



I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Last updated: 07/28/2015

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

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1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

HARRIET TUBMAN CS (REGENTS) 320900860823

2. CHARTER AUTHORIZER

(For technical reasons, please re-select authorizer name from the drop down menu).

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 9

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	3565 Third Ave Bronx, NY 10456	718-537-9912	718-537-9858	

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Cleveland Person
Title	Principal
Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

HTCSBronx.org

6. DATE OF INITIAL CHARTER

2000-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2001-09-01 00:00:00

8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.

646

9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

Grades Served K, 1, 2, 3, 4, 5, 6, 7, 8

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

	Yes/No	Name of CMO/EMO
	No	

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11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 2 sites

12. SCHOOL SITES

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	3565 Third Ave Bronx, NY 10456	718 5379912	CSD 9	K, 1, 2, 3, 4	Yes	Rent/Lease
Site 2	1176 Franklin Ave Bronx, NY 10456	718-991-4181	CSD 9	5, 6, 7, 8	No	Rent/Lease
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	Cleveland Person	718-537-9912	[REDACTED]	[REDACTED]

Operational Leader	Michael Taylor	718-537-9912	[REDACTED]	[REDACTED]
Compliance Contact	Michael Taylor	718-537-9912	[REDACTED]	[REDACTED]
Complaint Contact	Cleveland Person	718-537-9912	[REDACTED]	[REDACTED]

12b. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person	718-991-4181	[REDACTED]	[REDACTED]
Operational Leader	Michael Taylor	718-991-4181	[REDACTED]	[REDACTED]
Compliance Contact	Michael Taylor	718-991-4181	[REDACTED]	[REDACTED]
Complaint Contact	Cleveland Person	718-991-4181	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

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14. Were there any revisions to the school's charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.

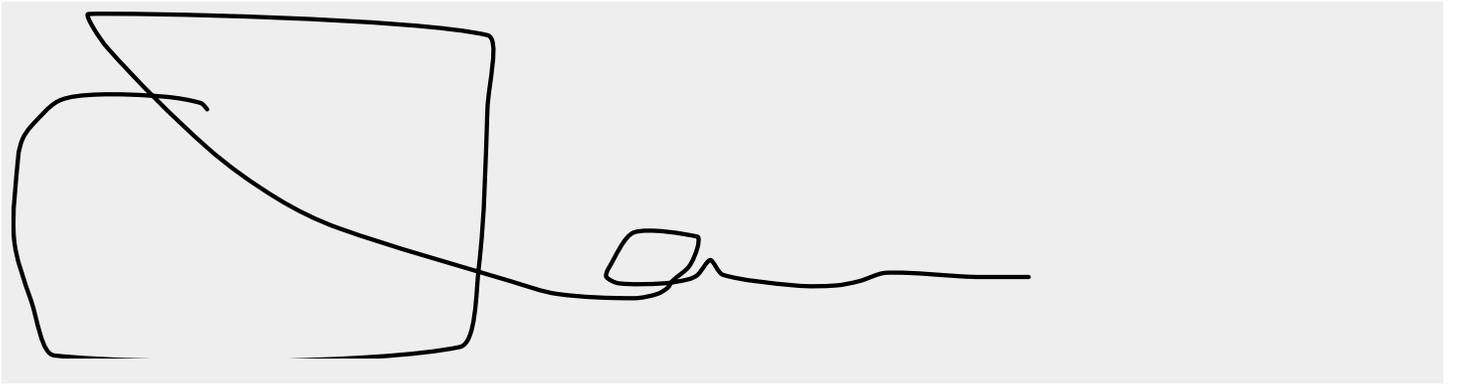
Michael Taylor Director of Operations

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 stylist on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Thank you.

Appendix A: Link to the New York State School Report Card

Last updated: 07/28/2015

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Charter School Name:

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).

<http://data.nysed.gov/reportcard.php?>

[instid=80000046300&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=](http://data.nysed.gov/reportcard.php?instid=80000046300&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=)

Appendix A: Progress Toward Goals

Last updated: 07/28/2015

Page 1

Charter School Name:

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/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

(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).

<http://data.nysed.gov/reportcard.php?instid=800000046300&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

2a. ACADEMIC STUDENT PERFORMANCE GOALS

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Harriet Tubman will remain a charter school in good standing	NYSED Report Card	Assessment results not yet available	
Academic Goal 2	HTCS will make adequate yearly progress in Grades 3-8 in English Language Arts, Mathematics and Science each year	Commissioners established state benchmarks and annual measurable outcomes	Assessment results not yet available	
Academic Goal 3	Harriet Tubman Charter School will exceed the percentage of students performing at levels 3 and 4 over all as compared to CSD #9 in ELA on an annual basis	NYCDOE data that lists the overall performance averages for HTCS and CSD 9	Assessment results not yet available	
Academic Goal 4	Harriet Tubman Charter School will exceed the percentage of students performing at levels 3 and 4 over all as compared to CSD #9 in Math on an annual basis	NYCDOE data that lists the overall performance averages for HTCS and CSD 9	Assessment results not yet available	
Academic Goal 5	The percentage of students scoring at levels 3 and 4 on the ELA examination will increase by 4% each year	The results of the NYSTP ELA assessment	Assessment results not yet available	
Academic Goal 6	The percentage of students scoring at levels 3 and 4 on the math examination will increase by 4% each year	The results of the NYSTP Math assessment	Assessment results not yet available	
Academic Goal 7	The percentage of students in grade 4 and 8 scoring at levels 3 and 4 on the NYS Science examination will increase by 4% points each year	The results of the NYSTP Science assessment	Assessment results not yet available	
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

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2b. ORGANIZATIONAL GOALS

2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 1	Student attendance will continue to be 90% at minimum, increasing to 93% over the life of the charter	Analysis of the ATS data	Achieved	
Org Goal 2	90% of the students in grades K-7 will re-enroll at the school each year	Analysis of the ATS data	Achieved	

Org Goal 3	The school will maintain a wait list equal to at least 50% of the schools enrollment over the life of the charter	Hand count of application forms	Achieved	
Org Goal 4	Teachers will express an overall satisfaction of "Satisfied" and above	NYC DOE Teacher and Parent Survey	Achieved	
Org Goal 5	Parents will express an overall satisfaction of "Satisfied" and above	NYC DOE Teacher and Parent Survey	Achieved	

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

No

2c. FINANCIAL GOALS

2014-15 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Harriet Tubman Charter School will meet its annual budget targets as set by the Board approved budget each year	Annual Board Approved Budget	Achieved	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/28/2015

Last updated: 07/31/2015

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Charter School Name:

B. Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	9753074
Line 2: Year End Per Pupil Count	638
Line 3: Divide Line 1 by Line 2	15287

2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	604390
Line 2: Management and General Cost (Column)	471642
Line 3: Sum of Line 1 and Line 2	1076032
Line 4: Year End Per Pupil Count	638
Line 5: Divide Line 3 by the Year End Per Pupil Count	1687

Thank you.



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

Harriet Tubman Charter School

July 31, 2015

Thomas Torre

[REDACTED]
CSD of Location

SED

xxx

Public

K-8

K-12

675

675

2015

516-457-8391

McGladrey

Junita Perez

jperez@mcgladrey.com

2015

Harriet Tubman Charter School2015

FILL IN GRAY CELLS

Harriet Tubman Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$591,917	\$1,137,789
Grants and contracts receivable	414,251	239,918
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	-	-
Contributions and other receivables	-	-
Other	<u>191,009</u>	<u>180,515</u>
TOTAL CURRENT ASSETS	\$1,197,177	\$1,558,222
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	1,480,045	1,469,693
Restricted Cash	<u>-</u>	<u>-</u>
OTHER ASSETS	\$1,480,045	\$1,469,693
TOTAL ASSETS	<u>\$2,677,222</u>	<u>\$3,027,915</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$927,575	\$2,070,642
Accrued payroll and benefits	330,000	-
Refundable Advances	382,994	347,635
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	<u>90,495</u>	<u>113,378</u>
TOTAL CURRENT LIABILITIES	\$1,731,064	\$2,531,655
LONG-TERM DEBT, net current maturities	\$-	\$-
TOTAL LIABILITIES	<u>\$1,731,064</u>	<u>\$2,531,655</u>
NET ASSETS		
Unrestricted	\$920,793	\$470,895
Temporarily restricted	<u>25,365</u>	<u>25,365</u>
TOTAL NET ASSETS	\$946,158	\$496,260
TOTAL LIABILITIES AND NET ASSETS	<u>\$2,651,857</u>	<u>\$3,002,550</u>
	<i>Check</i>	25,365
		25,365

FILL IN GRAY CELLS

Harriet Tubman Charter School

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$9,448,023	\$-	\$9,448,023	\$9,245,244
Federal - Title and IDEA	380,000	-	380,000	417,644
Federal - Other	-	-	-	-
State and City Grants	-	-	-	-
Contributions and private grants	-	-	-	20,674
After school revenue	-	-	-	-
Other	91,672	-	91,672	33,433
Food Service/Child Nutrition Program	<u>257,912</u>	<u>-</u>	<u>257,912</u>	<u>260,505</u>
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$10,177,607	\$-	\$10,177,607	\$9,977,500
EXPENSES				
Program Services				
Regular Education	\$7,111,166	\$-	\$7,111,166	\$6,943,111
Special Education	1,184,422	-	1,184,422	716,437
Other Programs	<u>381,454</u>	<u>-</u>	<u>381,454</u>	<u>1,006,009</u>
Total Program Services	\$8,677,042	\$-	\$8,677,042	\$8,665,557
Supporting Services				
Management and general	\$1,076,032	\$-	\$1,076,032	\$1,657,331
Fundraising	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING EXPENSES	\$9,753,074	\$-	\$9,753,074	\$10,322,888
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$424,533	\$-	\$424,533	\$(345,388)
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND OTHER REVENUE	\$-	\$-	\$-	\$-
CHANGE IN NET ASSETS	\$424,533	\$-	\$424,533	\$(345,388)
NET ASSETS BEGINNING OF YEAR	\$496,260	\$-	\$496,260	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS - END OF YEAR	\$920,793	\$-	\$920,793	\$(345,388)

	Reg Ed	SP Ed	Other	Total Classroom	Adm
Salaries	3,203,775	610,854	268,295	4,082,924	462,563
Fringe	982,314	187,295	82,262	1,251,871	141,827
Total Personnel	4,186,089	798,149	350,557	5,334,795	604,390
Contract	187,506	23,175		210,681	
Repair & Main	129,367	15,989		145,356	
Occupancy	1,394,958	172,410		1,567,368	
Travel	26,188	3,237		29,425	
Telecomm	38,030	7,251	3,185	48,466	5,491
Supplies	112,838	21,515	9,449	143,802	16,292
Classroom Supp	229,916	28,417		258,333	
Food	218,081	41,581	18,263	277,925	31,487
Other	231,350	28,594		259,944	
Proff.Fees				-	418,372
Total OTPS	2,568,234	342,169	30,897	2,941,300	471,642
Dep & Amort	356,843	44,104		400,947	
Total Expenses	7,111,166	1,184,422	381,454	8,677,042	1,076,032

**Total
Expense**

4,545,487 4,545,487
1,393,698 1,393,698

5,939,185 5,939,185

210,681 210,681
145,356 145,356
1,567,368 1,567,368
29,425 29,425
53,957 53,957
160,094 160,094
258,333 258,333
309,412 309,412
259,944 259,944
418,372 418,372

3,412,942 3,412,942

400,947 400,947

9,753,074 9,753,074

Harriet Tubman Charter School

Financial Report with Supplementary Information
(in accordance with *Government Auditing Standards* and
OMB Circular A-133)
June 30, 2015

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RSM US LLP

Independent Auditor's Report

To the Board of Trustees
Harriet Tubman Charter School
Bronx, New York

Report on the Financial Statements

We have audited the accompanying financial statements of Harriet Tubman Charter School (the School), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities, functional expenses, 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 audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

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 estimate 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying schedule of expenditures of federal awards for the year ended June 30, 2015, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, 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. 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 as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our reports dated October 30, 2015 and October 31, 2014 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of those reports 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. Those reports are an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

RSM US LLP

New York, New York
October 30, 2015

Harriet Tubman Charter School

**Statements of Financial Position
June 30, 2015 and 2014**

	2015	2014
Assets		
Cash	\$ 518,542	\$ 1,062,789
Cash - Restricted	75,000	75,000
Grants Receivable	269,708	239,918
Deferred Lease Premium, Net	340,000	425,000
Property and Equipment, Net	966,543	1,044,693
Other Assets	194,383	180,515
Total assets	\$ 2,364,176	\$ 3,027,915
Liabilities and Net Assets		
Liabilities		
Accounts payable and accrued expenses	\$ 124,439	\$ 58,920
Capital lease payable	14,634	22,883
Refundable advances	338,023	347,635
Due to management company	1,185,826	2,011,722
Deferred rent	90,240	90,495
Total liabilities	1,753,162	2,531,655
Commitments and Contingencies		
Net Assets		
Unrestricted:		
Undesignated	510,649	395,895
Board-designated	75,000	75,000
Temporarily restricted - scholarships	25,365	25,365
Total net assets	611,014	496,260
Total liabilities and net assets	\$ 2,364,176	\$ 3,027,915

See Notes to Financial Statements.

Harriet Tubman Charter School

**Statements of Activities
Years Ended June 30, 2015 and 2014**

	2015	2014
Unrestricted Net Assets		
Operating revenue:		
State and local per pupil operating revenue	\$ 9,491,854	\$ 9,245,244
Government grants and contracts	530,671	678,149
Total operating revenue	10,022,525	9,923,393
Operating expenses:		
Program services:		
Regular education	7,391,355	6,915,099
Special education	861,964	749,711
Other programs	698,974	1,002,665
Management and general	1,032,547	1,655,413
Total operating expenses	9,984,840	10,322,888
Net income (loss) from School operations	37,685	(399,495)
Contributions	36,311	20,674
Other income	44,378	35,033
Fund-raising	(3,620)	(1,600)
Change in unrestricted net assets	114,754	(345,388)
Net Assets		
Beginning	496,260	841,648
Ending	\$ 611,014	\$ 496,260

See Notes to Financial Statements.

Harriet Tubman Charter School

**Statement of Functional Expenses
Year Ended June 30, 2015**

	Program Services			Supporting Services			Total
	Regular Education	Special Education	Other Programs	Total Programs	Management and General	Fund-Raising	
Salaries and Wages	\$ 3,513,738	\$ 413,347	\$ 369,497	\$ 4,296,582	\$ 321,781	\$ -	\$ 4,618,363
Payroll Taxes and Employee Benefits	1,100,662	130,342	115,859	1,346,863	101,376	-	1,448,239
Equipment Maintenance and Repairs	111,728	13,231	11,761	136,720	10,290	-	147,010
Subscriptions	5,609	1,106	-	6,715	-	-	6,715
Contracted Services	132,970	15,746	13,997	162,713	12,247	-	174,960
Occupancy	1,051,055	124,467	110,637	1,286,159	96,808	-	1,382,967
Supplies	125,376	14,847	13,197	153,420	11,548	-	164,968
Instructional Materials	219,371	43,256	-	262,627	-	-	262,627
Telephone and Internet	42,822	5,071	4,508	52,401	3,944	-	56,345
Insurance	56,991	11,238	-	68,229	-	-	68,229
Food	328,747	-	-	328,747	-	-	328,747
Field Trips	23,482	-	-	23,482	-	-	23,482
Fund-Raising	-	-	-	-	-	3,620	3,620
Staff Development	3,466	684	-	4,150	-	-	4,150
Utilities	148,138	17,543	15,594	181,275	13,644	-	194,919
Management Fee	-	-	-	-	300,000	-	300,000
Travel	14,383	1,703	1,514	17,600	1,325	-	18,925
Professional Fees	-	-	-	-	121,261	-	121,261
Interest Expense	-	-	-	-	1,214	-	1,214
Other	109,920	21,672	-	131,592	-	-	131,592
Depreciation and Amortization	402,897	47,711	42,410	493,018	37,109	-	530,127
Totals	\$ 7,391,355	\$ 861,964	\$ 698,974	\$ 8,952,293	\$ 1,032,547	\$ 3,620	\$ 9,988,460

See Notes to Financial Statements.

Harriet Tubman Charter School

**Statement of Functional Expenses
Year Ended June 30, 2014**

	Program Services				Supporting Services		Total
	Regular Education	Special Education	Other Programs	Total Programs	Management and General	Fund-Raising	
Salaries and Wages	\$ 3,173,913	\$ 381,256	\$ 535,986	\$ 4,091,155	\$ 307,381	\$ -	\$ 4,398,536
Payroll Taxes and Employee Benefits	947,591	114,342	160,341	1,222,274	91,999	-	1,314,273
Equipment Maintenance and Repairs	87,112	10,511	14,740	112,363	8,457	-	120,820
Subscriptions	12,260	-	-	12,260	-	-	12,260
Contracted Services	73,192	8,832	12,385	94,409	7,106	-	101,515
Occupancy	938,694	113,268	158,836	1,210,798	91,136	-	1,301,934
Supplies	62,184	3,278	4,596	70,058	2,637	-	72,695
Instructional Materials	168,456	-	-	168,456	-	-	168,456
Telephone and Internet	47,662	5,751	8,065	61,478	4,627	-	66,105
Insurance	27,849	3,360	4,712	35,921	2,704	-	38,625
Food	292,642	-	-	292,642	-	-	292,642
Field Trips	16,593	-	-	16,593	-	-	16,593
Fund-Raising	-	-	-	-	-	1,600	1,600
Staff Development	20,556	1,600	-	22,156	-	-	22,156
Utilities	160,997	19,427	27,242	207,666	15,631	-	223,297
Management Fee	432,785	33,679	-	466,464	947,064	-	1,413,528
Travel	17,003	2,052	2,877	21,932	1,651	-	23,583
Professional Fees	-	-	-	-	131,548	-	131,548
Interest Expense	-	-	-	-	1,653	-	1,653
Other	30,602	3,484	4,354	38,440	2,498	-	40,938
Depreciation and Amortization	405,008	48,871	68,531	522,410	39,321	-	561,731
Totals	\$ 6,915,099	\$ 749,711	\$ 1,002,665	\$ 8,667,475	\$ 1,655,413	\$ 1,600	\$ 10,324,488

See Notes to Financial Statements.

Harriet Tubman Charter School

Statements of Cash Flows
Years Ended June 30, 2015 and 2014

	2015	2014
Cash Flows From Operating Activities		
Change in net assets	\$ 114,754	\$ (345,388)
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation and amortization	530,127	561,731
Amortization of deferred rent	(255)	(42,753)
Changes in operating assets and liabilities:		
Increase in grants receivable	(29,790)	(39,302)
(Increase) decrease in other assets	(13,868)	71,478
Increase in accounts payable and accrued expenses	65,519	42,785
Decrease in refundable advances	(9,612)	(13,192)
Decrease in due to management company	(825,896)	(3,286)
Net cash (used in) provided by operating activities	(169,021)	232,073
Cash Flows Used In Investing Activities		
Purchase of property and equipment	(366,977)	(273,999)
Cash Flows Used In Financing Activities		
Payments on capital lease	(8,249)	(8,543)
Net decrease in cash	(544,247)	(50,469)
Cash		
Beginning	1,062,789	1,113,258
Ending	<u>\$ 518,542</u>	<u>\$ 1,062,789</u>
Supplementary Disclosure of Cash Flow Information		
Cash paid for interest	<u>\$ 1,214</u>	<u>\$ 1,653</u>

Harriet Tubman Charter School

Notes to Financial Statements

Note 1. Principal Business Activity and Summary of Significant Accounting Policies

Organization and principal business activity: Harriet Tubman Charter School (the School) is an educational corporation that operates in the borough of The Bronx, New York. On January 13, 2000, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The School is now on its fourth charter renewal, which will expire on June 30, 2016.

The School is designed to help students develop the skills to become leaders who read, think, write and communicate at high levels. The School's mission is to prepare students for success throughout their college years and beyond.

In fiscal years 2015 and 2014, the School operated classes for students in kindergarten and grades one through eight. The School is split into two academies: K-4 Elementary Academy and 5-8 Junior Academy.

The New York City Department of Education provides transportation directly to a majority of the School's students.

Basis of accounting and financial statement presentation: The financial statements of the School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America. Accordingly, net assets are classified as unrestricted, temporarily restricted or permanently restricted based on the designation of donors. At June 30, 2015 and 2014, the School had no permanently restricted net assets.

Revenue recognition: Revenue from state and local governments resulting from the School's charter status is based on the number of students enrolled, and is recorded when services are performed in accordance with the charter agreement. Revenue from federal, state and local government grants and contracts are recognized by the School when qualifying expenditures are incurred and billable to the government. Cash received in excess of expenditures incurred or eligible per pupil fees is recognized as refundable advances.

The School reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor 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 statement of activities as net assets released from restrictions. The School reports amounts received with donor stipulations that limit the use of the assets for certain purposes as unrestricted net assets if the stipulated purpose restriction is accomplished in the same year in which the contribution is received. Contributions of assets other than cash are recorded at their estimated fair values.

The School recognizes contributed services as revenue and assets or expenses at fair value if those services (a) create or enhance nonfinancial assets, or (b) would typically need to be purchased by the School if they had not been provided by contribution, require specialized skills and are provided by individuals with those skills.

A number of volunteers have made a contribution of their time to the School to serve on boards of trustees. The value of this contributed time is not reflected in these financial statements inasmuch as such services either do not require specialized skills or would not typically be purchased had they not been provided by donation.

Cash: The School maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The School has not experienced any losses on these accounts.

Harriet Tubman Charter School

Notes to Financial Statements

Note 1. Principal Business Activity and Summary of Significant Accounting Policies (Continued)

Grants receivable: Grants receivable are reported at their outstanding unpaid principal balances reduced by an allowance for doubtful accounts. The School estimates doubtful accounts based on historical bad debts and factors related to specific donor's or funding source's ability to pay and current economic trends. The School writes off receivables against the allowance when a balance is determined to be uncollectible.

Property and equipment: Property and equipment is recorded at cost. Major additions and improvements or betterments with an estimated useful life of more than one year are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized on a straight-line basis over the estimated useful life of the improvement or the term of the lease, whichever is less.

Office equipment acquired under capital lease is recorded in property and equipment. The amount capitalized is the lower of the present value of the minimum lease payments or the fair value of the leased asset. Amortization of assets under capital leases is recorded on a straight-line basis over the term of the lease.

Durable curriculum materials in excess of \$10,000 which are recognized to have value beyond their year of purchase are amortized over a 3-year period.

Functional classification of expenses: Expenses are classified according to the functional categories for which they are incurred, as follows:

Program services: This represents expenses directly associated with general education and special education for certain students requiring additional attention and guidance.

Management and general: This represents expenses related to the overall administration and operation of the School that are not associated with any program services.

Fund-raising: This represents expenses associated with the School's fund-raising efforts including, but not limited to, annual mailings, donor meetings and events.

Rent expense: The School recognizes rent expense on a straight-line basis over the term of the lease. Expenses in excess of payments are recorded as deferred rent in the statements of financial position.

Use of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from these estimates.

Income taxes: The Internal Revenue Service has determined that the School is exempt from federal income taxes under Section 501(c)(3) of the Code and from state income taxes. Management evaluated the School's tax positions and concluded that the School had taken no uncertain tax positions that require adjustment or disclosure to these financial statements.

Reclassifications: For comparability, certain 2014 amounts have been reclassified, to conform with the financial statement presentation used in 2015. Such reclassifications had no effect on previously reported total net assets or changes in net assets.

Harriet Tubman Charter School

Notes to Financial Statements

Note 1. Principal Business Activity and Summary of Significant Accounting Policies (Continued)

Subsequent events: The School evaluates events occurring after the date of the financial statements to consider whether or not the impact of such events needs to be reflected and/or disclosed in the financial statements. Such evaluation is performed through the date the financial statements are available for issuance, which was October 30, 2015 for these financial statements.

Note 2. Property and Equipment, Net

Property and equipment, net, consists of the following at June 30:

	2015	2014	Useful Life
Leasehold improvements	\$ 1,569,414	\$ 1,347,433	Term of lease
Computer and equipment	870,772	733,566	3 - 5 years
Durable curriculum materials	136,205	136,205	3 years
Furniture and fixtures	252,088	244,298	7 years
Playground	97,000	97,000	8 years
	<u>2,925,479</u>	<u>2,558,502</u>	
Less accumulated depreciation and amortization	<u>(1,958,936)</u>	<u>(1,513,809)</u>	
	<u>\$ 966,543</u>	<u>\$ 1,044,693</u>	

Depreciation and amortization expense for the years ended June 30, 2015 and 2014, net of amortization of deferred lease premium, was \$445,127 and \$476,731, respectively.

Note 3. Management Agreement

The School had an oral management agreement with Edison Learning, Inc. (Edison) that expired on September 30, 2015. The agreement required Edison to manage the day-to-day operations of the School, including management of the School's financial resources. As compensation for its services and the financial risks it bears during FY 2015, Edison charged a \$25,000 monthly fee. In FY 2014, Edison had a written management agreement that expired on June 30, 2014 where they received a fee equal to 15% of all external public funds received by the School. Total management fees earned by Edison in fiscal years 2015 and 2014 amounted to \$300,000 and \$1,413,528, respectively.

As of June 30, 2015 and 2014, the School owed Edison \$1,185,826 and \$2,011,722, respectively, for unpaid cash advances and management fees. As of July 22, 2015, the \$1,185,826 owed to Edison has been fully paid.

Note 4. Contingencies

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

The School is involved in legal actions arising in the ordinary course of business. Management is of the opinion that the ultimate outcome of these matters will not have a material adverse impact on the accompanying financial statements. Accordingly, no provision for such contingencies has been made in the accompanying financial statements.

Harriet Tubman Charter School

Notes to Financial Statements

Note 5. Commitments

On August 20, 2004, the School entered into a long-term lease agreement for its facilities expiring on December 31, 2024. In July 2012, the School entered into a new lease agreement for a second building expiring in June 2016. Future minimum lease payments under these leases are as follows:

Year Ending June 30,

2016	\$	705,388
2017		327,030
2018		342,600
2019		342,600
2020		171,300
	\$	<u>1,888,918</u>

Rent expense charged to operations amounted to \$693,658 and \$675,856 for the years ended June 30, 2015 and 2014, respectively. Deferred rent of \$90,240 and \$90,495 represents the obligation for the accumulated rent expense recorded by the School from the inception of the lease in excess of the required lease payments through June 30, 2015 and 2014, respectively.

The School entered into a professional services agreement with a new management company on June 1, 2015 to provide certain services, including financial and school business operations consulting services, which expires on June 30, 2016 for a total of \$180,000.

The School entered into a surrender agreement with the landlord and the previous tenant on June 30, 2004. Under the terms of the agreement, cash payments and a promissory note totaling \$1,275,000 were provided to the landlord and the previous tenant in exchange for the release from a previous commitment from a prior lease agreement. This amount is shown as a deferred lease premium in the financial statements and is being amortized over 15 years. At June 30, 2015 and 2014, the balance of the deferred lease premium is \$340,000 and \$425,000, net of total accumulated amortization of \$935,000 and \$850,000, respectively.

The School leases copier equipment under a capital lease agreement expiring in November 2016. The lease is payable in aggregate monthly installments of \$850, including imputed interest at 6% per annum. At June 30, 2015, the future minimum lease payments under the capital lease together are as follows:

Year Ending June 30,

2016	\$	11,016
2017		4,248
Total minimum lease payments		<u>15,264</u>
Less amount representing interest		<u>(630)</u>
Capital lease payable	\$	<u>14,634</u>

Harriet Tubman Charter School

Notes to Financial Statements

Note 6. Employee Benefit Plan

The School is a participating employer in the Teachers' Retirement System of the City of New York (the Plan), a cost-sharing multiple-employer public employee retirement system that provides pension benefits for all the teachers and administrative personnel employed by the Department of Education and certain employees of Charter Schools and the City University of New York. As a participating employer of the Plan, the School is not permitted to withdraw from the Plan.

Employer contributions to the Plan are determined by the Plan's Chief Actuary of the Office of the Actuary in accordance with State statutes and City laws, and include amounts to reduce the Plan's underfunding. During the years ended June 30, 2015 and 2014, the School contributed \$337,864 and \$346,082, respectively, to the Plan.

The audited financial statements of the Plan, as of and for the year ended June 30, 2014, reported total assets, at fair value of \$72,117,653,000. The funded status of the Plan as of June 30, 2012, the most recent actuarial valuation date, is as follows:

	Amounts in Thousands
Actuarial value of assets	\$ 33,871,180
Actuarial accrued liability	58,783,399
Unfunded actuarial accrued liability	\$ (24,912,219)
Funded status	<u>57.6%</u>

**Independent Auditor's Report on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Board of Trustees
Harriet Tubman Charter School
Bronx, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harriet Tubman Charter School (the School), which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report dated October 30, 2015 .

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 preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2015-01 that we consider to be a material weakness.

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*.

The School's Response to Findings

The School's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 result of that testing, and not to provide an opinion on the effectiveness of the entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

RSM US LLP

New York, New York
October 30, 2015



RSM US LLP

Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance

To the Board of Trustees
Harriet Tubman Charter School
Bronx, New York

Report on Compliance for Each Major Federal Program

We have audited Harriet Tubman Charter School's (the 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 its major federal program for the year ended June 30, 2015. 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 the School's major program 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 the major federal program. However, our audit does not provide a legal determination on the School's compliance.

Opinion on the Major Federal Program

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended June 30, 2015.

Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the type 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 the 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 over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance 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 result of that testing based on the requirement of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

RSM US LLP

New York, New York
October 30, 2015

Harriet Tubman Charter School

**Schedule of Expenditures of Federal Awards
Year Ended June 30, 2015**

Federal Grantor/Pass-Through Agency/Program Title	CFDA No.	Federal Expenditures
U.S. Department of Education Passed Through the New York State Education Department		
Grants to Local Educational Agencies (Title I, Part A)	84.010	\$ 223,423
Special Education - Grants to States (IDEA Part B)	84.027	<u>66,062</u>
Total		<u>289,485</u>
U.S. Department of Agriculture Passed Through the New York State Education Department		
Child Nutrition Cluster:		
National School Lunch Program (NSLP)	10.555	179,122
School Breakfast Program (SBP)	10.553	<u>39,338</u>
Total Child Nutrition Cluster		<u>218,460</u>
Total expenditures of federal awards		<u>\$ 507,945</u>

Harriet Tubman Charter School

**Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2015**

Note 1. Basis of Presentation

The schedule of expenditures of federal awards includes the federal grant activity of the School under programs of the federal government for the year ended June 30, 2015 and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Harriet Tubman Charter School

**Schedule of Findings and Questioned Costs
Year Ended June 30, 2015**

I. Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported

Noncompliance material to financial statements noted?

yes no

Federal Awards

Internal control over major program(s):

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported

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

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?

yes no

Identification of Major Program(s)

CFDA Number

10.553
10.555

Name of Program Name or Cluster

Child Nutrition Cluster:
National School Lunch Program
School Breakfast Program

Dollar threshold used to distinguish between type A and type B programs:

\$300,000

Auditee qualified as low-risk auditee?

yes no

(Continued)

Harriet Tubman Charter School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2015

II. Findings Relating to the Financial Statement Audit As Required to Be Reported in Accordance with *Government Auditing Standards*

A. Internal Control

2015 – 01 Maintenance of the Title I Grant Program

Criteria:

Revenue should be recorded when earned.

Condition:

Title I grant revenue and receivable was misstated by approximately \$153,000 which was not earned yet and was initially recognized by the School during fiscal 2015. In addition, the *Schedule of Expenditures of Federal Awards* initially included approximately \$153,000 of expenditures that related to fiscal 2016.

Context:

During the audit, documentation was requested to support revenue and receivables relating to the Title I program. Upon receipt of the documentation, it was determined that approximately \$153,000 should not have been charged to the Title I program during fiscal 2015. The actual expenditures were incurred in July 2015 which relates to the subsequent 2016 fiscal year.

Effect:

Title I grant revenue and receivables were overstated by approximately \$153,000. In addition, expenditures reported in the *Schedule of Expenditures of Federal Awards* were overstated by \$153,000. These errors were corrected in the financial statements.

Cause:

The School did not provide adequate oversight and review for the recognition of revenue and receivable in relation to the Title I program. In addition, the reconciliation of the Title I grant revenue, receivable and related expenditures was not performed accurately at year end.

Recommendation:

We recommend that grant revenue and receivable be analyzed periodically throughout the course of the year to ensure that accounting errors are timely detected and corrected. In addition, amounts included in the *Schedule of Expenditures of Federal Awards* should be reviewed so that only allowable expenditures are charged to the program. This will provide more oversight to the recording of revenue and expense throughout the year.

Views of Responsible Officials and Planned Corrective Actions:

The Harriet Tubman Charter School will ensure that no funds will be recorded prior to the submission of a viable claim. The new school financial management team will prepare and review the claims and only then will the claims be recorded on the ledger.

B. Compliance Findings

None reported

Harriet Tubman Charter School

**Schedule of Findings and Questioned Costs
Year Ended June 30, 2015**

III. Findings and Questioned Costs for Federal Awards

A. Internal Control

None reported

B. Compliance Findings

None reported



**GENERAL INSTRUCTIONS FOR
ANNUAL BUDGET/QUARTERLY REPORT**

TEMPLATE TABS

1- GRAY tab contains the Instructions

Instructions	Provides description of tabs and input requirements.
------------------------------	------------------------------------------------------

2- BLUE tabs require input of information

1.) Name of School	Enter school name, contact information and academic year for the yearly budget and quarterly reports.
2.) Enrollment	Enter enrollment information on this tab. Use for inputting BOTH Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Enrollment by Grade >Enrollment by District
3.) Staffing Plan	Enter staffing plan information on this tab. Use for inputting BOTH Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Full Time Equivalent (FTE), by Position Category, By Quarter >Average Wage, by Position Category, By Quarter
4.) Yearly Budget	Enter data in light blue cells. >Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Avg FTE and Personnel Costs for current year are populated based upon input on tab "3.) Staffing Plan." >"Pior Year" column may be completed based upon preliminary data, and adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted. >Budget Revisions, as necessary and approved by the school's Board of Directors, should be submitted when submitting Quarterly Actuals.
5.) Balance Sheet	Enter data in light blue cells. >"Pior Year" column may be completed based upon preliminary data, and adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.
6.) Quarterly Report	Enter data in light blue cells. >Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Avg FTE and Personnel Costs for current year are populated based upon input on tab "3.) Staffing Plan."
7.) Annual Report Requirement	Complete when submitting Actual Quarter 4.

CELL COLORS & GUIDANCE COMMENTS

 = Enter information into the light BLUE shaded cells.

 = Cells labeled in ORANGE containe guidance regarding the input of information.

 = Cells containing RED triangles in the upper right corner contain "guidance comments" on that particular line item. Please "mouse-over" the triangle to reveal each comment.

Charter Funding Alphabetical By NYS School District
*** (Sum of Charter School Basic Tuition and Supplemental Basic Tuition)**

District Code	School District Name	Final 2014-15 Basic Tuition*	Final 2015-16 Basic Tuition*
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Charter Schools Institute
The State University of New York

ANNUAL BUDGET & QUARTERLY REPORT TEMPLATE

Enter School Name Here

Contact Name: Harriet Tubman Charter School
Contact Title: Director of Operations
Contact Email: [REDACTED]
Contact Phone: [REDACTED]

Current Academic Year: 2015-16

Prior Academic Year: #NAME?

ENROLLMENT BY GRADES									
GRADES	K	1	2	3	4	5	6	7	
INITIAL BUDGETED ENROLLMENT	75	75	75	75	75	75	75	75	75
TOTAL ENROLLMENT = 675									

ENROLLMENT BY DISTRICT

	PRIOR YEAR ACTUAL	ANNUAL BUDGET TOTAL DISTRICTS/ENROLLMENT BY QUARTER						
		QUARTER 1		QUARTER 2		QUARTER 3		QUAR
		Original	Revised	Original	Revised	Original	Revised	Original
NUMBER OF SCHOOL DISTRICTS ENROLLED:	0	0	0	0	0	0	0	0
NUMBER OF STUDENTS ENROLLED:	0	0	0	0	0	0	0	0

NOTE:
 IF there are NO Annual Budget revisions leave "Revised Budgeted Enrollment" Column(s) COME BLANK.
 IF "Revised Budgeted Enrollment" column is utilized, all cells in the entire column should be com

	PRIOR YEAR #NAME? Actual Enrollment	ANNUAL BUDGET ENROLLMENT BY QUARTER						
		QUARTER 1		QUARTER 2		QUARTER 3		QUAR
		Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment

PRIMARY/OTHER	DISTRICT NAME(S)
1 PRIMARY District	(Select from drop-down list)
2 SECONDARY District	(Select from drop-down list)
Other District 3	(Select from drop-down list)
Other District 4	(Select from drop-down list)
Other District 5	(Select from drop-down list)
Other District 6	(Select from drop-down list)
Other District 7	(Select from drop-down list)
Other District 8	(Select from drop-down list)
Other District 9	(Select from drop-down list)
Other District 10	(Select from drop-down list)
Other District 11	(Select from drop-down list)
Other District 12	(Select from drop-down list)
Other District 13	(Select from drop-down list)
Other District 14	(Select from drop-down list)
Other District 15	(Select from drop-down list)
Other District 16	(Select from drop-down list)
Other District 17	(Select from drop-down list)
Other District 18	(Select from drop-down list)
Other District 19	(Select from drop-down list)
Other District 20	(Select from drop-down list)
Other District 21	(Select from drop-down list)
Other District 22	(Select from drop-down list)
Other District 23	(Select from drop-down list)
Other District 24	(Select from drop-down list)
Other District 25	(Select from drop-down list)
Other District 26	(Select from drop-down list)
Other District 27	(Select from drop-down list)
Other District 28	(Select from drop-down list)
Other District 29	(Select from drop-down list)
Other District 30	(Select from drop-down list)
Other District 31	(Select from drop-down list)
Other District 32	(Select from drop-down list)
Other District 33	(Select from drop-down list)
Other District 34	(Select from drop-down list)
Other District 35	(Select from drop-down list)
Other District 36	(Select from drop-down list)
Other District 37	(Select from drop-down list)
Other District 38	(Select from drop-down list)
Other District 39	(Select from drop-down list)
Other District 40	(Select from drop-down list)
Other District 41	(Select from drop-down list)
Other District 42	(Select from drop-down list)
Other District 43	(Select from drop-down list)
Other District 44	(Select from drop-down list)
Other District 45	(Select from drop-down list)
Other District 46	(Select from drop-down list)
Other District 47	(Select from drop-down list)
Other District 48	(Select from drop-down list)
Other District 49	(Select from drop-down list)
Other District 50	(Select from drop-down list)

8	9	10	11	12
75				

ACTUAL QUARTERLY TOTAL DISTRICTS/ENROLLMENT				
QUARTER 4	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
<i>Revised</i>	Actual	Actual	Actual	Actual
0	0	0	0	0
0	0	0	0	0
COMPLETELY pleted.				
ACTUAL ENROLLMENT BY QUARTER				
QUARTER 4	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
<i>Revised Budgeted Enrollment</i>	Actual Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment

STAFFING PLAN - FULL TIME EQUIVALENT

***NOTE:** If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED' Column(s) COMPLETE IF the Revised Budget column IS utilized, the ENTIRE column should be completed for both the FTE and WAGES sections.

ADMINISTRATIVE PERSONNEL FTE		PRIOR YEAR	ANNUAL BUDGETED FTE						
*NOTE: Enter the number of FTE positions in the "blue" cells.		2014-15	Q1		Q2		Q3		Q
	ACTUAL		Original	Revised	Original	Revised	Original	Revised	Original
Executive Management	1.0		1.0		1.0		1.0		1.0
Instructional Management	2.0		2.0		2.0		2.0		2.0
Deans, Directors & Coordinators									
CFO / Director of Finance									
Operation / Business Manager	1.0		1.0		1.0		1.0		1.0
Administrative Staff	3.0		3.0		3.0		3.0		3.0
TOTAL ADMINISTRATIVE STAFF	7.0		7.0	0.0	7.0	0.0	7.0	0.0	7.0
INSTRUCTIONAL PERSONNEL FTE		PRIOR YEAR	ANNUAL BUDGETED FTE						
*NOTE: Enter the number of FTE positions in the "blue" cells.		2014-15	Q1		Q2		Q3		Q
	ACTUAL		Original	Revised	Original	Revised	Original	Revised	Original
Teachers - Regular	36.8		36.8		36.8		36.8		36.8
Teachers - SPED	7.0		7.0		7.0		7.0		7.0
Substitute Teachers	2.0		2.0		2.0		2.0		2.0
Teaching Assistants	15.0		15.0		15.0		15.0		15.0
Specialty Teachers									
Aides	6.0		6.0		6.0		6.0		6.0
Therapists & Counselors	2.0		2.0		2.0		2.0		2.0
Other									
TOTAL INSTRUCTIONAL	68.8		68.8	0.0	68.8	0.0	68.8	0.0	68.8
NON-INSTRUCTIONAL PERSONNEL FTE		PRIOR YEAR	ANNUAL BUDGETED FTE						
*NOTE: Enter the number of FTE positions in the "blue" cells.		2014-15	Q1		Q2		Q3		Q
	ACTUAL		Original	Revised	Original	Revised	Original	Revised	Original
Nurse	1.0		1.0		1.0		1.0		1.0
Librarian									
Custodian	2.0		2.0		2.0		2.0		2.0
Security									
Other	8.0		8.0		8.0		8.0		8.0
TOTAL NON-INSTRUCTIONAL	11.0		11.0	0.0	11.0	0.0	11.0	0.0	11.0
TOTAL PERSONNEL SERVICE FTE	86.8		86.8	0.0	86.8	0.0	86.8	0.0	86.8

Please enter school name on tab - "1) Name of School"

STAFFING PLAN - WAGES

ADMINISTRATIVE PERSONNEL WAGES		PRIOR YEAR		ANNUAL BUDGETED WAGES							
<i>*NOTE: Enter the average salary for each category in the "blue" cells.</i>		2014-15		Q1		Q2		Q3		Q	
	ACTUAL			Original	Revised	Original	Revised	Original	Revised	Original	
Executive Management	184063	46016		46016		46016		46016		46016	
Instructional Management	226500	56625		56625		56625		56625		56625	
Deans, Directors & Coordinators											
CFO / Director of Finance											
Operation / Business Manager	117400	29350		29350		29350		29350		29350	
Administrative Staff	160704	40176		40176		40176		40176		40176	
INSTRUCTIONAL PERSONNEL WAGES		PRIOR YEAR		ANNUAL BUDGETED WAGES							
<i>*NOTE: Enter the average salary for each category in the "blue" cells.</i>		2014-15		Q1		Q2		Q3		Q	
	ACTUAL			Original	Revised	Original	Revised	Original	Revised	Original	
Teachers - Regular	3073449	768362		768362		768362		768362		768362	
Teachers - SPED	424010	106003		106003		106003		106003		106003	
Substitute Teachers	94992	23748		23748		23748		23748		23748	
Teaching Assistants	296281	74070		74070		74070		74070		74070	
Specialty Teachers		0		0		0		0		0	
Aides	156845	39211		39211		39211		39211		39211	
Therapists & Counselors											
Other											
NON-INSTRUCTIONAL PERSONNEL WAGES		PRIOR YEAR		ANNUAL BUDGETED WAGES							
<i>*NOTE: Enter the average salary for each category in the "blue" cells.</i>		2014-15		Q1		Q2		Q3		Q	
	ACTUAL			Original	Revised	Original	Revised	Original	Revised	Original	
Nurse											
Librarian											
Custodian	48977	12244		12244		12244		12244		12244	
Security											
Other	222905	55726		55726		55726		55726		55726	

ADMINISTRATIVE PERSONNEL WAGES		ACTUAL QUARTERLY WAGES				Description of Assumptions
*NOTE: Enter the average salary for each category in the "blue" cells.	4	Q1	Q2	Q3	Q4	
	Revised	Actual	Actual	Actual	Actual	
Executive Management						
Instructional Management						
Deans, Directors & Coordinators						
CFO / Director of Finance						
Operation / Business Manager						
Administrative Staff						
INSTRUCTIONAL PERSONNEL WAGES		ACTUAL QUARTERLY WAGES				Description of Assumptions
*NOTE: Enter the average salary for each category in the "blue" cells.	4	Q1	Q2	Q3	Q4	
	Revised	Actual	Actual	Actual	Actual	
Teachers - Regular						
Teachers - SPED						
Substitute Teachers						
Teaching Assistants						
Specialty Teachers						
Aides						
Therapists & Counselors						
Other						
NON-INSTRUCTIONAL PERSONNEL WAGES		ACTUAL QUARTERLY WAGES				Description of Assumptions
*NOTE: Enter the average salary for each category in the "blue" cells.	4	Q1	Q2	Q3	Q4	
	Revised	Actual	Actual	Actual	Actual	
Nurse						
Librarian						
Custodian						
Security						
Other						

Please enter school name on tab - "1) Name of School"

**Budget / Operating Plan
2015-16**

		10,177,607	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Total Revenue		10,177,607	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses		9,753,074	7,872,343	#N/A	#N/A	7,812,342	#N/A	#N/A	7,812,342
Net Income		424,533	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment		-	-	-	-	-	-	-	-
		Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q
		#NAME?	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget
EXPENSES									
ADMINISTRATIVE STAFF PERSONNEL COSTS		Avg. No. of Positions							
Executive Management	1.00	184063	11,504	-	#N/A	11,504	-	#N/A	11,504
Instructional Management	2.00	226500	28,313	-	#N/A	28,313	-	#N/A	28,313
Deans, Directors & Coordinators	-		-	-	#N/A	-	-	#N/A	-
CFO / Director of Finance	-		-	-	#N/A	-	-	#N/A	-
Operation / Business Manager	1.00	117400	7,338	-	#N/A	7,338	-	#N/A	7,338
Administrative Staff	3.00	160704	30,132	-	#N/A	30,132	-	#N/A	30,132
TOTAL ADMINISTRATIVE STAFF	7.00	688,667	77,286	-	#N/A	77,286	-	#N/A	77,286
INSTRUCTIONAL PERSONNEL COSTS									
Teachers - Regular	36.80	3073449	7,068,930	-	#N/A	7,068,930	-	#N/A	7,068,930
Teachers - SPED	7.00	424010	185,505	-	#N/A	185,505	-	#N/A	185,505
Substitute Teachers	2.00	94992	11,874	-	#N/A	11,874	-	#N/A	11,874
Teaching Assistants	15.00	296281	277,763	-	#N/A	277,763	-	#N/A	277,763
Specialty Teachers	-		-	-	#N/A	-	-	#N/A	-
Aides	6.00	156845	58,817	-	#N/A	58,817	-	#N/A	58,817
Therapists & Counselors	2.00		-	-	#N/A	-	-	#N/A	-
Other	-		-	-	#N/A	-	-	#N/A	-
TOTAL INSTRUCTIONAL	68.80	4,045,577	7,602,889	-	#N/A	7,602,889	-	#N/A	7,602,889
NON-INSTRUCTIONAL PERSONNEL COSTS									
Nurse	1.00		-	-	#N/A	-	-	#N/A	-
Librarian	-		-	-	#N/A	-	-	#N/A	-
Custodian	2.00	48977	6,122	-	#N/A	6,122	-	#N/A	6,122
Security	-		-	-	#N/A	-	-	#N/A	-
Other	8.00	222905	111,452	-	#N/A	111,452	-	#N/A	111,452
TOTAL NON-INSTRUCTIONAL	11.00	271,882	117,574	-	#N/A	117,574	-	#N/A	117,574
SUBTOTAL PERSONNEL SERVICE COSTS	86.80	5,006,126	7,797,749	-	#N/A	7,797,749	-	#N/A	7,797,749
PAYROLL TAXES AND BENEFITS									
Payroll Taxes		339,800	-	-	#N/A	-	-	#N/A	-
Fringe / Employee Benefits		780,786	-	-	#N/A	-	-	#N/A	-
Retirement / Pension		273,111	-	-	#N/A	-	-	#N/A	-
TOTAL PAYROLL TAXES AND BENEFITS		1,393,697	-	-	#N/A	-	-	#N/A	-
TOTAL PERSONNEL SERVICE COSTS	86.80	6,399,823	7,797,749	-	#N/A	7,797,749	-	#N/A	7,797,749
CONTRACTED SERVICES									
Accounting / Audit		118,373	74,594	-	#N/A	14,593	-	#N/A	14,593
Legal		-	-	-	#N/A	-	-	#N/A	-
Management Company Fee		-	-	-	#N/A	-	-	#N/A	-
Nurse Services		-	-	-	#N/A	-	-	#N/A	-
Food Service / School Lunch		-	-	-	#N/A	-	-	#N/A	-
Payroll Services		-	-	-	#N/A	-	-	#N/A	-
Special Ed Services		-	-	-	#N/A	-	-	#N/A	-
Titlement Services (i.e. Title I)		-	-	-	#N/A	-	-	#N/A	-
Other Purchased / Professional / Consulting		-	-	-	#N/A	-	-	#N/A	-
TOTAL CONTRACTED SERVICES		118,373	74,594	-	#N/A	14,593	-	#N/A	14,593

Total Revenue		#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses		#N/A	#N/A	7,812,342	#N/A	#N/A
Net Income		#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment		-	-	-	-	-
		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
		Revised Budget	Variance	Original Budget	Revised Budget	Variance
EXPENSES						
ADMINISTRATIVE STAFF PERSONNEL COSTS	Avg. No. of Positions					
Executive Management	1.00	-	#N/A	11,504	-	#N/A
Instructional Management	2.00	-	#N/A	28,313	-	#N/A
Deans, Directors & Coordinators	-	-	#N/A	-	-	#N/A
CFO / Director of Finance	-	-	#N/A	-	-	#N/A
Operation / Business Manager	1.00	-	#N/A	7,338	-	#N/A
Administrative Staff	3.00	-	#N/A	30,132	-	#N/A
TOTAL ADMINISTRATIVE STAFF	7.00	-	#N/A	77,286	-	#N/A
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	36.80	-	#N/A	7,068,930	-	#N/A
Teachers - SPED	7.00	-	#N/A	185,505	-	#N/A
Substitute Teachers	2.00	-	#N/A	11,874	-	#N/A
Teaching Assistants	15.00	-	#N/A	277,763	-	#N/A
Specialty Teachers	-	-	#N/A	-	-	#N/A
Aides	6.00	-	#N/A	58,817	-	#N/A
Therapists & Counselors	2.00	-	#N/A	-	-	#N/A
Other	-	-	#N/A	-	-	#N/A
TOTAL INSTRUCTIONAL	68.80	-	#N/A	7,602,889	-	#N/A
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	1.00	-	#N/A	-	-	#N/A
Librarian	-	-	#N/A	-	-	#N/A
Custodian	2.00	-	#N/A	6,122	-	#N/A
Security	-	-	#N/A	-	-	#N/A
Other	8.00	-	#N/A	111,452	-	#N/A
TOTAL NON-INSTRUCTIONAL	11.00	-	#N/A	117,574	-	#N/A
SUBTOTAL PERSONNEL SERVICE COSTS	86.80	-	#N/A	7,797,749	-	#N/A
PAYROLL TAXES AND BENEFITS						
Payroll Taxes		-	#N/A	-	-	#N/A
Fringe / Employee Benefits		-	#N/A	-	-	#N/A
Retirement / Pension		-	#N/A	-	-	#N/A
TOTAL PAYROLL TAXES AND BENEFITS		-	#N/A	-	-	#N/A
TOTAL PERSONNEL SERVICE COSTS	86.80	-	#N/A	7,797,749	-	#N/A
CONTRACTED SERVICES						
Accounting / Audit		-	#N/A	14,593	-	#N/A
Legal		-	#N/A	-	-	#N/A
Management Company Fee		-	#N/A	-	-	#N/A
Nurse Services		-	#N/A	-	-	#N/A
Food Service / School Lunch		-	#N/A	-	-	#N/A
Payroll Services		-	#N/A	-	-	#N/A
Special Ed Services		-	#N/A	-	-	#N/A
Titlement Services (i.e. Title I)		-	#N/A	-	-	#N/A
Other Purchased / Professional / Consulting		-	#N/A	-	-	#N/A
TOTAL CONTRACTED SERVICES		-	#N/A	14,593	-	#N/A

Total Revenue	#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses	#N/A	#N/A	7,812,342	#N/A	#N/A
Net Income	#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment	-	-	-	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
SCHOOL OPERATIONS					
Board Expenses	-	#N/A	-	-	#N/A
Classroom / Teaching Supplies & Materials	-	#N/A	-	-	#N/A
Special Ed Supplies & Materials	-	#N/A	-	-	#N/A
Textbooks / Workbooks	-	#N/A	-	-	#N/A
Supplies & Materials other	-	#N/A	-	-	#N/A
Equipment / Furniture	-	#N/A	-	-	#N/A
Telephone	-	#N/A	-	-	#N/A
Technology	-	#N/A	-	-	#N/A
Student Testing & Assessment	-	#N/A	-	-	#N/A
Field Trips	-	#N/A	-	-	#N/A
Transportation (student)	-	#N/A	-	-	#N/A
Student Services - other	-	#N/A	-	-	#N/A
Office Expense	-	#N/A	-	-	#N/A
Staff Development	-	#N/A	-	-	#N/A
Staff Recruitment	-	#N/A	-	-	#N/A
Student Recruitment / Marketing	-	#N/A	-	-	#N/A
School Meals / Lunch	-	#N/A	-	-	#N/A
Travel (Staff)	-	#N/A	-	-	#N/A
Fundraising	-	#N/A	-	-	#N/A
Other	-	#N/A	-	-	#N/A
TOTAL SCHOOL OPERATIONS	-	#N/A	-	-	#N/A
FACILITY OPERATION & MAINTENANCE					
Insurance	-	#N/A	-	-	#N/A
Janitorial	-	#N/A	-	-	#N/A
Building and Land Rent / Lease / Facility Finance Interest	-	#N/A	-	-	#N/A
Repairs & Maintenance	-	#N/A	-	-	#N/A
Equipment / Furniture	-	#N/A	-	-	#N/A
Security	-	#N/A	-	-	#N/A
Utilities	-	#N/A	-	-	#N/A
TOTAL FACILITY OPERATION & MAINTENANCE	-	#N/A	-	-	#N/A
DEPRECIATION & AMORTIZATION	-	#N/A	-	-	#N/A
RESERVES / CONTINGENCY	-	#N/A	-	-	#N/A
TOTAL EXPENSES	-	#N/A	7,812,342	-	#N/A
NET INCOME	#N/A	#N/A	#N/A	#N/A	#N/A

Total Revenue	#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses	#N/A	#N/A	7,812,342	#N/A	#N/A
Net Income	#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment	-	-	-	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
ENROLLMENT - *School Districts Are Linked To Above Entries*					
Number of Districts:	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-
TOTAL ENROLLMENT	-	-	-	-	-
REVENUE PER PUPIL	-	#N/A	-	-	#N/A
EXPENSES PER PUPIL	-	#N/A	-	-	#N/A

**Budget / Operatin
2015-16**

		#N/A	#N/A	#N/A	#N/A	#N/A
Total Revenue		#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses		31,309,368	#N/A	#N/A	(21,556,294)	#N/A
Net Income		#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment						
		Total Year			VARIANCE	
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
EXPENSES						
ADMINISTRATIVE STAFF PERSONNEL COSTS		Avg. No. of Positions				
Executive Management	1.00	46,016	#N/A	#N/A	138,047	#N/A
Instructional Management	2.00	113,250	#N/A	#N/A	113,250	#N/A
Deans, Directors & Coordinators	-	-	#N/A	#N/A	-	#N/A
CFO / Director of Finance	-	-	#N/A	#N/A	-	#N/A
Operation / Business Manager	1.00	29,350	#N/A	#N/A	88,050	#N/A
Administrative Staff	3.00	120,528	#N/A	#N/A	40,176	#N/A
TOTAL ADMINISTRATIVE STAFF	7.00	309,144	#N/A	#N/A	379,523	#N/A
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	36.80	28,275,722	#N/A	#N/A	(25,202,273)	#N/A
Teachers - SPED	7.00	742,021	#N/A	#N/A	(318,011)	#N/A
Substitute Teachers	2.00	47,496	#N/A	#N/A	47,496	#N/A
Teaching Assistants	15.00	1,111,050	#N/A	#N/A	(814,769)	#N/A
Specialty Teachers	-	-	#N/A	#N/A	-	#N/A
Aides	6.00	235,266	#N/A	#N/A	(78,421)	#N/A
Therapists & Counselors	2.00	-	#N/A	#N/A	-	#N/A
Other	-	-	#N/A	#N/A	-	#N/A
TOTAL INSTRUCTIONAL	68.80	30,411,555	#N/A	#N/A	(26,365,978)	#N/A
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	1.00	-	#N/A	#N/A	-	#N/A
Librarian	-	-	#N/A	#N/A	-	#N/A
Custodian	2.00	24,488	#N/A	#N/A	24,489	#N/A
Security	-	-	#N/A	#N/A	-	#N/A
Other	8.00	445,808	#N/A	#N/A	(222,903)	#N/A
TOTAL NON-INSTRUCTIONAL	11.00	470,296	#N/A	#N/A	(198,414)	#N/A
SUBTOTAL PERSONNEL SERVICE COSTS	86.80	31,190,995	#N/A	#N/A	(26,184,869)	#N/A
PAYROLL TAXES AND BENEFITS						
Payroll Taxes		-	#N/A	#N/A	339,800	#N/A
Fringe / Employee Benefits		-	#N/A	#N/A	780,786	#N/A
Retirement / Pension		-	#N/A	#N/A	273,111	#N/A
TOTAL PAYROLL TAXES AND BENEFITS		-	#N/A	#N/A	1,393,697	#N/A
TOTAL PERSONNEL SERVICE COSTS	86.80	31,190,995	#N/A	#N/A	(24,791,172)	#N/A
CONTRACTED SERVICES						
Accounting / Audit		118,373	#N/A	#N/A	-	#N/A
Legal		-	#N/A	#N/A	-	#N/A
Management Company Fee		-	#N/A	#N/A	-	#N/A
Nurse Services		-	#N/A	#N/A	-	#N/A
Food Service / School Lunch		-	#N/A	#N/A	-	#N/A
Payroll Services		-	#N/A	#N/A	-	#N/A
Special Ed Services		-	#N/A	#N/A	-	#N/A
Titlment Services (i.e. Title I)		-	#N/A	#N/A	-	#N/A
Other Purchased / Professional / Consulting		-	#N/A	#N/A	-	#N/A
TOTAL CONTRACTED SERVICES		118,373	#N/A	#N/A	-	#N/A

**Budget / Operatin
2015-16**

	Budget / Operatin 2015-16				
	#N/A	#N/A	#N/A	#N/A	#N/A
Total Revenue	#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses	31,309,368	#N/A	#N/A	(21,556,294)	#N/A
Net Income	#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment					
	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
SCHOOL OPERATIONS					
Board Expenses	-	#N/A	#N/A	50,266	#N/A
Classroom / Teaching Supplies & Materials	-	#N/A	#N/A	140,516	#N/A
Special Ed Supplies & Materials	-	#N/A	#N/A	-	#N/A
Textbooks / Workbooks	-	#N/A	#N/A	117,817	#N/A
Supplies & Materials other	-	#N/A	#N/A	-	#N/A
Equipment / Furniture	-	#N/A	#N/A	-	#N/A
Telephone	-	#N/A	#N/A	53,957	#N/A
Technology	-	#N/A	#N/A	-	#N/A
Student Testing & Assessment	-	#N/A	#N/A	-	#N/A
Field Trips	-	#N/A	#N/A	-	#N/A
Transportation (student)	-	#N/A	#N/A	-	#N/A
Student Services - other	-	#N/A	#N/A	-	#N/A
Office Expense	-	#N/A	#N/A	38,981	#N/A
Staff Development	-	#N/A	#N/A	37,157	#N/A
Staff Recruitment	-	#N/A	#N/A	-	#N/A
Student Recruitment / Marketing	-	#N/A	#N/A	-	#N/A
School Meals / Lunch	-	#N/A	#N/A	309,412	#N/A
Travel (Staff)	-	#N/A	#N/A	29,425	#N/A
Fundraising	-	#N/A	#N/A	-	#N/A
Other	-	#N/A	#N/A	523,155	#N/A
TOTAL SCHOOL OPERATIONS	-	#N/A	#N/A	1,300,686	#N/A
FACILITY OPERATION & MAINTENANCE					
Insurance	-	#N/A	#N/A	74,310	#N/A
Janitorial	-	#N/A	#N/A	13,980	#N/A
Building and Land Rent / Lease / Facility Finance Interest	-	#N/A	#N/A	693,899	#N/A
Repairs & Maintenance	-	#N/A	#N/A	145,356	#N/A
Equipment / Furniture	-	#N/A	#N/A	3,496	#N/A
Security	-	#N/A	#N/A	429,549	#N/A
Utilities	-	#N/A	#N/A	172,655	#N/A
TOTAL FACILITY OPERATION & MAINTENANCE	-	#N/A	#N/A	1,533,245	#N/A
DEPRECIATION & AMORTIZATION	-	#N/A	#N/A	400,947	#N/A
RESERVES / CONTINGENCY	-	#N/A	#N/A	-	#N/A
TOTAL EXPENSES	31,309,368	#N/A	#N/A	(21,556,294)	#N/A
NET INCOME	#N/A	#N/A	#N/A	#N/A	#N/A

Total Revenue
Total Expenses
Net Income
Actual Student Enrollment

DESCRIPTION OF ASSUMPTIONS

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS	Avg. No. of Positions
Executive Management	1.00
Instructional Management	2.00
Deans, Directors & Coordinators	-
CFO / Director of Finance	-
Operation / Business Manager	1.00
Administrative Staff	3.00
TOTAL ADMINISTRATIVE STAFF	7.00

INSTRUCTIONAL PERSONNEL COSTS	
Teachers - Regular	36.80
Teachers - SPED	7.00
Substitute Teachers	2.00
Teaching Assistants	15.00
Specialty Teachers	-
Aides	6.00
Therapists & Counselors	2.00
Other	-
TOTAL INSTRUCTIONAL	68.80

NON-INSTRUCTIONAL PERSONNEL COSTS	
Nurse	1.00
Librarian	-
Custodian	2.00
Security	-
Other	8.00
TOTAL NON-INSTRUCTIONAL	11.00

SUBTOTAL PERSONNEL SERVICE COSTS	86.80
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PAYROLL TAXES AND BENEFITS	
Payroll Taxes	
Fringe / Employee Benefits	
Retirement / Pension	
TOTAL PAYROLL TAXES AND BENEFITS	

TOTAL PERSONNEL SERVICE COSTS	86.80
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CONTRACTED SERVICES	
Accounting / Audit	
Legal	
Management Company Fee	
Nurse Services	
Food Service / School Lunch	
Payroll Services	
Special Ed Services	
Titlment Services (i.e. Title I)	
Other Purchased / Professional / Consulting	
TOTAL CONTRACTED SERVICES	

<p>Total Revenue</p> <p>Total Expenses</p> <p>Net Income</p> <p>Actual Student Enrollment</p>
<p>SCHOOL OPERATIONS</p> <ul style="list-style-type: none"> Board Expenses Classroom / Teaching Supplies & Materials Special Ed Supplies & Materials Textbooks / Workbooks Supplies & Materials other Equipment / Furniture Telephone Technology Student Testing & Assessment Field Trips Transportation (student) Student Services - other Office Expense Staff Development Staff Recruitment Student Recruitment / Marketing School Meals / Lunch Travel (Staff) Fundraising Other <p>TOTAL SCHOOL OPERATIONS</p> <p>FACILITY OPERATION & MAINTENANCE</p> <ul style="list-style-type: none"> Insurance Janitorial Building and Land Rent / Lease / Facility Finance Interest Repairs & Maintenance Equipment / Furniture Security Utilities <p>TOTAL FACILITY OPERATION & MAINTENANCE</p> <p>DEPRECIATION & AMORTIZATION</p> <p>RESERVES / CONTINGENCY</p> <p>TOTAL EXPENSES</p> <p>NET INCOME</p>

DESCRIPTION OF ASSUMPTIONS

**BALANCE SHEET
2015-16**

	<u>Prior Year</u>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
	<u>#NAME?</u>	<u>As of 9/30</u>	<u>As of 12/31</u>	<u>As of 3/31</u>	<u>As of 6/30</u>
ASSETS					
CURRENT ASSETS					
Cash and cash equivalents	\$591,917	\$-	\$-	\$-	\$-
Grants and contracts receivable	414,251	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Contributions and other receivables	-	-	-	-	-
TOTAL CURRENT ASSETS	1,006,168	-	-	-	-
PROPERTY, BUILDING AND EQUIPMENT, net	1,480,045	-	-	-	-
OTHER ASSETS	191,009	-	-	-	-
TOTAL ASSETS	2,677,222	-	-	-	-
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable and accrued expenses	\$927,575	\$-	\$-	\$-	\$-
Accrued payroll and benefits	330,000	-	-	-	-
Deferred Revenue	-	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Other	473,489	-	-	-	-
TOTAL CURRENT LIABILITIES	1,731,064	-	-	-	-
LONG-TERM DEBT and NOTES PAYABLE, net current maturities	-	-	-	-	-
TOTAL LIABILITIES	1,731,064	-	-	-	-
NET ASSETS					
Unrestricted	920,793	-	-	-	-
Temporarily restricted	25,365	-	-	-	-
TOTAL NET ASSETS	946,158	-	-	-	-
TOTAL LIABILITIES AND NET ASSETS	2,677,222	-	-	-	-

**Budget / Operating Plan
2015-16**

Total Revenue	#N/A						
Total Expenses	#N/A						
Net Income	#N/A						
Actual Student Enrollment	-	#N/A	-	-	#N/A	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
		Current			Current		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual

EXPENSES		Quarter 0							
		No. of Positions							
ADMINISTRATIVE STAFF PERSONNEL COSTS									
Executive Management	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Instructional Management	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Deans, Directors & Coordinators	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
CFO / Director of Finance	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Operation / Business Manager	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Administrative Staff	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
TOTAL ADMINISTRATIVE STAFF	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
INSTRUCTIONAL PERSONNEL COSTS									
Teachers - Regular	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Teachers - SPED	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Substitute Teachers	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Teaching Assistants	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Specialty Teachers	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Aides	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Therapists & Counselors	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Other	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
TOTAL INSTRUCTIONAL	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS									
Nurse	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Librarian	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Custodian	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Security	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
Other	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
TOTAL NON-INSTRUCTIONAL	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
SUBTOTAL PERSONNEL SERVICE COSTS									
	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
PAYROLL TAXES AND BENEFITS									
Payroll Taxes		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Fringe / Employee Benefits		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Retirement / Pension		-	#N/A	#N/A	-	#N/A	#N/A	-	-
TOTAL PAYROLL TAXES AND BENEFITS		-	#N/A	#N/A	-	#N/A	#N/A	-	-
TOTAL PERSONNEL SERVICE COSTS									
	#NAME?	-	#N/A	#N/A	-	#N/A	#N/A	-	-
CONTRACTED SERVICES									
Accounting / Audit		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Legal		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Management Company Fee		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Nurse Services		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Food Service / School Lunch		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Payroll Services		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Special Ed Services		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Titlement Services (i.e. Title I)		-	#N/A	#N/A	-	#N/A	#N/A	-	-
Other Purchased / Professional / Consulting		-	#N/A	#N/A	-	#N/A	#N/A	-	-
TOTAL CONTRACTED SERVICES		-	#N/A	#N/A	-	#N/A	#N/A	-	-

Please enter school name on tab - "1) Name of School"

Total Revenue	#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses	#N/A	#N/A	#N/A	#N/A	#N/A
Net Income	#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment	#N/A	-	-	#N/A	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance

EXPENSES		Quarter 0				
		No. of Positions				
ADMINISTRATIVE STAFF PERSONNEL COSTS						
Executive Management	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Instructional Management	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Deans, Directors & Coordinators	#NAME?	#N/A	#N/A	-	#N/A	#N/A
CFO / Director of Finance	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Operation / Business Manager	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Administrative Staff	#NAME?	#N/A	#N/A	-	#N/A	#N/A
TOTAL ADMINISTRATIVE STAFF	#NAME?	#N/A	#N/A	-	#N/A	#N/A
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Teachers - SPED	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Substitute Teachers	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Teaching Assistants	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Specialty Teachers	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Aides	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Therapists & Counselors	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Other	#NAME?	#N/A	#N/A	-	#N/A	#N/A
TOTAL INSTRUCTIONAL	#NAME?	#N/A	#N/A	-	#N/A	#N/A
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Librarian	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Custodian	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Security	#NAME?	#N/A	#N/A	-	#N/A	#N/A
Other	#NAME?	#N/A	#N/A	-	#N/A	#N/A
TOTAL NON-INSTRUCTIONAL	#NAME?	#N/A	#N/A	-	#N/A	#N/A
SUBTOTAL PERSONNEL SERVICE COSTS		#NAME?	#N/A	#N/A	-	#N/A
PAYROLL TAXES AND BENEFITS						
Payroll Taxes		#N/A	#N/A	-	#N/A	#N/A
Fringe / Employee Benefits		#N/A	#N/A	-	#N/A	#N/A
Retirement / Pension		#N/A	#N/A	-	#N/A	#N/A
TOTAL PAYROLL TAXES AND BENEFITS		#N/A	#N/A	-	#N/A	#N/A
TOTAL PERSONNEL SERVICE COSTS		#NAME?	#N/A	#N/A	-	#N/A
CONTRACTED SERVICES						
Accounting / Audit		#N/A	#N/A	-	#N/A	#N/A
Legal		#N/A	#N/A	-	#N/A	#N/A
Management Company Fee		#N/A	#N/A	-	#N/A	#N/A
Nurse Services		#N/A	#N/A	-	#N/A	#N/A
Food Service / School Lunch		#N/A	#N/A	-	#N/A	#N/A
Payroll Services		#N/A	#N/A	-	#N/A	#N/A
Special Ed Services		#N/A	#N/A	-	#N/A	#N/A
Titlement Services (i.e. Title I)		#N/A	#N/A	-	#N/A	#N/A
Other Purchased / Professional / Consulting		#N/A	#N/A	-	#N/A	#N/A
TOTAL CONTRACTED SERVICES		#N/A	#N/A	-	#N/A	#N/A

Please enter school name on tab - "1) Name of School"

Total Revenue	#N/A	#N/A	#N/A	#N/A	#N/A
Total Expenses	#N/A	#N/A	#N/A	#N/A	#N/A
Net Income	#N/A	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment	#N/A	-	-	#N/A	-
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance
SCHOOL OPERATIONS					
Board Expenses	#N/A	#N/A	-	#N/A	#N/A
Classroom / Teaching Supplies & Materials	#N/A	#N/A	-	#N/A	#N/A
Special Ed Supplies & Materials	#N/A	#N/A	-	#N/A	#N/A
Textbooks / Workbooks	#N/A	#N/A	-	#N/A	#N/A
Supplies & Materials other	#N/A	#N/A	-	#N/A	#N/A
Equipment / Furniture	#N/A	#N/A	-	#N/A	#N/A
Telephone	#N/A	#N/A	-	#N/A	#N/A
Technology	#N/A	#N/A	-	#N/A	#N/A
Student Testing & Assessment	#N/A	#N/A	-	#N/A	#N/A
Field Trips	#N/A	#N/A	-	#N/A	#N/A
Transportation (student)	#N/A	#N/A	-	#N/A	#N/A
Student Services - other	#N/A	#N/A	-	#N/A	#N/A
Office Expense	#N/A	#N/A	-	#N/A	#N/A
Staff Development	#N/A	#N/A	-	#N/A	#N/A
Staff Recruitment	#N/A	#N/A	-	#N/A	#N/A
Student Recruitment / Marketing	#N/A	#N/A	-	#N/A	#N/A
School Meals / Lunch	#N/A	#N/A	-	#N/A	#N/A
Travel (Staff)	#N/A	#N/A	-	#N/A	#N/A
Fundraising	#N/A	#N/A	-	#N/A	#N/A
Other	#N/A	#N/A	-	#N/A	#N/A
TOTAL SCHOOL OPERATIONS	#N/A	#N/A	-	#N/A	#N/A
FACILITY OPERATION & MAINTENANCE					
Insurance	#N/A	#N/A	-	#N/A	#N/A
Janitorial	#N/A	#N/A	-	#N/A	#N/A
Building and Land Rent / Lease / Facility Finance Interest	#N/A	#N/A	-	#N/A	#N/A
Repairs & Maintenance	#N/A	#N/A	-	#N/A	#N/A
Equipment / Furniture	#N/A	#N/A	-	#N/A	#N/A
Security	#N/A	#N/A	-	#N/A	#N/A
Utilities	#N/A	#N/A	-	#N/A	#N/A
TOTAL FACILITY OPERATION & MAINTENANCE	#N/A	#N/A	-	#N/A	#N/A
DEPRECIATION & AMORTIZATION	#N/A	#N/A	-	#N/A	#N/A
RESERVES / CONTINGENCY	#N/A	#N/A	-	#N/A	#N/A
TOTAL EXPENSES	#N/A	#N/A	-	#N/A	#N/A
NET INCOME	#N/A	#N/A	#N/A	#N/A	#N/A

Total Revenue	#N/A	#N/A	#N/A	#N/A
Total Expenses	31,309,368	#N/A	#N/A	#N/A
Net Income	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment			-	

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	5			
	Original Budget - TY	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters	Actual CY vs. Actual PY

EXPENSES		Quarter 0			
		No. of Positions			
ADMINISTRATIVE STAFF PERSONNEL COSTS					
Executive Management	#NAME?		46,016	#N/A	#N/A
Instructional Management	#NAME?		113,250	#N/A	#N/A
Deans, Directors & Coordinators	#NAME?		-	#N/A	#N/A
CFO / Director of Finance	#NAME?		-	#N/A	#N/A
Operation / Business Manager	#NAME?		29,350	#N/A	#N/A
Administrative Staff	#NAME?		120,528	#N/A	#N/A
TOTAL ADMINISTRATIVE STAFF	#NAME?		309,144	#N/A	#N/A
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	#NAME?		28,275,722	#N/A	#N/A
Teachers - SPED	#NAME?		742,021	#N/A	#N/A
Substitute Teachers	#NAME?		47,496	#N/A	#N/A
Teaching Assistants	#NAME?		1,111,050	#N/A	#N/A
Specialty Teachers	#NAME?		-	#N/A	#N/A
Aides	#NAME?		235,266	#N/A	#N/A
Therapists & Counselors	#NAME?		-	#N/A	#N/A
Other	#NAME?		-	#N/A	#N/A
TOTAL INSTRUCTIONAL	#NAME?		30,411,555	#N/A	#N/A
NON-INSTRUCTIONAL PERSONNEL COSTS					
Nurse	#NAME?		-	#N/A	#N/A
Librarian	#NAME?		-	#N/A	#N/A
Custodian	#NAME?		24,488	#N/A	#N/A
Security	#NAME?		-	#N/A	#N/A
Other	#NAME?		445,808	#N/A	#N/A
TOTAL NON-INSTRUCTIONAL	#NAME?		470,296	#N/A	#N/A
SUBTOTAL PERSONNEL SERVICE COSTS					
	#NAME?		31,190,995	#N/A	#N/A
PAYROLL TAXES AND BENEFITS					
Payroll Taxes			-	#N/A	#N/A
Fringe / Employee Benefits			-	#N/A	#N/A
Retirement / Pension			-	#N/A	#N/A
TOTAL PAYROLL TAXES AND BENEFITS			-	#N/A	#N/A
TOTAL PERSONNEL SERVICE COSTS					
	#NAME?		31,190,995	#N/A	#N/A
CONTRACTED SERVICES					
Accounting / Audit			118,373	#N/A	#N/A
Legal			-	#N/A	#N/A
Management Company Fee			-	#N/A	#N/A
Nurse Services			-	#N/A	#N/A
Food Service / School Lunch			-	#N/A	#N/A
Payroll Services			-	#N/A	#N/A
Special Ed Services			-	#N/A	#N/A
Titlement Services (i.e. Title I)			-	#N/A	#N/A
Other Purchased / Professional / Consulting			-	#N/A	#N/A
TOTAL CONTRACTED SERVICES			118,373	#N/A	#N/A

Please enter school name on tab - "1) Name of School"

ne of School"

	#N/A	#N/A	#N/A	#N/A
Total Revenue	#N/A	#N/A	#N/A	#N/A
Total Expenses	31,309,368	#N/A	#N/A	#N/A
Net Income	#N/A	#N/A	#N/A	#N/A
Actual Student Enrollment			-	
5				
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed		Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters	Actual CY vs. Actual PY
SCHOOL OPERATIONS				
Board Expenses	-	#N/A	#N/A	#N/A
Classroom / Teaching Supplies & Materials	-	#N/A	#N/A	#N/A
Special Ed Supplies & Materials	-	#N/A	#N/A	#N/A
Textbooks / Workbooks	-	#N/A	#N/A	#N/A
Supplies & Materials other	-	#N/A	#N/A	#N/A
Equipment / Furniture	-	#N/A	#N/A	#N/A
Telephone	-	#N/A	#N/A	#N/A
Technology	-	#N/A	#N/A	#N/A
Student Testing & Assessment	-	#N/A	#N/A	#N/A
Field Trips	-	#N/A	#N/A	#N/A
Transportation (student)	-	#N/A	#N/A	#N/A
Student Services - other	-	#N/A	#N/A	#N/A
Office Expense	-	#N/A	#N/A	#N/A
Staff Development	-	#N/A	#N/A	#N/A
Staff Recruitment	-	#N/A	#N/A	#N/A
Student Recruitment / Marketing	-	#N/A	#N/A	#N/A
School Meals / Lunch	-	#N/A	#N/A	#N/A
Travel (Staff)	-	#N/A	#N/A	#N/A
Fundraising	-	#N/A	#N/A	#N/A
Other	-	#N/A	#N/A	#N/A
TOTAL SCHOOL OPERATIONS	-	#N/A	#N/A	#N/A
FACILITY OPERATION & MAINTENANCE				
Insurance	-	#N/A	#N/A	#N/A
Janitorial	-	#N/A	#N/A	#N/A
Building and Land Rent / Lease / Facility Finance Interest	-	#N/A	#N/A	#N/A
Repairs & Maintenance	-	#N/A	#N/A	#N/A
Equipment / Furniture	-	#N/A	#N/A	#N/A
Security	-	#N/A	#N/A	#N/A
Utilities	-	#N/A	#N/A	#N/A
TOTAL FACILITY OPERATION & MAINTENANCE	-	#N/A	#N/A	#N/A
DEPRECIATION & AMORTIZATION	-	#N/A	#N/A	#N/A
RESERVES / CONTINGENCY	-	#N/A	#N/A	#N/A
TOTAL EXPENSES	31,309,368	#N/A	#N/A	#N/A
NET INCOME	#N/A	#N/A	#N/A	#N/A



Charter Schools Institute
The State University of New York

Annual Report Requirement
for SUNY Authorized Charter Schools

Please enter school name on tab - "1) Name of School"

2015-16

Administrative
expenditures per pupil:

1650

Per NYS Statute

Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

***NOTE: THIS TAB ONLY NEEDS TO BE COMPLETED FOR Q4**



Audited Financial Statement Checklist

Created: 07/31/2015

Last updated: 11/01/2015

Page 1

Charter School Name:

1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Yes
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Yes

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	No
CSP Agreed Upon Procedures Report	Not Applicable
Management Letter	Yes

Thank you.



Appendix E: Disclosure of Financial Interest Form

Last updated: 07/28/2015

Page 1

All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

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

Yes

Thank you.



Appendix F: BOT Membership Table

Last updated: 07/28/2015

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Cliff Frazier	[REDACTED]	Chair/Board President	Yes		Permanent
2	Claudia Nesbitt	[REDACTED]	Vice Chair/Vice President	Yes		Permanent
3	Dave Bolling	[REDACTED]	Treasurer	Yes		Permanent
4	Barbara Nowell	[REDACTED]	Secretary	Yes		4 term 4/05-current expire 11/15
5	Rey Allen	[REDACTED]	Trustee/Member	Yes		2nd Term 5/14-current expires 11/17
6	Jerima Bowens	[REDACTED]	Trustee/Member	Yes		6th Term 6/04 to 11/16
7	Marlon Dunbar	[REDACTED]	Trustee/Member	Yes	Finance and Accounting	2nd Term 5/12 to current expire 11/16
8	Geraldene Hunter	[REDACTED]	Trustee/Member	Yes	Education/ SPED	2nd Term 5/12 to current expire 11/16
9	Mildred McGee	[REDACTED]	Trustee/Member	Yes	Education and Fundraising	4th Term 7/05 to 11/15
10	Wesley Willis	[REDACTED]	Trustee/Member	Yes		1 st term 11/14 to current
11						
12						
13						
14						
15						
16						
17						
18						

19						
20						

2. Total Number of Members Joining Board during the 2014-15 school year

1

3. Total Number of Members Departing the Board during the 2014-15 school year

1

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

15

5. How many times did the Board meet during the 2014-15 school year?

12

6. How many times will the Board meet during the 2015-16 school year?

12

Thank you.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Minutes of Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **August 5, 2014**

Board Members in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Mildred McGee; Cleveland Person, Principal and ex-officio member; Marlon Dunbar (*by phone*)

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

Others in Attendance: Tom Torre, Kiwi Partners, CFO; Dr. Elizabeth McGee, Dr. Blue

Chairman Frazier opened the meeting at 6:55 P.M. There was no quorum.

All trustees agreed to accept the revised agenda.

The Secretary of the Board of Trustees explained the new format for the minutes.

The July minutes was accepted as written.

Site Committee's Report – Vice Chair Nisbett

We are presently looking at a site. The Executive Committee previously met and viewed a presentation by Dr. Blue concerning the acquisition of this site. Trustee Nisbett introduced Dr. Blue, a site developer, who delivered a powerpoint summary of the location of the property, finances needed, costs affiliated with the acquisition and building of a school on this particular location. Questions and answers followed.

Treasurer's Report – Trustee Bolling

The Treasurer's report was distributed for the period ending June 30, 2014. Trustee Bolling reported the current assets and liabilities and the total net assets. Reported, also, were the year-to-date expenses and the variance. The year-to-date revenue variance is negative. The year-to-date expense variance is a positive.

Finance Committee Report – Tom Torre

The Finance Committee Report was distributed to all Trustees. Entries presented included a comparison of the figures from last year. Page 2 contained information about HTCS' Profit and Loss. Generally, the figures are comparable to last year. This year's loss was less than that of last year. HTCS had more students enrolled this year than last year. Yet, we did not "break even" financially, despite the predictions. Mr. Torre stated that HTCS is stable and with the increased enrollment and reduction in management fees to EdisonLearning, HTCS should do very, very

8/26 - 9:00am

well. Decisions about the school's budget for the upcoming year will be held next month when our Finance Chair is in attendance.

Education Committee's Report – Trustee Nowell

Trustee Nowell presented the Intellectual Offerings for purchase from EdisonLearning. It includes the Core Value Program and the Leadership Suite that is available for purchase. Trustee Nowell and Jodi Mastronardi will meet regarding these items.

It remains to be seen if the principal HTCS will be invited to participate in the annual ELDA conference sponsored by EdisonLearning.

Principal's Report – Cleveland Person

Mr. Person expressed his great satisfaction with the National Principal Institute's Annual Conference held in Manhattan last month. There were many principals from around the country. The conference was professional, informative, and afforded opportunities for sharing and networking. Mr. Person would like to attend next year. HTCS was the only charter school represented.

It remains to be seen whether or not our principal will be invited to attend the EdisonLearning ELDA conference in October.

The Board was informed of teacher vacancies.

Director of Operations' Report – Michael Taylor

The Director of Operations' Report was distributed and discussed.

Facilities - The fire system is being adjusted and the Fire Department will come for inspection 3-6 months from now. HTCS conducts fire drills in each building.

Professional Development - Mr. Taylor gave feedback from a conference that he attended in Illinois.

The National Institute of School Safety Management, NISSM, has developed national standards for safety to which we must adhere. State standards must follow national standards. This plan incorporates steps to address various crisis situations in schools. Each teacher can have an app on their iPad or cell phone to be used in times of crisis that outlines steps to be followed in a crisis situation.

Presenters spoke of technology to manage behavior in the schools. A vendor, LiveStrong, presented and illustrated multiple uses of the program. For example, teachers can view patterns of misbehavior in other classes by the same student.

Susan Taylor, Essence magazine, spoke of bullying among girls that can be problematic. Mr. Person explained that there is another perspective to bullying. In these situations, students stand by as spectators. The victim is without assistance or the event seen goes unreported. Training in this area is warranted.

Compliance-Trustees are to complete the Information Section on the audit document.

Personnel- Vacancies were mentioned and completed folders for new hires should be sent to Trustee Bowens for review and contracts signed.

Auto calls to families regarding the attendance of their child/children in school is done.

Governance Report – Cliff Frazier

- Aspects of the EdisonLearning revised contract were discussed with Trustee Dunbar by phone.
- Dr. Marlaina Palmeri will be contacted regarding the Charter Renewal Application.
- The Board of Trustees will review and vote on the annual budget for HTCS at the August meeting.

The meeting was adjourned at 8:56 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Minutes of Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**

Date: **October 7, 2014**

Board Members in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard- Nowell, Secretary; Jerima DeWese-Bowens; Mildred McGee; Denise Mitchell; Geraldine Hunter; Rey Allen

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

EdisonLearning staff: Thom Jackson, President, Owner, and CEO; Drew Laskowski, Regional Controller; Doug Mesecar, SVP Blended Learning Solutions; Sue Levy Warner, SVP Human Resources and Risk Management; Shawna James, HR Manager; Shane Clayton, Vice President of Total Rewards and Risk Management

Others in Attendance: Tom Torre, Kiwi Partners, CFO; Dr. Elizabeth McGee

Dinner was served.

Chairman Frazier opened the meeting at 6:30 P.M.

Moved, that the agenda be accepted

Made by: Trustee McGee

Seconded by: Trustee Allen

Action: Carried unanimously

Moved, that the minutes be accepted with any necessary corrections

Made by: Trustee Mitchell

Seconded by: Trustee Nisbett

Action: Carried unanimously

Governance Report – Chairman Frazier

- The Chair informed the Board that Ms. Marrero, a warm, committed and dedicated member of the HTCS staff is very ill and in the hospital. She will not return for work at the school and will be sorely missed.
- October 16: 5:30 -6:30 P.M. is the first Town Hall meeting with the families. It is *Meet the Board Night* and there will be other items on the agenda.

- The monthly Board of Trustees calendar was reviewed. Our Board meetings are usually the first Tuesday of the month. However, since the first Tuesday of November is Election Day and the second Tuesday is Veteran's Day with schools closed both days, Board members voted 8-1 to change the date of the next meeting to Tuesday, November 18th. This revision of our meeting date will be posted on our website, at MLK Center, MRC, Claremont Community Center, at Beacon and around the community.
- On November 18, our Annual Business Meeting, a number of Trustees will be considered for term renewals.

□

□ **Treasurer's Report – Trustee Bolling**

- A Financial Report was distributed. The treasurer reviewed the profit and loss data. He reported on the current balance, assets and liabilities, noting that the net asset is in the negative. The budgeted figures and the actual expenditures were given. Tom Torre said that there is a positive variance here. Our fund balance has losses due to the lack of income in July and August, but over the course of the year, this will improve.

□

□ **Finance Committee Report – Tom Torre**

- Mr. Torre reviewed the Balance Sheet comparing August 31, 2013 to August 31, 2014. It was noted that that the decline is due to decline in cash. Depreciation of fixed assets is linked to our short term lease. We have a decrease in our liabilities and that is where the cash went. The Profit and Loss section was explained. Significant factors in this instance include uniforms, salaries, fringe benefits, contract services, travel, and telecommunications.
- Trustee Nowell asked for more details regarding travel expenses and requested a breakdown of last year's expenses because the monies budgeted this year was based on last year's travel. Mr. Torre said that he would email this information to the Board. Mr. Lascowsky said that Edison was included under travel, also. There is a budgeted line for Building Fund.
- Trustee Nisbett raised questions about the current cost of our own phone system and of the website. Mr. Taylor responded. The new HTCS email address uses htcsbronx.org.

Education Committee Report – Trustee Nowell

- The Education Committee met on September 13th.
- We discussed the new interim assessment tool: Star 360. We will closely monitor how our students are progressing academically, ensuring that all students progress including Spec. Ed. and ELL's.

- Ms. Yarber explained that the Extended Day program is like a longer day with math and literacy included. The After School program for middle school students offers varied extra curricular activities along with academics.
- The Edu. Comm. will investigate the implementation of an enrichment program on Saturdays for our advanced students. It is suggested that it incorporate civics and the arts. We are looking at the possibility of bringing opera to HTCS. Trustee Nowell has asked Trustee McGee and Trustee Allen to collaborate on this initiative bringing their knowledge and experience in these areas.
- The Northeast Charter School Association, of which HTCS is a member, will not hold its annual Fall conference this year.

Personnel Committee's Report – Trustee Bowens

- This committee has been trying to finalize the hiring process and clear up a few issues.
- A conference call was held on September 23 between members of the HR division of EdisonLearning and the HTCS Trustees to address concerns.
- There is a vacancy for the Parent Coordinator position. It is a staff position in which the individual is a liaison between the parents and the school administration. Trustee Bowens stated some of the qualifications for this position. Community experience or work with children is critical. The position calls for communication with the Parents' Association.

Site Committee's Report – Vice Chair Nisbett

- The particular site that we were considering is no longer an option. The owners wanted a much larger deposit than what HTCS was willing to pay.
- Another site that seemed perfect was not in District Nine.
- We are looking at a few more sites.

Principal's Report

- The Principal's Report was distributed to all trustees and presented by Mr. Maniotis. Mr. Person had an emergency and had to leave.
- Enrollment – 637 students
- Ms. Yarber and Mr. Maniotis described the Extended Day program and the After School program. The middle school program is an initiative of Mayor Bill de Blasio under S-O-N-Y-C. Trustee Bowens is researching the addition of STEM activities. The program is in our building and funded through the City. We are partnered with Claremont Community Center.
- Professional Development-Third and fourth grade teachers had in-class professional development on the new ELA program, Schoolwide, from representatives. Professional development was delivered by Erroll Bedford, a consultant, as well as the Star 360 webinar.

- Claremont Community Center - Safety and security issues were discussed. Chancellor Farinas's conference to schools highlighted a change in the way schools would be evaluated. There would be no letter grade. Students' academic progress and the school environment are very important. Trustee Hunter explained that the letter grade did not give real information about a school.

Director of Operations' Report – Michael Taylor

- Facilities – An upgrade in lighting was done in both buildings. Whiteboards and desks were ordered for the JA ICT teachers and are due on Thursday.
- Curriculum - Materials are here. We are awaiting a key for SpringBoard.
- Operations - Discussions were held with Edison regarding the timing of accounts payable. Soon, Mr. Taylor will have a written time table.
- Enrollment – We have exhausted almost all of our wait list today. We have vacancies in K, 5, 6, 7, and 8. We have “zero zero” children who have not come to school, but are still on our register. We are encountering children that we can no longer service. HTCS is competing with many new charter schools in this district and neighborhood. Some of the other charter schools have a high school and this attracts parents. Once we go through the waitlist, walk-ins are allowed.
- Compliance – The Title I report was submitted. We are having difficulty obtaining our orders for various hardware to support the use of technology at HTCS. It is believed this is so because a State representative has HTCS listed as a target school operating under a school-wide plan. This is not so. Trustee Nowell stated that she would follow up on this issue.
- Reports - Audit report will be completed in 5-7 days. BEDS (teacher data) is now done online and was completed last week. VEDA (violence) We have none for last year. Civil Rights Data Collection – information about racial make up of various student subgroups is being completed and is due in the middle of October.
- Staff – All staff have background clearance. There is a vacancy in the Parent Coordinator position.

EdisonLearning Report – Mr. Thom Jackson, Owner and CEO

Mr. Jackson greeted everyone and stated that he wanted to return at the start of the school year and give HTCS a progress report. He acquired EdisonLearning from a private equity firm.. Part of the innovation that EdisonLearning offers is blended learning. Their traditional charter schools could be blended with our virtual school business so that Edison can make more offers online. They are looking at technology that measures whether or not a student is engaged. The company is talking about distance learning. How can you move from individualized learning to more customized learning?

Mr. Jackson introduced his team and each one told of their experience and academic background.

Doug Mesecar- (Washington, DC area) He will be our contact. Has some charter school experience, experience on the national education level and is handling the blended learning and virtual education division of EdisonLearning. Honors the role of the teacher.
Sue Levy Warner – J.D. She has already met with Mr. Taylor to address HR issues at HTCS. As lead of HR at Edison, will examine benefits and upgrading systems so staff can access their personal information 24/7. She will develop a training calendar.
Shane Clayton – part of HR support. Will work with Mr. Taylor on those time table issues that were mentioned earlier. He wants to make better use of technology so that we can access information anywhere.

Shawna James - (Chicago) HR Manager/Eastern region. Her focus is on benefits, payroll, and compensation. This is her first academic job.

Trustee Nowell would like to meet with the new EdisonLearning team to establish a date for training on the use of the Leadership Suite.

Old Business

The Retreat will be held on Saturday, November 22nd. Trustees Nisbett and Hunter will select a site.

Moved, that the meeting be adjourned

Made by: Trustee McGee

Seconded by: Trustee Nowell

Action: Carried unanimously

The meeting was adjourned at 8:41 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Board of Trustees
Annual Business Meeting

Minutes

Location: 3565 Third Avenue Bronx, NY 10456
Date: November 18, 2014

Trustees in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Jerima DeWese-Bowens; Mildred McGee; Denise Mitchell; Geraldine Hunter; Rey Allen; Cleveland Person, Principal and ex-officio member

HTCS Staff

Jonathan Maniotis, Elementary Academy Director; Michael Taylor, Director of Operations

Others

Tom Torre, Kiwi Partners, CFO; Dr. Elizabeth McGee

Dinner was served.

Chairman Frazier opened the meeting at 6:30 P.M.

Moved, that the agenda be accepted

Made by: Trustee Nisbett

Seconded by: Trustee Allen

Action: Carried unanimously

Moved, that the minutes be accepted with any necessary corrections

Made by: Trustee Bowens

Seconded by: Trustee Hunter

Action: Carried unanimously

Governance Report – Chairman Frazier

Moved, that the trustee term for Jerima DeWese-Bowens be extended for another two years

Made by: Trustee Nowell

Seconded by: Trustee McGee

Action: Carried unanimously

Moved, that the trustee term for Marlon Dunbar be extended for another two years

Made by: Trustee Nowell

Seconded by: Trustee Bowens

Action: Carried unanimously

Moved, that the trustee term for Rey Allen be extended for another two years

Made by: Trustee Bowens

Seconded by: Trustee Nowell

Action: Carried unanimously

Moved, that the trustee term for Geraldine Hunter be extended for another two years

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Carried unanimously

The Board of Trustees Retreat will be a full day session held on Saturday, November 22nd at P & J Pine Restaurant in the Bronx. Breakfast and lunch will be served. Parking is available. Trustees will review and plan for the completion of our charter application.

Treasurer's Report – Trustee Bolling

A Financial Report was distributed. The treasurer reviewed the current cash balance, current liabilities well as the budget revenue and variance.

Finance Committee Report – Tom Torre, CFO

Mr. Torre reviewed the Balance Sheet comparing it with the previous year. Trustees asked for clarification on the high dollar loss. Mr. Torre explained that is was due to lack of income in the first 3 months. Discussion was held regarding travel expenses, fundraising and the time period in which funds are received by HTCS. Mr. Torre said that there was an error on the budget line regarding student travel. Mr. Taylor stated that money is received every other month beginning with October. Also, the main fundraising is the candy sale in which each box is worth \$30 toward purchase of a ticket.

Education Committee Report – Trustee Nowell

The Education Committee met today. Mr. Maniotis carefully explained the new interim assessment tool, Star 360. He also told of various information that teachers and supervisors could access regarding student performance. The Committee assessed strengths and weaknesses among the grades. Again, our focus must be on grade five. Along with the classroom teacher, there is another adult in each class: either a Spec. Ed. teacher or a teacher' assistant in each of the 4 core subjects.

Discussion of an enrichment program for our high achieving students continued. More details are needed. This program will integrate civics, social studies, the arts and literacy.

Mr. Person distributed a copy of the School Quality Report to our committee members. There is no letter grade. However, we reviewed student achievement and the survey results. HTCS out performed the district and the city in mathematics. There is progress in ELA and reading. We outperformed the district in this area also. It is necessary to more closely monitor the progress of our ELLs.

Trustee Bolling inquired as to how teaching and learning appears different from years ago. Trustee Hunter shared a myriad of factors that effect achievement, including the socio-economic factors and well as emotional factors and the home environment. Trustee Nowell added that our society is much more multicultural.

Personnel Committee Report – Trustee Bowens

Trustee Bowens announced, with sadness, the passing of our Data Owner. Chairman Frazier said she was dedicated to HTCS. The staff is considering ways to help her son. There is a vacancy for the Parent Coordinator position.

Site Committee Report – Vice Chair Nisbett

The Site Committee along with the Director of Operations, the Principal, and Mr. Blue met with reps from the Board of Regents regarding the Certificate of Occupancy and the Letter of No Objection. Our status can be found on the Department of Buildings website. The Fire Department inspected our lighting. Mr. Taylor will address this.

Grievance Committee Report – Trustee Mitchell

Trustee Mitchell asked Mr. Person to ask Ms. Yarber to send a report of any suspensions.

Principal's Report – Cleveland Person

Enrollment- 648 students

The HTCS School Cabinet is investigating the possibility of contained Spec Ed classes. The Trustees want an exit survey for every student/family that leaves HTCS. The student achievement results are in the School Quality Snapshot which Mr. Person distributed. In looking at the data, it appears that we are a school “in good standing.” There is no numerical evaluation or a letter grade associated with this report. Looking at the data about District Nine, there are sixty schools in District Nine; there are thirty-nine schools testing like HTCS. There are thirty-four schools whose achievement results are lower than Harriet Tubman. So thirty-nine schools are assessed. We’re in the top five schools in our District. That’s very good. We’ve satisfied goals three four and five for now. Student Activities have remained the same.

Professional Development – Mr. Person met with an organization named Generation Ready. Their program emanated from the Aussie program. Trustee Nowell met with their leadership also and will follow up with Mr. Person and the Academy Directors. Their focus will be on literacy, especially in the middle school. This program is expensive. Professional development will continue in which colleagues train each other.

Director of Operations Report – Michael Taylor

Facilities – The sprinkler system needs to be corrected. An upgrade in lighting was done in both buildings. Whiteboards and desks were ordered for the JA ICT teachers and are due on Thursday.

Compliance – The Audit Report was received. The Trustees queried the report's information about Title I money, salaries, and budget lines.

BEDS – We have a count of 648 students. Teacher data is now done online.

Marketing- The result of our marketing strategy has been successful. HTCS enrolled over 20 students.

Staff - There is a vacancy for the Parent Coordinator position.

Operations – HTCS had to address a serious bedbug situation. We use an outside company to clean the school.

Ebola - HTCS received a communication from the Department of Health and the Chancellor about Ebola which was sent out to our families. Information is also on the website and in a half dozen different languages.

Moved, that the meeting be adjourned

Made by: Trustee Bowens

Seconded by: Trustee McGee

Action: Carried unanimously

The meeting was adjourned.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Minutes of Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **September 9, 2014**

Board Members in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Jerima DeWese-Bowens; Mildred McGee; Denise Mitchell; Geraldine Hunter, Wesley Willis; Cleveland Person, Principal and ex-officio member
HTCS staff: Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations,
Others in Attendance: Tom Torre, Kiwi Partners, CFO; Drew Laskowski, EdisonLearning; Dr. Elizabeth McGee; Dr. Marlaina Palmeri, consultant

Dinner was served.

Chairman Frazier opened the meeting at 6:58 P.M.

Moved, that the agenda be accepted

Made by: Trustee Nisbett

Seconded by: Trustee Bowens

Action: Carried unanimously

Moved, that the minutes be accepted with the corrections on the attendance

Made by: Trustee Hunter

Seconded by: Trustee McGee

Action: Carried unanimously

Governance Report – Chairman Frazier

Approval of Board calendar was postponed until the next Board meeting.

Our attorney is reviewing our contract with EdisonLearning. Notification will be given to the Board regarding the status of the contract.

The Chair introduced Dr. Marlaina Palmeri. Dr. Palmeri is an education consultant who will be working with HTCS on the Charter Renewal Application. We have had a wonderful working relationship with her over many years.

Treasurer’s Report – Trustee Bolling

Trustee Bolling stated that their was no income during July and August.

Finance Committee Report – Tom Torre

The budget for 2014-2015 was emailed to all Trustees for review. The summary page was distributed. Extensive discussion ensued regarding this budget and our finances. Trustee Nowell explained the options for use of EdisonLearning's Intellectual Property as part of our costs.

Moved, that the budget for 2014-2015 be approved contingent upon the revised surplus not go below twenty-five thousand, nine hundred seventy-six dollars (\$25,976.00).

Made by: Trustee Nisbett

Seconded by: Trustee Bowens

Abstentions: Trustee Nowell, Trustee Willis

Action: The motion was sustained

Education Committee's Report – Trustee Nowell

August 11- Education Committee members attended an education conference sponsored by City and State officials focusing on the Common Core. Additional topics included technology in the classroom and Universal Pre-K.

August 21 - Trustee Nowell met with Ms. Jodi Mastronardi, from EdisonLearning, to discuss how we will move forward with the IP of EdisonLearning, namely the Leadership Suite and the Core Value program. HTCS' trustees will receive training on the use of the interactive Leadership Suite.

August 29 -Trustees on the Education, along with Person met with the principal, professional developers and a Trustee of The Bronx Charter School for Better Learning. We discussed best practices to meet the needs of students, professional development of staff, and organization of their school. We were invited back when students are in session.

Trustee Nowell raised her concern regarding EdisonLearning and the recruitment of teachers

Personnel Committee's Report – Trustee Bowens

Trustee Bowens questioned the quality of HR service we have received from EdisonLearning over the summer. She wants to have a conference with Edison regarding this matter. Mr. Taylor, DOO, stated that with the previous HR leader, things went much more smoothly. Other HR vendors may be asked to make a presentation to the Board.

Site Committee's Report – Vice Chair Nisbett

We are presently looking at a site near East 163rd Street, in the 79th Assembly District. HTCS is working with a developer on this project. A site analysis and a more detailed financial analysis prior to purchase were suggested.

Principal's Report – Cleveland Person

The Principal's Report was distributed to all trustees. School opened smoothly. Teacher status and teacher vacancies were presented. The Extended Day program and the After-School program is expected to begin in October.

Mr. Person reviewed the academic achievement results of students in grades 3-8 who took the Spring 2014 NYS ELA and the NYS math assessments. Student achievement data, by grade level, was compared to other charter schools and to District 9. Discussion followed.

Professional development for staff was held for a two-week period in August. On two different days, Trustee Bowens and Trustee Hunter presented information to the staff. Trustee Hunter spoke about special education instruction and collaborative teaching. Trustee Bowens spoke about the mission and vision of HTCS as well as its history. These presentations were very well received. HTCS staff wanted the Trustee Hunter and Trustee Bowens to return.

Director of Operations' Report – Michael Taylor

Facilities - Over the summer, the school was cleaned and painted.

Air conditioning continues to be a problem with either breakage or vandalism by outsiders.

HVAC workers may add a cage around the A/C.

Operations - The Consolidated Application was completed on time and forwarded. Mr. Taylor thanked Mr. Lascowsky for his assistance.

Technology at HTCS – We added 25 laptops. Also, to be used with our new interim assessment program, Star 360, iPads were ordered for the Early Childhood grades.

A behavior management program using technology to manage data will be available for teachers to use with their computer.

Moved, that the meeting be adjourned

Made by: Trustee Bowens

Seconded by: Trustee Hunter

Action: Carried unanimously

The meeting was adjourned at 9:12 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Board of Trustees Meeting
MINUTES

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **December 2, 2014**

Trustees in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Mildred McGee; Denise Mitchell; Geraldine Hunter; Rey Allen; Wesley Willis; Cleveland Person, Principal and ex-officio member

HTCS Staff

Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

Others

Tom Torre, Kiwi Partners, CFO; Drew Laskowski, EdisonLearning; Dr. Elizabeth McGee

Dinner was served.

The Chair opened the meeting at 6:50 P.M.

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee Allen

Seconded by: Trustee Nisbett

Action: Motion accepted unanimously

Moved: that the minutes be accepted with duly noted necessary corrections

Motion by: Trustee Hunter

Seconded by: Trustee Mitchell

Action: Motion accepted unanimously

Governance Report – Chairman Frazier

The Chair reviewed the activities of the Board of Trustees Retreat held on November 18, 2014. Chairman Frazier thanked all who participated.

Treasurer’s Report – Trustee Bolling

The Treasurer’s Report was distributed. Trustee Bolling compared financial data with that of the previous month. He also brought our attention to the Year-to-Date date figures and the Treasurer compared the current budget with the actual figures. The expense variance was discussed.

Finance Committee Report – Tom Torre, CFO

The Finance Committee Report was distributed and discussed. The difference in cash is due to a reduction in liabilities. We desire to increase the finance ratio for HTCS. It was suggested that our ratio should be much better at the end of 20i4. This month, HTCS is doing well and if we continue along this line, we should have a substantial surplus at the end of the school year. The term “accounts receivable” was explained.

Tom Torre responded to Trustee Nowell’s email regarding information on the Finance Report.

Education Committee Report – Trustee Nowell

Trustee Nowell communicated with Doug Mesecar, of EdisonLearning, about training of the Board of Trustees on the use of an interactive software package called the “Leadership Suite.”

Personnel Committee Report – Trustee Bowens

The Personnel Committee will meet regarding staff merit pay. A job description for the position of “Parent Coordinator” will be forwarded to Trustee Nisbett.

Grievance Committee Report – Trustee Mitchell

Trustee Mitchell expressed concern about a number of 5th and 6th graders who seem to have violated our Code of Conduct, on several occasions, and thus, had to be suspended. Mr. Maniotis noted that an EA student has violated the Code of Conduct on several occasions. The

Trustees want to be assured that all interventional strategies such as active intervention personnel, parent conferences with teachers, and supervisors have been held to support those students who exhibit repeat violations of our Code of Conduct policy. There has to be written documentation regarding the support that these students and their families have received. Ms. Yarber stated that HTCS has a Behavior Management Intervention System in place. Students in JA are responsible for their own behavior.

The Trustees want a written survey with responses as to why any student or family leaves HTCS. This information could be presented monthly. In the event that there are any concerns, these could be addressed in a timely fashion.

Site Committee's Report – Vice Chair Nisbett

Location options were shared: (1) approach Rudy, landlord, to buy EA building and build above it, (2) consider the lot across the street from JA.

Principal's Report – Cleveland Person

Enrollment - 648 students

Attendance – For November: 97.5%

Suspensions for November: - EA:9; JA- 11.

Core Value for November was INTEGRITY. The Core value for December is HOPE. The Core value program has been enhanced by with the provision of T-shirts on a monthly basis to the students who demonstrate that specific value. The Core Value is written on the back of the T-Shirt.

HTCS news- On a report found in Capital Confidential, distributed by Mr. Person, HTCS was mentioned. The article appeared yesterday. Trustees read the article.

Moved that: the Board of Trustees contact their attorney, Mr. Young, to address the contents of the article in reference to HTCS appearing in Capital Confidential

Made by: Trustee McGee

Seconded by: Trustee Mitchell

Action: Motion unanimously accepted

Students- The Extended Day and After School programs are in place. Celebrations to be held in December for students: 20/20 Club; Behavior Management, Core Value

Parents – About 300 parents attended the Parent-Teacher Conferences held on November 20, 2014.

Professional Development – Trustee Nowell and Mr. Person have met with representatives from Generation Ready. This organization, which emanates from the Aussie program, provides professional development services. They can tailor their work to the needs identified by the school. The program is expensive; nevertheless, HTCS will consider their services because HTCS has a need for greater PD of staff.

Director of Operations' Report – Michael Taylor

Facilities – Progress on the search for our Certificate of Occupancy. Some information can be followed on the Department of Buildings website. The public is looking at vacant lots near the JA building. Lighting, Fire Department regulations and sufficient restroom supplies been addressed.

The Trustees want the classroom rugs cleaned, not just swept, more frequently as it is a health concern for the students. Our lease expires with the charter.

Staff - Merit pay inclusions for staff need to be by December 9th in order for staff to receive their bonuses before Christmas. A rubric will be used for all HTCS staff in order to determine the amount of the bonus money given.

Technology – HTCS qualified for funds from a lawsuit filed by NYS against Microsoft to obtain additional hardware and software. The purpose of these additions is to prepare students to take New York State assessments online.

Operations – Regarding an incident with a HTCS student at Claremont Community Center: a full report has been submitted by Mr. Person; a security guard has been hired to be at Claremont Center during the time in which HTCS students are there; the Executive Director of Claremont took disciplinary action with selected personnel

New Business

- Mr. Person stated that a consultant is able to provide professional development services to charter schools regarding governance, fiscal operations, administration, and NYS rules and regulations.
- Mr. Taylor thanked Drew Laskowski for helping with the Title One application and for getting it processed.

Moved that: the meeting be adjourned

Made by: Trustee Bowens

Action: Motion unanimously accepted

The meeting was adjourned at 8:20 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Board of Trustees Meeting
MINUTES

Location: 3565 Third Avenue Bronx, NY 10456
Date: January 6, 2015

Trustees in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Jerima DeWese-Bowens; Rey Allen; Wesley Willis; Cleveland Person, Principal and ex-officio member

HTCS Staff

Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

Others

Tom Torre, Kiwi Partners, CFO; Drew Laskowski, EdisonLearning; Dr. Elizabeth McGee

Dinner was served.

The Chair opened the meeting at 6:40 P.M.

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee Willis

Seconded by: Trustee Nisbett

Action: Motion accepted unanimously

Moved: that the minutes be accepted with the necessary corrections

Motion by: Trustee Allen

Seconded by: Trustee Willis

Action: Motion accepted unanimously

The Board was apprised that the article about Harriet Tubman Charter School has been edited, but it was not date specific.

Governance Report – Chairman Frazier

The Chair stated that the Board will be meeting with Dr. Palmeri. A copy of the Board Committees for the renewal application was distributed. The committee chairs will call separate meetings.

Treasurer’s Report – Trustee Bolling

The Treasurer’s Report was distributed. The treasurer gave a summary of our cash, liabilities, assets and net assets. Our variance is negative and our expenses variance is positive. Discussion ensued.

Finance Committee Report – Tom Torre, CFO

The Finance Committee Report was distributed with a balance sheet as of November 30th. Comparisons were made to the previous year. Sections of the Finance Committee Report were explained in detail in response to specific questions. Revenue adjustments had to be made in the recording of student enrollment, both general education and special education. Also, we had not drawn down on our Title I money. This impacted our finances at the end of the year.

Trustee Nisbett noted that our property taxes are high and we should be able to appeal to someone to get it reduced. Mr. Torre stated that may be difficult because we don’t own the building.

Personnel Committee Report – Trustee Bowens

The Personnel Committee and Education Committee Chairs met in reference to the distribution of merit pay for staff. Mr. Taylor would like to meet with the Personnel Committee in reference to recruitment.

Principal’s Report – Cleveland Person

The Principal’s report was distributed to all in attendance.

Enrollment - 648 students

Attendance – For December: 96% . This does not include the students who are “No Show” or Zero List. Mr. Person agreed to present both

Students- HTCS will recognize the achievements of Rev. Dr. Martin Luther King, Jr. as well as Black History and Culture Month in our own unique way. Students will be performing for Harriet Tubman Day. The Extended Day and After School programs are in place.

Cultural Day was held last month and it was a big success. The cultural backgrounds of our diverse student and staff background was highlighted.

The first Honor Roll Assembly was held in JA. Students made power point proposals of their ideas to change HTCS. They were required to dress professionally.

A recent teacher vacancy was filled quickly. Parents – About 300 parents attended the Parent-Teacher Conferences held on November 20, 2014.

Professional Development – Generation Ready has been hired to provide professional services to teachers and supervisors. A binder of their ongoing work will be kept in the Principal's office.

Marketing HTCS- The bus ads were very successful and will be continued. The Family Handbook has been revised and will be sent to the Trustees for review and approval.

Director of Operations' Report – Michael Taylor

Facilities – We repaired and replaced all locks as per NYSED. We stripped waxed, cleaned corners of floors. Light colored tiles were placed on classroom floors

concern for the students. Our lease expires with the charter.

Staff -

Operations – The BEDS Report has been completed. Also, we are updating all contact information for students.

We applied for and were approved for the New York School Technology Voucher Program. Hence, we have been awarded sixteen thousand dollars in software purchases and sixteen thousand dollars in hardware purchases. Thanks go to Mr. Laguda who identified this opportunity for HTCS.

Thanks, also, to Mr. Laskowski, from EdisonLearning, for helping to move this initiative through bureaucratic channels.

Human resources- Mr. Taylor and Mr. Laskowski are working on health and dental insurance for staff. Wageworks is the program. ID card deactivation has been a problem.

• **Old Business**

HTCS will actively seek to increase our enrollment.

New Business

- Tuesday, February 3rd is Charter School Advocacy Day in Albany. Our Student Activities Coordinator has reached out to parents about a trip to Albany.

Moved that: the meeting be adjourned

Made by: Trustee Bowens

Action: Motion unanimously accepted

The meeting was adjourned at 8:20 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

**Board of Trustees Meeting
MINUTES**

Location: 3565 Third Avenue Bronx, NY 10456
Date: February 3, 2015

Trustees in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Denise Mitchell; Rey Allen; Wesley Willis; Cleveland Person, Principal and ex-officio member

HTCS Staff

Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

Others

Tom Torre, Kiwi Partners, CFO

Dinner was served.

The Chair opened the meeting at 6:31 P.M.

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee Allen

Seconded by: Trustee Nisbett

Action: Motion accepted unanimously

Moved: that the minutes be accepted with the necessary corrections

Motion by: Trustee Allen

Seconded by: Trustee Mitchell

Action: Motion accepted unanimously

Governance Report – Chairman Frazier

Chairman Frazier distributed the subcommittee lists for the charter renewal application. A brief review was given. Each subcommittee will decide when and where their meeting will be held.

Trustees will receive an electronic copy of a last charter application from Mr. Laguda.

Treasurer's Report – Trustee Bolling

The Treasurer's Report ending December 31, 2014 was distributed. The treasurer gave a summary of our cash, liabilities, assets and net assets. He noted the variance between the year to date budget and the expenses.

Finance Committee Report – Tom Torre, CFO

The Finance Committee Report was distributed. The current and fixed assets were noted. Finances for December 2014 were highlighted as well as comparisons with previous year. Our revenues were up and expenses were down.

According to Mr. Torre, we would be in a good position by the end of the year to purchase a building. Also, our expenses to Edison are down.

Education Committee Report – Trustee Nowell

The Education Committee met on January 20th. The committee reviewed the performance and progress data submitted by the Academy Directors. We are determining strategies to improve student achievement levels across the grades. Supervisors will carefully monitor grade 5.

HTCS students not only exceeded District Nine students in math, but our students also exceeded the NYC performance level.

We will have to cancel the Saturday Enrichment classes until another time due to scheduling and staffing conflicts.

Grievance Committee Report – Trustee Mitchell

Trustee Mitchell is awaiting a full HTCS report from the supervisors. Mr. Maniotis stated that the AD's are following protocol as far as intervention personnel are concerned to assist as necessary. Trustee Mitchell wants to ensure that there are no students who require expulsion at the end of the school year.

Site Committee Report – Trustee Nisbett

Available space for a new HTCS site in Community School District Nine or Assembly District 79 is very limited and expensive. The Site Committee will expand their options.

Some charter schools do not have to rent or lease spaces that cost significant amount of money monthly.

The HTCS building status can be found on the NYC Department of Buildings website.

Principal's Report – Cleveland Person

For Black History and Culture Month, Mr. Maniotis stated that the EA school children will do a performance about Harriet Tubman and the JA students will do a performance of *Raisin in the Sun*.

It was suggested that performances be videotaped and DVD sold as a fundraising initiative. There could be black history facts announced daily for February.

The Principal's report was distributed to all in attendance.

Enrollment - 646 students. Recruitment ads will continue to appear on the buses, as that was an effective marketing tool. Mr. Taylor stated that for the grades in which we have vacancies, the waiting list is finished. Applications may be submitted all year long. It was recommended that HTCS advertise in the Bronx News and on Channel 12.

Attendance – For January: 94.6% . This does not include the students who are "No Show" or Zero List. Mr. Person agreed to present both

Suspensions: There was a decrease: EA-4; JA-4

THE NYSED representative, Susan DiFour will visit our school on Monday, March 30th. This is a half-day visit. HTCS supervisors, administrators and staff have revisited the last site report and are addressing any concerns brought to our attention.

Our academic focus is to raise our scores 10 per cent, across the school, in ELA and math. Our teachers are using a more structured ELA program called "SchoolWide." It is a balanced literacy program that is being used in conjunction with EngageNY. Those teachers who

used both programs last year had higher student achievement levels. It is a comprehensive program. This is for grades K-4. Grade five uses Envision and Engage NY. Grades 6-8 use Springboard. Springboard is a balanced literacy program, but it uses multi-sources such as video clips, interviews, as well as books and articles. Trustee Nowell recommended that the professional development team, Generation Ready, work closely with grade five teachers.

Staff - It is Guidance Counselor Appreciation Month. The guidance counselor will explain her role to the students each day for a week during the morning announcements.

Vacancies – TA and Parent Coordinator.

Martin Luther King Day

In EA, students explained why they are thankful for the efforts of Rev. Dr. Martin Luther King, Jr. Quotations were identified and explained and a film was shown on Dr. King. Books were included.

In JA, the students were given some background information on Chairman Frazier. Then Chairman Frazier came in to speak to the students. Students were visibly moved by what Chairman Frazier had to say about US history, the Civil Rights Movement, Dr. King and about his hope for their future.

Professional Development - Reggie Stevens of Generation Ready and Errol Bedford provided professional development services.

Parents - Multiple parent communications have and will continue be held with parents whose child may be at risk of not passing in school in spite of the of intervention services provided. In April, if that student has not improved, the family will receive a notice that the child has not passed. In fact, he/she has failed.

Director of Operations' Report – Michael Taylor

The Director of Operations Report was distributed.

Facilities – We repaired and replaced all locks as per NYSED.

Lighting and roof concerns were addressed and repaired. The trustees were informed of the condition of the EA playground. We will try to make repairs as soon as weather permits.

Staff - Recruitment and marketing for staff and teachers will begin after the February school break. We may use giveaways and attend school fairs.

Moved that: the meeting be adjourned

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Motion unanimously accepted

The meeting was adjourned at 8:19 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

**Board of Trustees Meeting
MINUTES**

Location: 3565 Third Avenue Bronx, NY 10456

Date: April 14, 2015

Trustees in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Mildred McGee, Jerima DeWese-Bowens; Rey Allen; Geraldine Hunter; Cleveland Person, Principal and ex-officio member

HTCS Staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

Others in Attendance

Tom Torre, CFO; Dr. Elizabeth McGee

The Chair opened the meeting at 6:25 P.M.

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee Nisbett

Seconded by: Trustee Allen

Action: Motion accepted unanimously

Moved: that the minutes be accepted

Motion by: Trustee McGee

Seconded by: Trustee Allen

Action: Motion accepted unanimously

Governance Report – Chairman Frazier

Trustee Mitchell has tendered her resignation from the HTCS Board of Trustees because of personal matters. He thanked her for her services to the Board of Trustees. Trustee Hunter has accepted the position of Chair of the Grievance Committee. Trustee Nowell will become a member of the Grievance Committee and of the Personnel Committee to replace Trustee Mitchell. We're seeking other trustees to join these committees or other committees.

Treasurer's Report – Trustee Bolling

The Treasurer's Report, up to Feb. 28, 2015, was distributed to all trustees. The total assets and liabilities were presented and compared to those of last year. Budget revenue and budget year-to-date expenses were presented, including the budget variance.

Finance Committee Report – Thomas Torre

The Finance Committee Report was distributed as of February 28, 2015. The Balance Sheet is consistent with the prior year. Mr. Torre emphasized the total fixed assets and total equity. Funds invested in leasehold improvements will not travel with HTCS when we relocate. Our budget surplus, this year, should exceed that of last year. Question and answer session followed. Trustee Dunbar, by phone, gave the Board an update on selected vendors that met with the Finance Committee in March. CSBM gave an excellent presentation.

Education Committee Report – Trustee Nowell

The Education Committee met on April 28th. Our guest was Dr. Marlaina Palmeri. A discussion of our charter application and the required documents followed. The committee also reviewed student achievement across all grades as reflected in the interim assessments. The achievement levels of subgroups were examined. Academy Directors shared their formal and informal observations of classroom instruction. ELA professional consultants are supporting teachers in JA and EA.

Personnel Committee Report – Trustee Bowens

The Personnel Committee did not meet this month.

Grievance Committee Report – Trustee Hunter

The Grievance Committee met last week. Bound copies of the HTCS's Code of Discipline were distributed. The committee viewed a PowerPoint presentation from the NYC Special Education Collaborative that updated discipline policies regarding students with IEPs.

Mr. Person emphasized the challenges students have as they transition from the Elementary Academy to the Junior Academy.

Additionally, the Principal explained some of his formal and informal observations of instruction at HTCS and highlights or recommendations that are made to teachers regarding instruction in the classroom.

□ **Site Committee Report – Vice Chair Nisbett**

Vice Chair Nisbett thanked those Trustees who had an opportunity to view a site under consideration for a new building for HTCS. This new area has been resigned for affordable housing. Discussion ensued.

Vice Chair notified the Board of a planned activity by St. Augustine Church that would impact HTCS. The BoT will follow up.

Dinner was served.

□ **Principal's Report – Cleveland Person**

Enrollment – 641 pupils

Attendance - 97%

Students - Mr. Person presented an update on the suspensions, Twenty-Twenty Club, Core Value program, behavior management celebration, HTCS All Stars, Extended day program, Claremont Afterschool program, the Beacon program

On March 30, the State Board of Regents team came to HTCS to make a site visit. Their focus was on the JA. Trustee Nisbett and Chairman Frazier met with the NYSED team and shared their insights regarding the visit.

Trustee Bowens spoke of setting priorities in strategic planning

Today is the first day of the ELA NYS assessment. While there was no way to predict what would be on the test, we did our best to prepare the students. It was noted that many NYS parents requested that their child be oped-out of state assessments. That did not occur at HTCS.

□ **Director of Operations' Report – Michael Taylor**

The Director of Operations Report was distributed and discussed.

Facilities – The lease in both buildings is an envelope lease re: outside and inside.

Lottery – The DOO requests that we utilize new software to automate the lottery. Applications for student enrollment are online at our website. Currently, we have enough applications to fill every seat.

Moved that: the bus ads be renewed

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: Motion unanimously accepted

Moved that: the Board meet in Executive Session - Contracts (8:40 P.M.)

Made by: Trustee Nowell

Seconded by: Trustee Bowens

Action: Motion unanimously accepted

Proposals for governance training etc. were distributed to the Trustees. Discussion ensued. The Board of Trustees decided to consider a selected proposal for services. Trustee Nowell will share our thoughts with the vendor.

Moved that: the meeting be resumed in Public Session (8:55 P.M.)

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Motion unanimously accepted

Chairman Frazier stated that our contract with EdisonLearning ended June 30, 2014. EdisonLearning has been of support to HTCS over the years

Moved that: HTCS move forward with the disengagement and severing of business relationship with EdisonLearning, as a vendor, effective June thirtieth two thousand fifteen, with the understanding that HTCS is legally protected and EdisonLearning is obligated to provide us assistance with our audit through October two thousand fifteen

Made by: Trustee Bowens

Seconded by: Trustee Hunter

Action: Motion unanimously accepted

Moved that: the public meeting be adjourned

Made by: Trustee Bowens

Seconded by: Trustee Allen

Action: Motion unanimously accepted

The meeting was adjourned at 9:00 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

**Board of Trustees Meeting
MINUTES**

Location: 3565 Third Avenue Bronx, NY 10456
Date: March 3, 2015

Dinner was served.
Chairman Frazier opened the meeting at 6:36 P.M.

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee Allen

Seconded by: Trustee Hunter

Action: Motion accepted unanimously

Moved: that the minutes be accepted with the necessary adjustments

Motion by: Trustee Hunter

Seconded by: Trustee Allen

Action: Motion accepted unanimously

Governance Report – Chairman Frazier

- Condolences were extended to Trustee Hunter.
- March 19th is Harriet Tubman Day.
- Our Principal, Mr. Person, will cover the New York State Education Department’s visit to Harriet Tubman Charter School on March the thirtieth.

Treasurer’s Report – Trustee Bolling

- The Treasurer’s Report was distributed to all Trustees.
- The total assets and liabilities which were presented and compared to last year.

The Balance sheet remains consistent and is slowly improving.

Finance Committee Report – Tom Torre, CFO

- The Finance Committee Report was distributed.
- The month’s budget and actual expenses were given and compared with that of last year. An improvement was evident. Mr. Torre said that after the March 31st financial, he would begin to do a projection for June 30th.
- Discussion was held about the data presented in the report.

- Trustee Bolling stated that the Finance Committee will hold an additional meeting next month.

Education Committee Report – Trustee Nowell

- HTCS celebrated Black History and Culture throughout the grades with daytime and evening performances by the students. The Education Committee meeting for February was cancelled because of this conflict. The Education Committee will meet on March 24th at 4:30 P.M. and Dr. Palmeri will join the meeting.
- Trustees reviewed the role and the membership of the subcommittees that will help in the preparation of our charter application.

Personnel Committee Report – Trustee Bowens

- Trustee Bowens discussed recruitment strategies and organizational structure. The continued need for recruitment of new/ additional staff was highlighted. HTCS must document the marketing strategies that we use.
- Career opportunities can be appropriately placed on our website.
- Contract negotiations will be considered.

Mr. Taylor stated that Omni is a software program used to report to NYSED. Greater information will be given to the Board.

Site Committee Report – Trustee Nisbett

- The Site Committee would like the trustees to look at a possible new location for HTCS in the Bronx that has been identified.
- Trustees will meet on Wednesday at 4:00 o'clock to view the property.

EdisonLearning – Drew Laskowski

A request was made for a call regarding contract renewals.

Principal's Report – Cleveland Person

- Enrollment – 642 pupils
- The performances by our students in the Elementary Academy, *Journey in the Underground Railroad* and that of our Junior Academy students, *Raisin in the Sun*, were outstanding. Mr. Persons thanked the trustees for attending.
- Students at HTCS sang, under the direction of our music teacher, at the Black History program sponsored in the evening by Morrisania Revitalization Corporation, MRC, which partners with HTCS. They did a wonderful inspiring job.
- Professional Development – Mr. Person reviewed the PD delivered by consultants and HTCS teachers this month.
- Parents – A Parents Association meeting was held this month. Strategies to improve attendance will be developed.
- Our annual Math Madness fun was implemented this month.

- On March 30, representatives of the authorizers for HTCS, the NYSED Board of Regents, will conduct a site visit of the school. Their focus will be on the Junior Academy. All trustees are invited.

Director of Operations' Report – Michael Taylor

- The Director of Operations Report was distributed and discussed.
- Recruitment of staff to fill vacancies will be highly selective.

Moved that: the Board meet in Executive Session - Contracts (8:40 P.M.)

Made by: Trustee Bowens

Seconded by: Trustee Nowell

Action: Motion unanimously accepted

Moved that: the meeting be resumed in Public Session (8:50 P.M.)

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Motion unanimously accepted

Moved that: the meeting be adjourned

Made by: Trustee Nisbett

Seconded by: Trustee Bowens

Action: Motion unanimously accepted

The meeting was adjourned at 8:51 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

**Board of Trustees Meeting
MINUTES**

Location: 3565 Third Avenue Bronx, NY 10456

Date: May 5, 2015

Trustees in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Mildred McGee, Jerima DeWese-Bowens; Rey Allen; Marlon Dunbar (by phone); Cleveland Person, Principal and ex-officio member

HTCS Staff

Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

Others in Attendance

Tom Torre, CFO; Dr. Elizabeth McGee

The Chair opened the meeting at 6:41 P.M.

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee Nisbett

Seconded by: Trustee McGee

Action: Motion accepted unanimously

Moved: that the minutes be accepted with corrections as noted

Motion by: Trustee McGee

Seconded by: Trustee Allen

Action: Motion accepted unanimously

Governance Report – Chairman Frazier

Notice was given regarding Trustee Willis' absence.

Treasurer's Report – Trustee Bolling

The Treasurer's Report as of March 31, 2015 was distributed to all trustees.

Current assets, liabilities, revenue and expenses, and the budget variance were presented.

By the end of June, we should be in a good, stable condition.

Finance Committee Report – Thomas Torre

The Finance Committee Report was distributed covering finances to March 31^s.

Mr. Torre reviewed the Balance Sheet comparing: budget and the actual for the month; the year-to-date budget and actual; the budget for the whole year and the prior year-to-date.

Question and answer session followed regarding payment of any outstanding debts.

A disengagement of services notice would be sent to selected vendors.

Site Committee Report – Vice Chair Nisbett

- Conversations are being held with the Catholic Diocese regarding the HTCS site. A follow-up conference call is planned with the Trustees and members of the Catholic Diocese.

- Vice Chair Nisbett introduced Mr. Blue and Mr. . Mr. Blue has been working with the Site Committee to locate property for a new HTCS building. Mr. Blue elaborated on one option of property under consideration. He described the viability of the property and how it could meet our needs. It has a large square footage and a parking lot could be constructed. Under Mayor DeBlasio, there are plans to build affordable housing near site. Discussion followed.

Education Committee Report – Trustee Nowell

The Education Committee discussed the implementation of the ELA exam in light of the fact that in some communities across NYS the parents opted-out of having their children take the exam. Subsequently, discussion ensued in reference to exposing our students to diverse colleges and a variety of career options. Suggestions were made regarding special programs for students and assembly guests.

Principal's Report – Cleveland Person

The Principal's Report was distributed to all Trustees.

- Attendance - 97%. Mr. Person voiced concern that the attendance was lower this period. However, over 95% of students in tested grades were tested.
- The principal was very pleased with the professional development services that were provided by Generation Ready to the teachers. He noted the high satisfaction rate among the teachers across all grades regarding PD. Both members of Generation Ready were former principals. Mr. Person requested the Board to consider contracting their services for a full year. Trustee Nowell asked for a written letter of recommendation from the principal, including specifics.
- The Parent Association seems to struggle to improve attendance at their meetings. Options to offer support were discussed.

Director of Operations' Report – Michael Taylor

The Director of Operations' Report was distributed.

Operations- In the last 2 weeks, the DOO met with numerous vendors and/or received bids to provide business services to HTCS for the upcoming school year.

The Intent to Return forms will be edited.

Personnel- There are 3 vacancies: teacher assistant, music teacher, and a parent coordinator.

Recruitment – An Open House will be held on May 21st. There are ads online and in newspapers regarding career opportunities at HTCS and this Open House session.

New Business - Fundraising

A proposal has been submitted to the Board of Trustees to participate in a fundraising workshop. Ideas were presented. The Board accepted the proposal.

Meeting dates will be determined.

Moved that: the Board meet in Executive Session – Contracts and Legal

Made by: Trustee Nisbett

Seconded by: Trustee Allen

Action: Motion unanimously accepted

Moved that: the meeting be resumed in Public Session (8:31 P.M.)

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Motion unanimously accepted

All trustees received a special invitation to attend the HTCS sponsored annual End-of-the-Year Party. The event will be held on May 29th at the VIP Country Club in New Rochelle commencing at 7:00 P.M.

Moved that: the public meeting be adjourned

Made by: Trustee Nowell

Seconded by: Trustee Bowens

Action: Motion unanimously accepted

The meeting was adjourned at 8:33 P.M.

Invoice



Date	Invoice #
4/20/2015	655

Bill To
Harriet Tubman Charter Schools 3565 Third Street Bronx, NY 10456

Payable To
Impact Marketing Solutions 106 Seville Chase Drive Winter Springs, FL 32708

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
2	Bus shelter campaign - scheduled posting date is 4.27 - 6.21 - See proposal for locations and details	3,000.00	6,000.00
1	225 bus Interior car cards with 225 bus interior car cards at no charge posting dates are 4.27 - 6.21	5,600.00	5,600.00

Payment is due on or before May 1, 2015 for processing.	Total	\$11,600.00
Thank you for your business		

2015-16 Student Application Form

Required fields are marked with a *

Complete one Application for each child you wish to enroll. Complete all of the information on this form.

Student First Name * :

Student Last Name * :

Gender * :

Student Date of Birth * :

What grade is student entering for the 2015/16 school year? *

Address 1: *

Address 2 / Apt#:

City * :

State * :

Zip * :

School(s) student previously attended:

Parents Name * :

What language(s) does your child speak at home? *

Does your child have an IEP? *

How did you hear about our school?

Parent / Guardian phone number * :

Parent / Guardian Email:

Please list any siblings planning to apply, or already attending Harriet Tubman Charter School.

BROTHER / SISTER (1):

Applying or attending for the 2015/16 school year? Applying Attending

What grade is student entering / applying for the 2015/16 school year?

BROTHER / SISTER (2):

Applying or attending for the 2015/16 school year? - copy: Applying Attending

What grade is student entering / applying for the 2015/16 school year?

BROTHER / SISTER (3):

Applying or attending for the 2015/16 school year? Applying Attending

What grade is student entering / applying for the 2015/16 school year?



Verification Code * :

Please enter characters in the image above. Letters are case-sensitive.

© HTCS Elementary Academy
3565 3rd Ave. Bronx, NY 10456

© HTCS Junior Academy
1176 Franklin Ave. Bronx, NY 10456

Phone: (718) 537-9912 Fax: (718) 537-9858

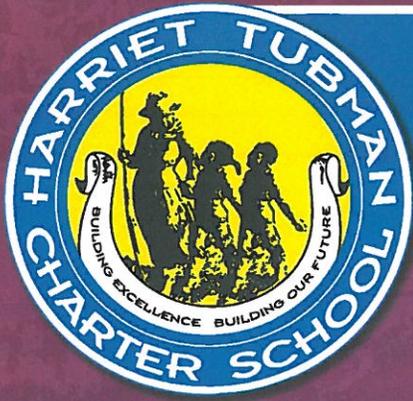


HARRIET TUBMAN

CHARTER SCHOOL

APPLY NOW! 718-537-9912

1176 Franklin Ave
Bronx, NY 10456
www.htcsbronx.org



HARRIET TUBMAN
CHARTER SCHOOL

**APPLY
NOW!**



Building Excellence
Building Our Future

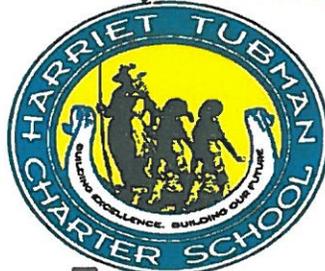


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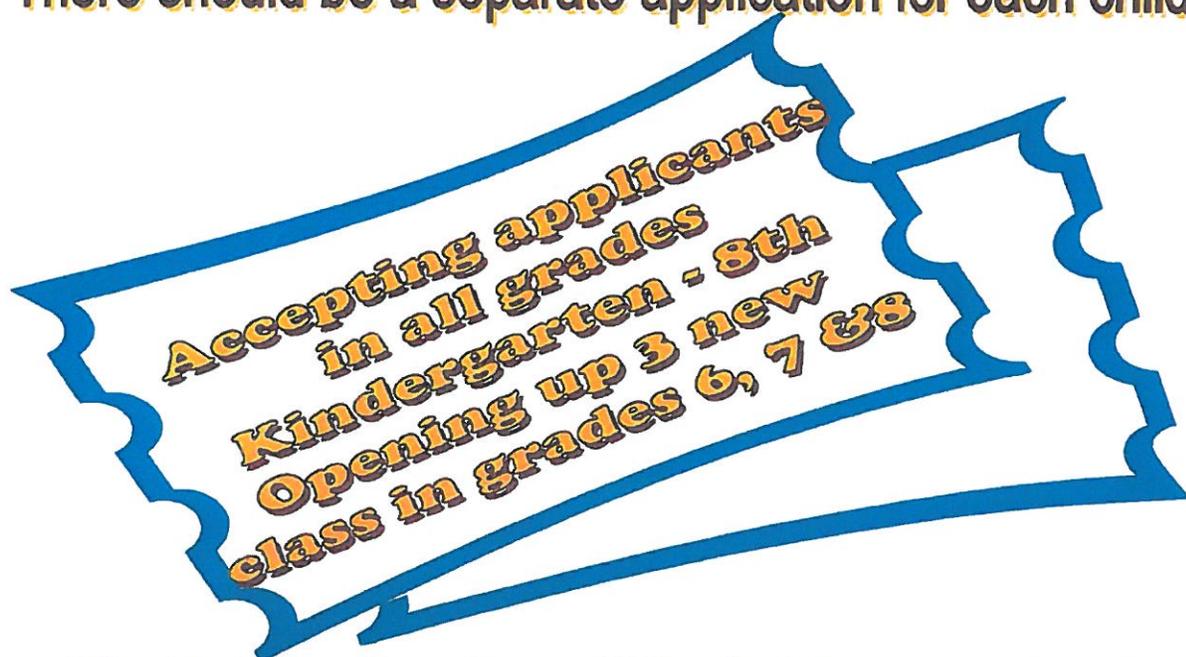
HARRIET TUBMAN CHARTER SCHOOL

Building Excellence, Building Our Future



LOTTERY APPLICATIONS

Applications can be obtained in our main office,
located at 3565 Third Avenue, Bronx, NY 10456.
There should be a separate application for each child.



The Lottery drawing will be held at our school.
Official date to be announced.

All are welcomed to attend.

For further information please contact us at (718) 537-9912



Appendix I: Teacher and Administrator Attrition

Last updated: 07/28/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	48	11	10

2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	4	0	0

Thank you



Appendix J: Uncertified Teachers

Last updated: 07/28/2015

"thirty per centum or 5 teachers, whichever is less"

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

Charter School Name:

Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf)

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	3
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	1
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
Total	4.0

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

44

Thank you.



Cleveland Person, *Principal*

Cliff Frazier, *Chairman, Board of Trustees*

Staff Directory - Elementary Academy - REVISED 09/04/2014

"Note: All email addresses begin with "first name.last name" and end with "@tubman.edisonlearning.com"

Building Supervisors and Administrators		Ext.	Rm.
Cleveland Person	Principal	241	B01
Jonathan Maniotis	Elementary Academy Director	326	10
Director of Operations			
	Michael Taylor	313	B15
Office Personnel			
Deborah Stringfellow	Administrative Assistant to the Principal	N/A	N/A
Rosalyn Addo	Finance Specialist	317	B15
Franklin Branch	Data Owner	312	21
Camille Calixte	Secretary	221	01
Elementary Academy Teachers		Ext.	Rm.
Zena Nunez	K-1	307	06
Desiree Malcolm	K-2	306	06B
Lauren McGee	K-3	239	06
Nicole Entler	1-1	244	38
Nicole Alicea	1-2	322	05
Kalena Lasaponaro	1-3	324	04
Matthew Moran	2-1 SPED	323	07
Aiesha King	2-1	323	07
Shemeka Hood	2-2	320	09
Michelle Avila	2-3	319	08
July Martinez	3-1	320	12
Genesis Fender	3-1 SPED	301	02
Yanique Kirlaw	3-2	301	02
Cassandra Caceres	3-3	328	11
Heather Moore	4-1 SPED	250	19
Yvette Betances	4-1	250	19
Sandra Leiser	4-2	226	13
Jane Park	4-3	222	14
Bianca Raysor	SEITTS / Elementary Academy	227	B12
Lloydette Simms	Building Substitute Teacher	N/A	N/A
Yunery Brito	ELL Teacher	311	B04
Specials		Ext.	Rm.
VACANCY	Foreign Language (French)	225	18
Stejha Meekins	Music	237	B14
Prashant Sitaram	Dance	329	B 08
Dennis Ubriaco	Physical Education	N/A	N/A
Dionne Vincent	Art	224	22
Alcides Marte	AIS Instructor	231	N/A
Teacher Assistants		Ext.	Rm.
Tamer Washington	K-1	307	06
Shanelle Trenard	K-2	306	06B
Marilyn Richburg	K-3	239	06
Tanikwah Brown	1-1, 1-2, 1-3	N/A	38-05-04
VACANCY	2-2	N/A	07-09-08
Zuleika Baez	2-3	320	09
Bianca Johnson	3-2	222	19
Melissa Urena	3-3	N/A	12-02-11
Annesha Parillon	4-2	228	13
Aileen McGee	4-3	226	14
Support Personnel		Ext.	Rm.
Sulaiman Laguda	Technology Manager	327	03
Elizabeth Malave	Social Worker	243	B07
VACANCY	Parent Coordinator	N/A	N/A
Shannon D'Abreu	Student Activities Coordinator	233	B02
Ms. Perez	School Nurse	232	B
School Aide			
Alfred Pryor	School Aide	N/A	N/A
Taniqua Steele	School Aide	N/A	N/A
Food Services			
Brenda Savage	Cafeteria School Aide	242	B10
April Coleman	Cafeteria School Aide	242	B10
Billy Johnson	Cafeteria School Aide	242	E10
Security Officers		Ext.	Rm.
VACANCY, Supervisor of Security	Andre Rodriguez	Latoya Geddie	251 N/A
Brandon Ryant, Building Supervisor	Jeffries Anelias	VACANCY	251 N/A
Maintenance Personnel		Ext.	Rm.
Marcus Smith	Anna Batista	N/A	N/A
Curtis Vaughn	Mark Haines	N/A	N/A
Additional Rooms			
	Cafeteria	242	B
	Conference Room	249	B
	Computer Room	223	B
	Teachers' Lounge	305	B



HARRIET TUBMAN CHARTER SCHOOL
 1176 FRANKLIN AVENUE
 BRONX, NEW YORK 10456
 PHONE: (718) 991-4181 FAX: (718) 991-6713
 WWW.HTCSBRONX.ORG



Cleveland Person, *Principal*

Cliff Frazier, *Chairman, Board of Trust*

Staff Directory – Junior Academy – Revised 09/02/2014

Note: All email addresses begin with “first name.last name,” and end with “@tubman.edisonlearning.com”

Building Supervisors and Administrators		Ext.	Fl.	
Cleveland Person	Principal	101	3 rd	
Felicia Yarber	Junior Academy Director	102	4 th	
Director of Operations		Ext.	Fl.	
	Michael Taylor	103	2 nd	
Office Personnel		Ext.	Fl.	
Deborah Stringfellow	Administrative Assistant to the Principal	100	2 nd	
Rosalyn Addo	Finance Specialist	103	2 nd	
Franklin Branch	ATS Owner	N/A	N/A	
Junior Academy Teachers		Ext.	Fl.	
Hailey DeSimone	5-1, ELA (5G)	113	3 rd	
Sharon Garlick	5-1, SPED (5G & 6G) ELA/S S	113	3 rd	
Derrick Davis	5-2, Math (5G)	104	3 rd	
Zaret Jimenez	5-3, SS (5G & 6G)	112	3 rd	
Renee Irby	6-1, Math (5G & 6G) Math	106	3 rd	
Terrell Lowery	6-1, SPED (5G & 6G) Math/Science	106	3 rd	
Peter Morris	6-2, ELA (6G)	107	3 rd	
Judith Morgan	6-3, Science (5G & 6G)	105	3 rd	
Daniel Anderson	7-1, SS (7G & 8G)	108	4 th	
Mariella Sosa	7-1, SPED (7G & 8G) ELA/SS	108	4 th	
Nordia Lemon	7-2, Math (7G)	117	4 th	
Robin Goddard	7-3, ELA (7G)	109	4 th	
Liberty Bennett	8-1, Science (7G & 8G)	111	4 th	
Loretta Grief	8-1, SPED (7G & 8G) Math/Science	111	4 th	
Everard Brown	8-2, Math (8G)	110	4 th	
Keisha Lindsay	8-3, ELA (8G)	114	4 th	
Selene Crawford	Building Substitute	119	4 th	
Moirra Murphy	JA ELL	118	2 nd	
Bianca Raysor	SETTS/Junior Academy	130	3 rd	
Specials		Ext.	Fl.	
Michael McCoy	Physical Education/Health	115	2 nd	
Natlee Lewis	Creative Writing Teacher	126	4 th	
Noelia Soto	Foreign Language	116	4 th	
Michele Kessler	Music	125	1 st	
Karen Asare	AIS	120	2 nd	
Teacher Assistants		Ext.	Fl.	
Jennifer Soto De Marmol	5G Math /Science	N/A	N/A	
Sharon Genao	5G ELA/SS	N/A	N/A	
Maegan Leger	6G Math /Science	N/A	N/A	
Gloria Johnson	6G ELA/SS	N/A	N/A	
Dimitri Kirlew	7G	N/A	N/A	
Gaylene Alexis	8G	N/A	N/A	
Support Personnel		Ext.	Fl.	
VACANCY	Parent Coordinator	128	3 rd	
Tania Benton-Rankin	Guidance Counselor	129	3 rd	
Elizabeth Malave	Social Worker	N/A	N/A	
Augustine Rhem	User Service Technician	119	4 th	
Shannon Osborne	Student Activities	N/A	N/A	
Jacque Simon	School Nurse	124	1 st	
School Aide		Ext.	Fl.	
Elizabeth Guzman	5G	N/A	3 rd	
Madeline Santiago	6G	N/A	3 rd	
Candice Scarlett-Coy	7G & 8G	N/A	3 rd	
Food Services		Ext.	Fl.	
Gina Lopez	Food Services Coordinator	131	1 st	
Natasha Ford	Food Services Coordinator Assistant	131	1 st	
Dolores Crespo	Cafeteria School Aide	131	1 st	
Olufemi Onafuwa	Cafeteria School Aide	131	1 st	
Security Personnel		Ext.	Fl.	
Delores Dunbar, Building Supervisor	O'Shane Grizzle	Olbyn Eligio	123	2 nd
Tyasia Young	Shavel McField	Sherizette Mason	123	2 nd
Maintenance		Ext.	Fl.	
Ray Dunbar	Harold Jones	122	1 st	
Additional Phone Lines		Ext.	Fl.	
	Cafeteria Hallway	121	B	
	Library	130	3 rd	
	Teachers' Lounge	127	B	

Teachers / Staff

Bell Schedule

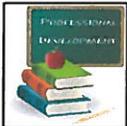
Photo Album



Building Excellence. Building our Future.

UPCOMING EVENTS

■ **All Staff Report for PD**



Date: Aug 17
Location: School Wide

■ **International Literacy Day**



Date: Sep 8

■ **First Day of School**



Date: Sep 9
Time: 8:00 AM - 3:30 PM
Location: School Wide

■ **Half Day for Kindergarten**

Date: Sep 9 - Sep 11
Time: 8:00 AM - 11:30 AM
Location: School Wide

[Show Calendar »](#)

[Show All »](#)

WELCOME TO THE HTCS WEBSITE

Grades K-8
District 9, Region 1
Authorization: New York State Regents

The Harriet Tubman Charter School is committed to helping each child develop to his or her full potential. We recognize that all human beings are endowed with unique talents and gifts, and we believe that the process of schooling should lead each student to the realization, development, and expression of his or her potential.

We are a performance-based charter school created to serve the children of the Southeast Bronx while exploring the heritage of the many cultures represented in our neighborhood. We are an extended family of students, teachers, parents, and community members who promote the educational achievements of our children through a relentless focus on high academic standards for all.

HTCS is designed to help students develop the skills to become leaders who read, think, write, and communicate at high levels. Our mission is to prepare our children for success throughout their college years and beyond.

NEWS AND ANNOUNCEMENTS

■ **Immediate Student Seats Available for 7th and 8th Graders**

Please fill out an application by clicking on the application link below (under Selected Links)

■ **Student Supply Lists**



Parents/Guardians, please click the above link to view your child's supply list.

■ **Harriet Tubman Charter School is now on Social Media!**

FEATURED PHOTO ALBUMS

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/9d18a421296636fce>

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

	First Name	Last Name
Trustee Name	Barbara	Nowell

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the Board:

(check all that apply)

-
- Secretary
-

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

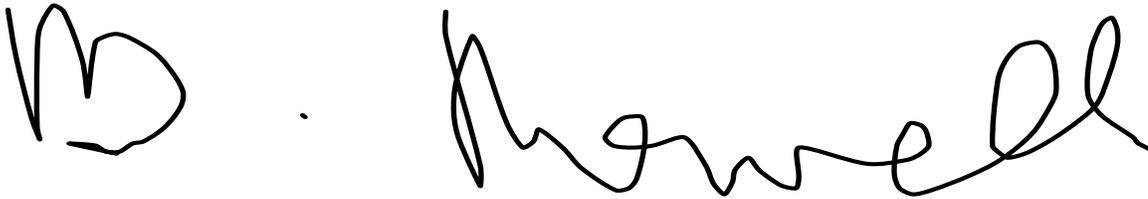
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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. It starts with a large, stylized 'M' followed by a period, and then the name 'Howell' in a cursive script.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/38bd6a0da9258d2e3>

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

	First Name	Last Name
Trustee Name	Claudia	Nisbett

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the 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

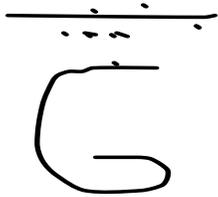
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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



Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/eeab873988fe8bb5e8>

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

	First Name	Last Name
Trustee Name	Wesley	Willis

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the 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?

No

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

Three handwritten signatures in black ink. The first signature is stylized and appears to be 'B. O.'. The second signature is a cursive 'D.'. The third signature is a cursive 'B. Wheel'.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/c7250e3cf4c7175c6e>

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

	First Name	Last Name
Trustee Name	Cliff	Frazier

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the 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

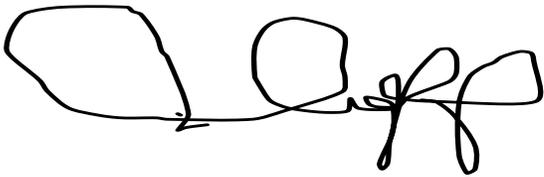
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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, consisting of several loops and a long horizontal stroke.A handwritten signature in black ink, featuring a large initial 'J' followed by a long, flowing horizontal stroke.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/1c57f2e040b12bd2d>

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

	First Name	Last Name
Trustee Name	Mildred	McGee

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]d
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Board member, Education committee member
-

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

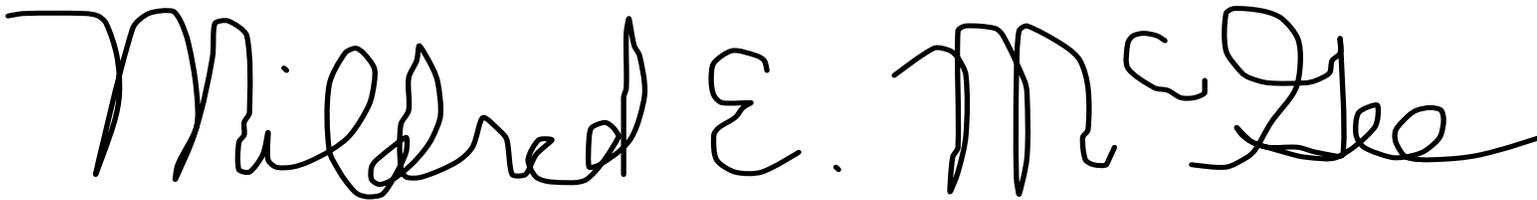
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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 that reads "Mildred E. McGehee". The signature is written in a cursive style with a large initial 'M' and a long horizontal flourish at the end.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/6cadfabfa433c543ea>

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

	First Name	Last Name
Trustee Name	Jerima	DeWese

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Personnel Committee
-

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

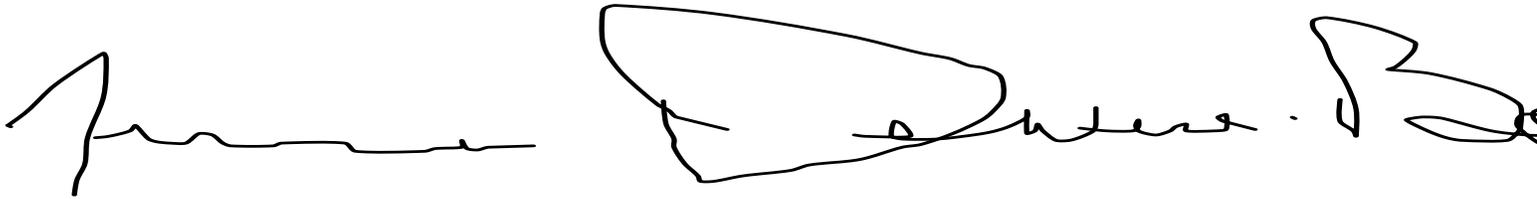
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

Two handwritten signatures in black ink. The first signature is on the left and is a cursive name. The second signature is on the right and is a more stylized cursive name.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, November 05, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/1e6e6e92f2c40b08ac>

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

	First Name	Last Name
Trustee Name	David	Bowling

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the Board:

(check all that apply)

- Treasurer
-

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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

Three handwritten signatures in black ink, written in a cursive style, are displayed horizontally across the page.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, November 05, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/b610ae4ecbaa122fdd>

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

	First Name	Last Name
Trustee Name	Marlon	Dunbar

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the 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?

No

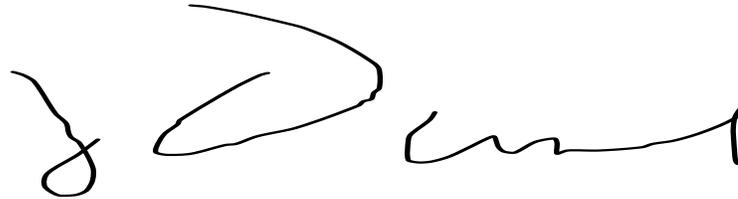
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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 consisting of a long horizontal line with a small loop at the end.A handwritten signature that appears to be "J. D. Smith" written in a cursive style.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, November 06, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/64be765826c538819>

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

	First Name	Last Name
Trustee Name	Geraldine	Hunter

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Education Committee
-

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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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 that reads "Geraldine Hunter". The signature is written in a cursive, flowing style.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, November 09, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/2d40ba54dc6d5e5bd>

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

	First Name	Last Name
Trustee Name	Rey	Allen

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

HARRIET TUBMAN CS (REGENTS) 320900860823

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Educational Committee
-

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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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 that reads "Roy Allen". The signature is written in a cursive style with a large, looped initial "R" and a long, horizontal flourish at the end.

Thank you.