3f0049d1a3fe6da1d31>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Lucia Fischer

2. Charter School Name:

Brighter Choice Charter School for Girls

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Luca Ferber". The signature is written in a cursive, flowing style with a large, sweeping flourish at the end.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 11, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/26c2c407a555f43a5a756c9b2d>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Joanne mcElroy-Moore

2. Charter School Name:

Brighter Choice Charter School for Girls

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	Same
5. *Your Business Address City/State	(No response)
5. *Your Business Address Zip	(No response)

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Trustee

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

Variable	Response
[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	Part time community consultant
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Attend common council, school board , and other community functions and provide feed back on issues that impact our charter schools
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	15,000 annually
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	2010-present

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	As of 3/13 the Albany charter network decided not to incorporate but become under the bcc foundation	I work for bcc f	I have disclosed my employment with bcc f when network did Nottingham incorporated on its own as originally planned. I do not vote or participate in any discussion since learning of this action	Me
2	See note above	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)

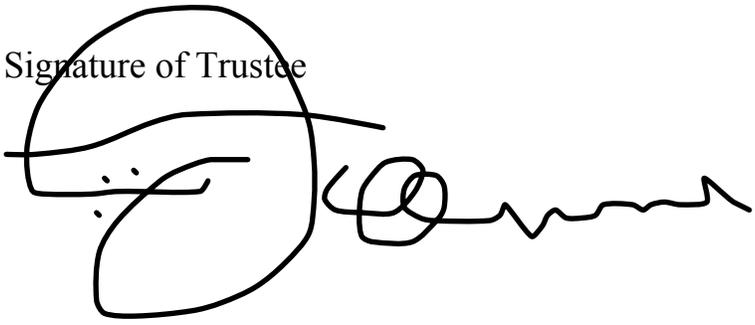
14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Bcc foundation with Albany charter schools network now part	(No response)	(No response)	(No response)	See above
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee



Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 15, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/21c26992bb03bbfe458c563bdd>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Zoe Nelson

2. Charter School Name:

Brighter Choice Charter School for Girls

3. Charter Authorizer:

NYC Department of Education

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

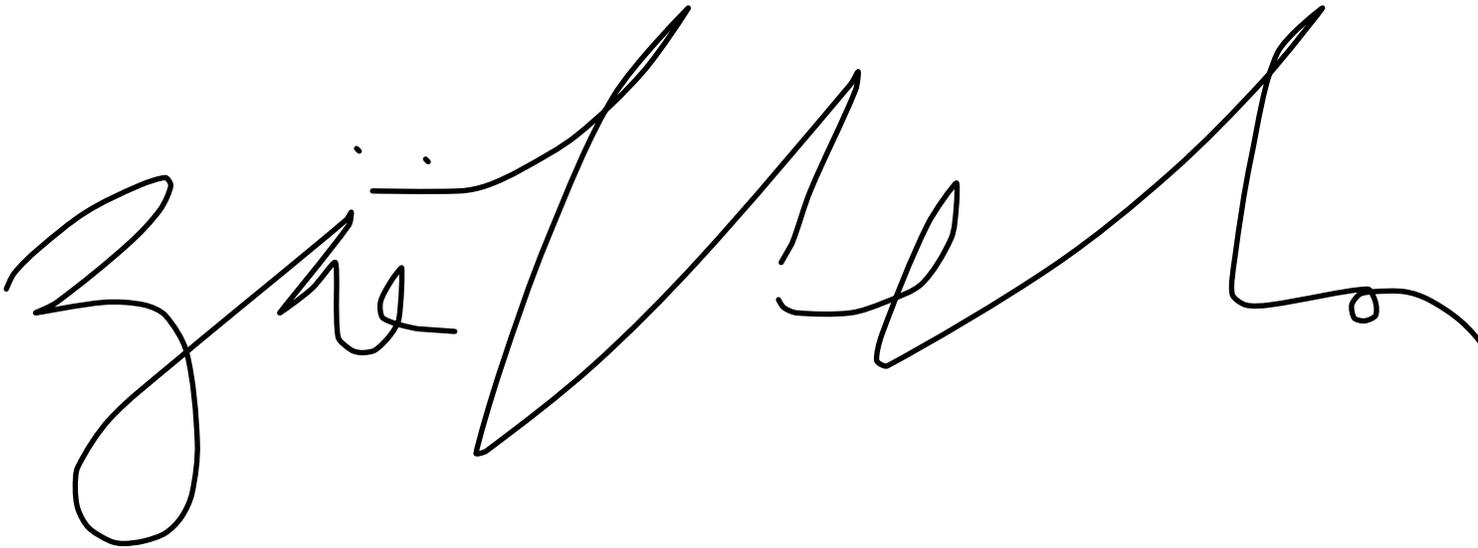
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "G. J. ...". The signature is written in a cursive style with large, sweeping letters. The first letter is a large "G", followed by a smaller "J", and then several other letters that are difficult to decipher due to the cursive style. The signature ends with a small circle.