



Entry 1 School Information and Cover Page (New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 07/16/2019 • Last updated: 10/04/2019

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2019**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME HARRIET TUBMAN CHARTER SCHOOL

(Select name from the drop down menu)

a1. Popular School Name (Optional) (No response)

b. CHARTER AUTHORIZER (As of June 30th, 2019) Regents Authorized Charter School

Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.

c. DISTRICT / CSD OF LOCATION NYC CSD 9

d. DATE OF INITIAL CHARTER 09/2000

e. DATE FIRST OPENED FOR INSTRUCTION 09/2001

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

MISSION STATEMENT

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.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Research proven curriculum aligned to NYS and Common Core Learning Standards. Content area curriculum that demonstrates alignment to standards (Core Knowledge, Envision Math, Springboard, McGraw Hill Social Studies; Science: A Closer Look; Engage NY)
Variable 2	Proven instructional methodologies for high poverty and at risk students; Dedication and commitment; supportive faculty; high expectations; no excuses; strong use of data; relationships of respect; a collaborative culture; resources and support (i.e. interventions, Longer Day; Extended Day, intramurals, clubs, etc.); rules and values; use of data; parent support
Variable 3	An array of formative and summative assessment tools Star360, Achieve 3000, Springboard; NYSTP Common Core assessment.

Variable 4	A Strategic Framework focused on monitoring charter school goals Strategic Framework Plan for every charter term
Variable 5	Core values that support a positive school culture, Wisdom, justice, courage, compassion, hope, respect, responsibility and integrity
Variable 6	On going focused PD and daily common planning School schedule and PD calendar; contract with Generation Ready.
Variable 7	Shared leadership among faculty, administrators and the BOT Leadership Team; Grade Level Teams; Strong Board involvement; Board Committees
Variable 8	Support systems that align with the school's mission and vision. Celebrations of diversity; Interventions to help students reach their potential
Variable 9	Effective management of fiscal resources to support achievement. Budget monitoring; Improved spending ratio between academic and operational costs
Variable 10	Meaningful parental engagement. Information sharing events; celebrations; student recognition; training for Parent Association

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://www.htcsbronx.org>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)

675

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)

650

k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)

Check all that apply

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

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2019-20?

	Yes, 2 sites
--	--------------

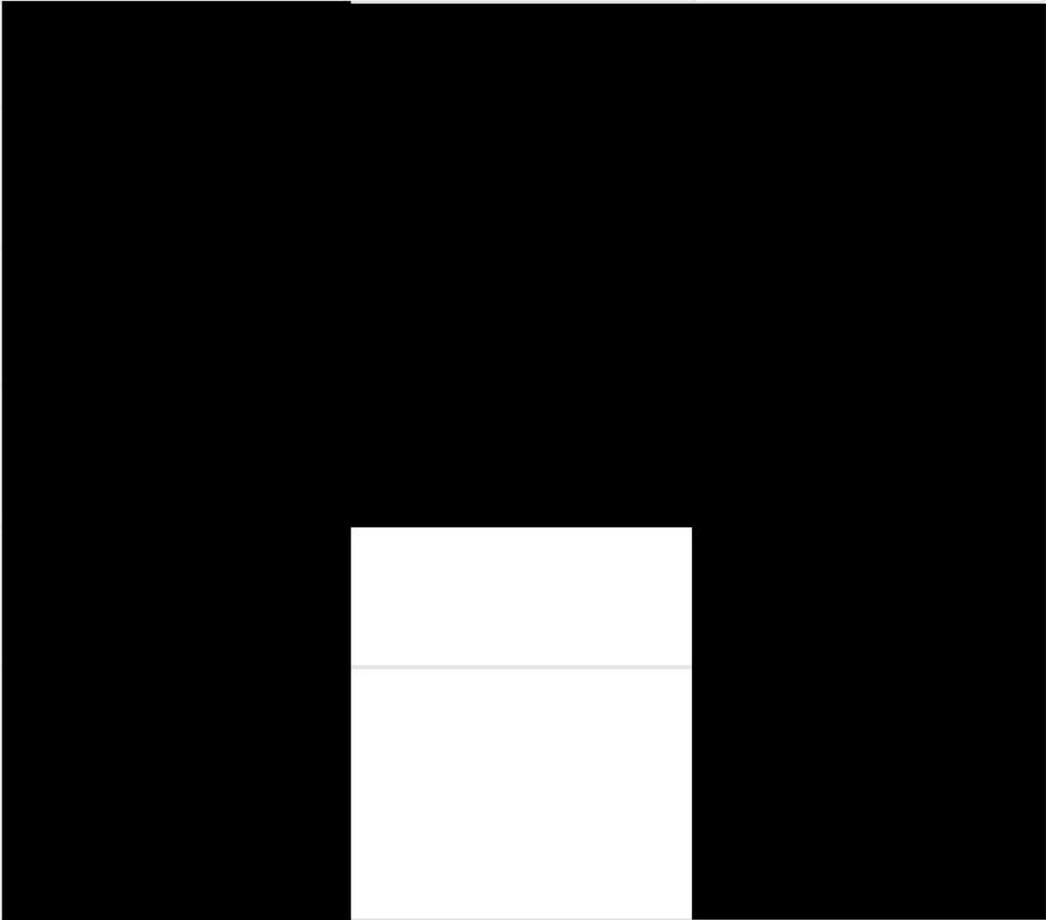
School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K 5, 6 9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	3565 Third Ave	718 537 9912	NYC CSD 9	k 4	no

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person			
Operational Leader	Michael Taylor			
Compliance Contact	Michael Taylor			
Complaint Contact	Cleveland Person			
DASA Coordinator	Elizabeth Malave			
Phone Contact for After Hours Emergencies	Cleveland Person			

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

Private Space

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

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

Site 1 Certificate of Occupancy (COO)

<https://nysed.cso.reports.fluidreview.com/resp/109619082/yFPTXS6fVv/>

Site 1 Fire Inspection Report

<https://nysed.cso.reports.fluidreview.com/resp/109619082/nBJtmqxAKU/>

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K 5, 6 9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1176 Franklin Avenue	718 991 4181	NYC CSD 9	5 8	no

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person			
Operational Leader	Michael Taylor			
Compliance Contact	Michael Taylor			
Complaint Contact	Cleveland Person			
DASA Coordinator	Elizabeth Malave			
Phone Contact for After Hours Emergencies	Cleveland Person			

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

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

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Site 2 Certificate of Occupancy (COO)

<https://nysed.cso.reports.fluidreview.com/resp/109619082/s651eHxILr/>

Site 2 Fire Inspection Report

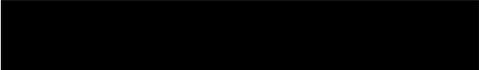
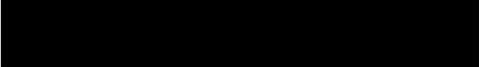
<https://nysed.cso.reports.fluidreview.com/resp/109619082/bZoeZBX06f/>

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions). No

ATTESTATION

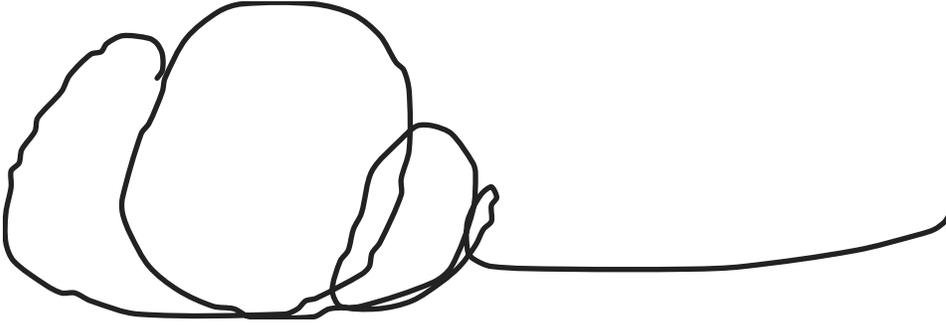
o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Michael Taylor
Position	Director of Operations
Phone/Extension	
Email	

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

No Responses Selected

Signature, Head of Charter School

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal tail extending to the right.

Signature, President of the Board of Trustees

Date (No response)

Thank you.



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 05.28.2019.

PREMISES

Harriet Tubman Charter School
1176 Franklin Avenue
Bronx NY 10456

Harriet Tubman Charter School
1176 Franklin Avenue
Bronx NY 10456

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **02.01.2019**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 09.24.2018.

PREMISES

Harriet Tubman Charter School
3565 3rd Avenue
Bronx NY 10456

Harriet Tubman Charter School
3565 3rd Avenue
Bronx NY 10456

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **05.24.2018**

_____ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

~~XXX~~ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

Note: Re-inspection conducted on 08.23.2018 resulted in dismissal of violation orders E558431 and E558430. Violation orders E558433 and E558432 remain active. Violation order 558100 Issued.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Tomasz Korbas

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

558432



55 8100

558433

**AUTOMATIC SPRINKLER
SHUT-OFF VALVE
LOCATED 3 FT.
OPPOSITE THIS SIGN**



August 06, 2018

Rick D. Chandler, PE
Commissioner

Raymond Plumey, FAIA
Deputy Borough
Commissioner

1932 Arthur Avenue
Bronx NY 10457
www.nyc.gov/buildings

718 579 6929 tel
718 579 6767 fax

Applicant: David Briggs, AIA LEED AP
594 Broadway-Suite 506
New York, NY 10012

Agency: New York State Education Department
Albany, NY

Re: 1176 Franklin Avenue, AKA 1176-1188 Franklin Avenue, Bronx
Block 2614, Lot 4
Zoning District R6

Dear Mr. Briggs:

This is in response to your request of July 30, 2018 for a Letter of No Objection (LNO) at **1176 Franklin Avenue** for a **charter school use (use group 3)**. There is no Certificate of Occupancy (CO) for the premises. However, other Department of Buildings (DOB) records from the Block and Lot folder indicate that a brick fire-proofed 3-story and basement school was erected under the NB application of 799 of 1904 at this location with the Church of St. Augustine listed as the owner. The parochial school use is confirmed by Slip 879 of 1916, Misc. 336 of 1970 and several recent ALT-2 applications, signed-off in 2002 to 2009, one of them application no. 200559975 filed by NYSCA. In addition, the Department of Finance (DOF) records confirm the parochial educational use under the code under the code W-9.

You indicated that the school is no longer operated by and accessory to the house of worship (use group 4). A parochial school is a use group (UG) 4, if it is operated and accessory to a house of worship; if the school is operated independently from the church, it is similar to a public school, which is a use group (UG) 3.

Therefore, the Department of Buildings **has no objection to a charter school** use group (UG) 3 at 1176 Franklin Avenue subject to the following conditions:

1. The charter school is operated independently of the church.
2. A fire alarm system, if existing has to be legalized with the DOB or certified as appropriate by a licensed professional; if not existing an application must be filed and signed-off with the DOB. Fire alarm systems are required for educational occupancies (E) and fire suppression systems are required for commercial kitchens. Until that date FDNY certified fire wardens are required to be present on site during hours of operation, one per each means of egress per floor and one per every 100 children.
3. A Place of Assembly (PA) application must be filed and signed off with the DOB for all spaces with 75 people or more. Until that date FDNY certified fire wardens are required to be present on site during the PA hours of operation.
4. Provide fire protection systems throughout to comply with the NYC Building and Fire Codes.
5. Comply with DOB and Health Department regulations with respect to asbestos and lead paint abatement.
6. All exits and means of egress must be unobstructed at all times.
7. Cooking is prohibited without a fire suppression system, only warming of food and beverages is allowed.



Therefore, the Department of Buildings (DOB) has no objection to a charter school (use group 3) at **1176 Franklin Avenue**.

If this building is hereafter altered or its use changes, an application for such alteration work or change of use must be filed and a Certificate of Occupancy shall be obtained pursuant to Article 118, Chapter 1 of Title 28 of the NYC Administrative Code.

I trust this information has been of assistance to you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Raymond Plumey".

Raymond Plumey, FAIA
Deputy Borough Commissioner



Certificate of Occupancy

CO Number: [REDACTED]

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. This document or a copy shall be available for inspection at the building at all reasonable times.

A. Borough: Bronx	Block Number: 02373	Building Type: Altered
Address: 3565 3 AVENUE	Lot Number(s): 14	Effective Date: 01/30/2007
Building Identification Number (BIN): 2001331		Certificate Type: Final

B. Construction classification: 1	
Building Occupancy Group classification: PUB	Number of stories: 1
Multiple Dwelling Law Classification: None	Height in feet: 15
Fire Protection Equipment: None associated with this filing.	Number of dwelling units: 0
C. Type and number of open spaces: Parking spaces (17), Parking (14500 square feet)	
D. This Certificate is issued with the following legal limitations: None	
E. Borough Comments: None	

For zoning lot metes & bounds, please see BISWeb.

[Red Signature]

Borough Commissioner

[Black Signature]

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE



Entry 2 NYS School Report Card Link

Last updated: 07/16/2019

HARRIET TUBMAN CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019) REGENTS Authorized Charter School

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

2. NEW YORK STATE REPORT CARD

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

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

https://data.nysed.gov/essa.php?instid=800000046300&year=2018&createreport=1&allchecked=1&OverallStatus=1§ion_1003=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&staffqual=1&expend=1&38ELA=1&38MATH=1&48SCI=1®ents=1&nyseslat=1&feddata=1



Entry 3 Progress Toward Goals

Created: 08/01/2019 • Last updated: 11/01/2019

PROGRESS TOWARD CHARTER GOALS

Board of Regents authorized and NYCDOE authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Harriet Tubman Charter School will remain a Charter School in Good Standing	2018 NYS Report Card	Met	
Academic Goal 2	Harriet Tubman Charter School will make Adequate Yearly Progress in grades 3-8 in English Language Arts, Mathematics, and Science each year.	2018 NYS Report Card	Met	
Academic Goal 3	Harriet Tubman Charter School will exceed the percentage of students performing at Levels III and IV overall as compared to CSD #9 in English Language Arts on an annual basis.	data.nysed.gov	Met	
	Harriet Tubman Charter School will			

Academic Goal 4	exceed the percentage of students performing at Levels III and IV overall as compared to CSD #9 in Math on an annual basis.	data.nysed.gov	Met	
Academic Goal 5	The percentage of students reaching Levels 3 and 4 on the ELA examination will increase by 4 percentage points per year.	data.nysed.gov 2015 25% 2016 43% 2017 45% 2018 59.5% 2019 55%	Not Met	Due to the State's new two session test design and performance standards, the 2018 Grades 3-8 ELA and math results cannot be compared with prior year results. The new baseline established this year will enable comparisons with student scores in 2019 and 2020
Academic Goal 6	The percentage of students reaching Levels 3 and 4 on the Mathematics examination will increase by 4 percentage points per year.	data.nysed.gov 2015 43 % 2016 51% 2017 54% 2018 55% 2019 66%	Met	Due to the State's new two session test design and performance standards, the 2018 Grades 3-8 ELA and math results cannot be compared with prior year results. The new baseline established this year will enable comparisons with student scores in 2019 and 2020
Academic Goal 7	HTCS will continue to show progress in meeting or exceeding the average performance of NYS schools in ELA. (NYS performance data and measures as per NYS Report Card)	2018 NYS Report Card	Met	
	HTCS will continue to show progress in			

Academic Goal 8	meeting or exceeding the average performance of NYS schools in Math. (NYS performance data and measures as per NYS Report Card)	2018 NYS Report Card	Met	
Academic Goal 9	the percentage of students in Grades 4 and 8 scoring at Levels 3 and 4 on the NYS Science examination will increase by 4 Percentage points each year.	NYS Report Card 2015 N/A 2016 94.5% 2017 91.5% 2018 90% 2019 N/A	Not Met	HTCS is performing above the 80th percentile and continues to exceed proficiency
Academic Goal 10				

2. Do we have more academic goals to add? No

3. Do we have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2018-19 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	The school will sponsor a minimum of four general parent meetings each year designed to give parents the tools necessary to more fully participate in their children's education and to familiarize them with the school, as evidenced by parent	Principal's Report in Minutes: October 2018; November 2018; February 2019; June 2019	Met	

	communications or school flyers.			
Org Goal 2	The school will maintain a minimum of two partnerships with local community organizations.	Partnerships: Rev. Dr. MLK, Jr. Center for Nonviolence; Morrisania Revitalization Corporation; Claremont Community Center; Beacon	Met	
Org Goal 3	The school will maintain an annual participation rate of 95 percent on monthly internal Benchmark assessments.	Star 360 or Mock Exams	Met	
Org Goal 4	HTCS will show that it is deemed a safe school by reporting concrete evidence from NYS measures (i.e. VADIR incidences, NYS Report Card Data, NYC Survey Data)	NYC DOE School Quality Guide https://tools.nycenet.edu/guide/2019/#dbn=84X706&report_type=EMS and Data.NYSED.gov	Met	
Org Goal 5	The number of out of school suspensions will decrease from Quarter 1 (ending October 15) to Quarter 4 (ending June 15th) by 10 percent as documented by suspension data as reported in ATS.	Internally compiled by school leadership.	Met	
Org Goal 6	Student attendance will continue to be 90 percent at minimum, increasing to 93 percent over the life of the charter.	ATS and Infinite Campus attendance reporting.	Met	

Org Goal 7	Ninety percent of students in grades K 7 will re enroll at the school each year	Internal enrollment data and ATS enrollment.	Met	
Org Goal 8	The school will maintain a wait list equal to at least 10 percent of school's enrollment over the life of the charter.	Schools internal waitlist and School mint Common Charter School Application data	Met	
Org Goal 9	Teachers will express an overall satisfaction rate between 6 and 7 each year	NYC DOE School Quality Guide https://tools.nycenet.edu/guide/2019/#dbn=84X706&report_type=EMS	Met	
Org Goal 10	Parents will express an overall satisfaction rate between 6 and 7 each year	NYC DOE School Quality Guide https://tools.nycenet.edu/guide/2019/#dbn=84X706&report_type=EMS	Met	
Org Goal 11	Students will express an overall satisfaction rate between 6 and 7 each year	NYC DOE School Quality Guide https://tools.nycenet.edu/guide/2019/#dbn=84X706&report_type=EMS	Met	
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				

Org Goal 20				
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5. Do have more organizational goals to add? (No response)

6. FINANCIAL GOALS

2018-19 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Financia l Goal 1	Harriet Tubman Charter School will meet its annual budget targets	Annual Board approved budget	Met	
Financia l Goal 2	HTCS will meet its annual and 5th year budget targets as per its annual approved budget and the 5 year budget plan. (Final annual audit)	Annual Fiscal Audit	Met	
Financia l Goal 3	HTCS will maintain adequate internal controls and procedures in accordance with NYS law and GAAP practices. (Clean audits no material weaknesses or instances of non compliance)	Annual Fiscal Audit	Met	
Financia l Goal 4	HTCS will maintain a sound system of financial accounting and reporting in accordance with GAAP. (Clean audits no material weaknesses or	Annual Fiscal Audit	Met	

	instances of non compliance)			
Financia I Goal 5	HTCS will maintain a sound and stable financial condition (SUNY Fiscal Dashboard a multi year financial analysis and data tool)	Annual Fiscal Audit	Met	

7. Do have more financial goals to add? (No response)

2018-19 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Financia I Goal 6				
Financia I Goal 7				
Financia I Goal 8				
Financia I Goal 9				
Financia I Goal 10				

Thank you.



Entry 4 Expenditures per Child

Last updated: 07/30/2019

HARRIET TUBMAN CHARTER SCHOOL Section Heading

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 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* [Audit Guide](#) available within the portal or on the NYSED website

at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf>.

Line 1: Total Expenditures	11363216
Line 2: Year End FTE student enrollment	649
Line 3: Divide Line 1 by Line 2	17501

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018 19 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year end FTE enrollment. 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 officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. 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. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:
The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:
<http://www.p12.nysed.gov/psc/AuditGuide.html>.
Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	482368
Line 2: Management and General Cost (Column)	344296
Line 3: Sum of Line 1 and Line 2	826664
Line 5: Divide Line 3 by the Year End FTE student enrollment	1273

Thank you.

HARRIET TUBMAN CHARTER SCHOOL

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

JUNE 30, 2019 AND 2018

HARRIET TUBMAN CHARTER SCHOOL

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Harriet Tubman Charter School

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, 2019 and 2018, 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 of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School'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 School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

An independent member of Baker Tilly International

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Harriet Tubman Charter School as of June 30, 2019 and 2018, 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 Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), 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 report dated October 15, 2019, on our consideration of Harriet Tubman Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Harriet Tubman Charter School's internal control over financial reporting and compliance.

MBAF CPAs, LLC

New York, NY
October 15, 2019

HARRIET TUBMAN CHARTER SCHOOL
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2019 AND 2018

ASSETS	2019	2018
Cash	\$ 1,047,484	\$ 917,912
Cash - restricted	75,000	75,000
Grants and other receivables	781,033	849,347
Prepaid expenses	298,407	32,313
Deferred lease premium, net	-	85,000
Property and equipment, net	442,030	406,363
Security deposits	128,900	128,900
	\$ 2,772,854	\$ 2,494,835
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 533,474	\$ 676,003
Capital lease payable	56,747	106,346
Accrued salary and other payroll related expenses	529,977	489,446
Deferred revenue	15,307	14,164
Deferred rent	13,440	40,320
	1,148,945	1,326,279
NET ASSETS		
Net assets - without donor restrictions	1,623,909	1,168,556
	\$ 2,772,854	\$ 2,494,835

The accompanying notes are an integral part of these financial statements.

HARRIET TUBMAN CHARTER SCHOOL
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
OPERATING REVENUE		
State and local per pupil operating revenue	\$ 10,856,141	\$ 10,173,460
Government grants and contracts	<u>982,945</u>	<u>1,126,537</u>
	<u>11,839,086</u>	<u>11,299,997</u>
EXPENSES		
Program services		
General education	8,597,298	8,578,794
Special education	1,833,429	1,724,594
Management and general	950,364	960,010
Fundraising	<u>4,481</u>	<u>7,435</u>
	<u>11,385,572</u>	<u>11,270,833</u>
SURPLUS FROM SCHOOL OPERATIONS	453,514	29,164
OTHER INCOME	1,839	32,340
NET ASSETS RELEASED FROM RESTRICTIONS		
Satisfaction of donor restrictions	<u>-</u>	<u>25,365</u>
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	455,353	86,869
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
Net assets released from restrictions	<u>-</u>	<u>(25,365)</u>
CHANGE IN NET ASSETS	455,353	61,504
NET ASSETS - BEGINNING OF YEAR	<u>1,168,556</u>	<u>1,107,052</u>
NET ASSETS - END OF YEAR	\$ 1,623,909	\$ 1,168,556

The accompanying notes are an integral part of these financial statements.

HARRIET TUBMAN CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	No. of Positions	Program Services			Supporting Services			2019
		General	Special	Total	Fundraising	Management	Total	
		Education	Education			and General		
Personnel Services Costs								
Administrative staff personnel	12	\$ 664,901	\$ 95,655	\$ 760,556	\$ -	\$ 303,456	\$ 303,456	\$ 1,064,012
Instructional personnel	74	2,810,036	819,689	3,629,725	-	-	-	3,629,725
Non-instructional personnel	13	669,306	85,086	754,392	-	179,374	179,374	933,766
Total salaries and staff	99	4,144,243	1,000,430	5,144,673	-	482,830	482,830	5,627,503
Fringe benefits and payroll taxes		1,103,428	117,452	1,220,880	-	85,075	85,075	1,305,955
Retirement		423,543	102,244	525,787	-	49,345	49,345	575,132
Legal service		-	-	-	-	33,625	33,625	33,625
Accounting / Audit services		-	-	-	-	32,784	32,784	32,784
Other purchased / Professional / Consulting services		667,249	140,012	807,261	-	59,945	59,945	867,206
Building and land rent / Lease / Facility finance interest		642,961	155,212	798,173	-	74,909	74,909	873,082
Repairs and maintenance		392,582	94,770	487,352	-	45,738	45,738	533,090
Insurance		82,275	19,861	102,136	-	9,586	9,586	111,722
Utilities		129,318	31,218	160,536	-	15,066	15,066	175,602
Supplies / Materials		161,599	16,724	178,323	-	-	-	178,323
Equipment / Furnishings		18,234	4,402	22,636	-	2,124	2,124	24,760
Staff development		116,645	28,158	144,803	-	13,590	13,590	158,393
Marketing / Recruitment		455	110	565	-	53	53	618
Technology		111,135	26,828	137,963	-	12,948	12,948	150,911
Food service		308,271	31,903	340,174	-	-	-	340,174
Student services		52,172	5,399	57,571	4,481	-	4,481	62,052
Office expense		72,984	17,618	90,602	-	12,916	12,916	103,518
Depreciation / Amortization		161,581	39,006	200,587	-	18,825	18,825	219,412
Other		8,623	2,082	10,705	-	1,005	1,005	11,710
		\$ 8,597,298	\$ 1,833,429	\$ 10,430,727	\$ 4,481	\$ 950,364	\$ 954,845	\$ 11,385,572

The accompanying notes are an integral part of these financial statements.

HARRIET TUBMAN CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

	No. of Positions	Program Services			Supporting Services			2018
		General	Special	Total	Fundraising	Management	Total	
		Education	Education			and General		
Personnel Services Costs								
Administrative staff personnel	12	\$ 600,137	\$ 86,337	\$ 686,474	\$ -	\$ 273,898	\$ 273,898	\$ 960,372
Instructional personnel	72	2,782,671	760,846	3,543,517	-	-	-	3,543,517
Non-instructional personnel	13	656,449	80,805	737,254	-	173,582	173,582	910,836
Total salaries and staff	97	4,039,257	927,988	4,967,245	-	447,480	447,480	5,414,725
Fringe benefits and payroll taxes		1,255,086	133,595	1,388,681	-	96,768	96,768	1,485,449
Retirement		373,003	85,695	458,698	-	41,322	41,322	500,020
Legal service		-	-	-	-	90,000	90,000	90,000
Accounting / Audit services		-	-	-	-	31,250	31,250	31,250
Other purchased / Professional / Consulting services		608,203	119,073	727,276	-	50,480	50,480	777,756
Building and land rent / Lease / Facility finance interest		650,143	149,365	799,508	-	72,025	72,025	871,533
Repairs and maintenance		341,975	78,566	420,541	-	37,885	37,885	458,426
Insurance		72,021	16,546	88,567	-	7,979	7,979	96,546
Utilities		123,640	28,405	152,045	-	13,697	13,697	165,742
Supplies / Materials		148,824	14,037	162,861	-	-	-	162,861
Equipment / Furnishings		13,273	3,049	16,322	-	1,470	1,470	17,792
Staff development		98,444	22,617	121,061	-	10,906	10,906	131,967
Marketing / Recruitment		171	39	210	-	19	19	229
Technology		88,021	20,222	108,243	-	9,751	9,751	117,994
Food service		304,794	28,748	333,542	-	-	-	333,542
Student services		69,998	6,602	76,600	7,435	-	7,435	84,035
Office expense		61,756	14,188	75,944	-	12,400	12,400	88,344
Depreciation / Amortization		314,427	72,237	386,664	-	34,833	34,833	421,497
Other		15,758	3,622	19,380	-	1,745	1,745	21,125
		\$ 8,578,794	\$ 1,724,594	\$ 10,303,388	\$ 7,435	\$ 960,010	\$ 967,445	\$ 11,270,833

The accompanying notes are an integral part of these financial statements.

HARRIET TUBMAN CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from operating revenue and other income	\$ 11,993,543	\$ 11,422,984
Cash received from interest income	1,839	32,340
Cash paid to employees and suppliers	<u>(11,561,132)</u>	<u>(10,693,358)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>434,250</u>	<u>761,966</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(255,079)</u>	<u>(150,980)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on capital lease	<u>(49,599)</u>	<u>(47,068)</u>
NET INCREASE IN CASH	129,572	563,918
CASH AND CASH - RESTRICTED - BEGINNING OF YEAR	<u>992,912</u>	<u>428,994</u>
CASH AND CASH - RESTRICTED - END OF YEAR	<u>\$ 1,122,484</u>	<u>\$ 992,912</u>

Reconciliation of change in net assets to net cash provided by operating activities:

Change in net assets	\$ 455,353	\$ 61,504
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	219,412	421,497
Amortization of deferred lease premium	85,000	85,000
Deferred rent	(26,880)	(26,880)
Changes in operating assets and liabilities:		
Grants and other receivables	68,314	(76,177)
Prepaid expenses and other assets	(266,094)	(23,650)
Accounts payable and accrued expenses	(142,529)	390,598
Accrued salary and other payroll related expenses	40,531	(184,090)
Security deposits	-	100,000
Deferred revenue	1,143	14,164
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 434,250</u>	<u>\$ 761,966</u>

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:

Cash and Cash - Restricted Consist of:

Cash	\$ 1,047,484	\$ 917,912
Cash - restricted	<u>75,000</u>	<u>75,000</u>
Total	<u>\$ 1,122,484</u>	<u>\$ 992,912</u>

The accompanying notes are an integral part of these financial statements.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

1. NATURE OF THE ORGANIZATION

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 fifth charter renewal, which will expire on June 30, 2021.

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 year 2019, 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 ("NYCDOE") provides free lunches and transportation directly to a majority of the School's students.

The School, as determined by the Internal Revenue Service, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code ("IRC") and under the corresponding provisions of the New York State tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the IRC and qualifies for deductible contributions as provided in section 170(b)(1)(A)(ii) of the IRC.

The School's primary source of income is from government funding.

2. SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation

The School's financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

The classification of the School's net assets and its support, revenues, and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the two classes of net assets – with donor restrictions or without donor restrictions – be displayed in a statement of financial position and that the amount of change in each of those classes of net assets be displayed in a statement of activities.

These classes are defined as follows:

Net Assets with Donor Restrictions consist of contributions and other inflows of assets whose use is subject to donor-imposed restrictions that are more specific than broad limits reflecting the nature of the not-for-profit entity, the environment in which it operates and the purposes specified in its articles of incorporation or bylaws or comparable documents. Donor-imposed restrictions may be temporary in nature, such as stipulating that resources may be used only after a specified date or limited to specific programs or services. Certain donor imposed restrictions are perpetual in nature.

Net Assets without Donor Restrictions consist of contributions and other inflows of assets whose use is not subject to donor-imposed restrictions. This net asset category includes both contributions not subject to donor restrictions and exchange transactions, such as state and local per pupil operating revenue.

Cash – Restricted

A restricted fund of \$75,000 is held aside to cover debts in the event of the School's dissolution, as required by the State University of New York.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Estimates

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

Grants and Other Receivables

Grants and other receivables represent unconditional promises to give. Grants and other receivables that are expected to be collected within one year and recorded at net realizable value are \$781,033 and \$849,347 at June 30, 2019 and 2018, respectively. The School evaluates the collectability of the receivables and employs the allowance method. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2019 and 2018. Such estimate is based on management's assessments of the creditworthiness of its grantors, the age of its receivables, as well as current economic conditions.

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 recorded by the School when qualifying expenditures are incurred and billable. Funds received in advance for which qualifying expenditures have not been incurred, if any, are reflected as refundable advances from state and local government grants in the accompanying statements of financial position.

Property and Equipment

Property and equipment are stated at cost and are being depreciated on the straight-line method over the estimated useful lives of the assets (See Note 4). The School has established a \$1,500 threshold above which assets are evaluated to be capitalized. Leasehold improvements are amortized over the lesser of the life of the asset or the life 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. Property and equipment acquired with certain government contract funds is recorded as an expense pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized.

Impairment

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2019 and 2018.

Functional Allocation of Expenses

The statements of functional expenses present expenses by function and natural classification. Expenses that can be directly identified with the program or supporting service are reported as expenses of those functional areas. Other expenses are allocated among program and supporting services based upon benefits received.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Subsequent Events

The School has evaluated events through October 15, 2019, which is the date the financial statements were available to be issued.

Income Taxes

The School follows the accounting standard for uncertainty in income taxes. The standard prescribes a minimum recognition threshold and measurement methodology that a tax position taken or expected to be taken in a tax return is required to meet before being recognized in the financial statements. It also provides guidance for derecognition, classification, interest and penalties, disclosure and transition.

The School files informational returns in the federal jurisdiction. With few exceptions, the School is no longer subject to federal income tax examinations for fiscal years before 2016.

The School believes that it has appropriate support for the positions taken on its tax returns. Nonetheless, the amounts ultimately paid, if any, upon resolution of the issues raised by the taxing authorities may differ materially from the amounts accrued for each year. Management believes that its nonprofit status would be sustained upon examination.

Should there be interest on underpayments of income tax, the School would classify it as interest expense. The School would classify penalties in connection with underpayments of income tax as other expense.

The School is subject to tax reportable on Form 990T consisting of unrelated business income if they have provided pre-tax transportation benefits to employees.

Deferred Rent

In accordance with U.S. GAAP, rent expense is recognized on a straight-line basis over the life of the lease, including future escalations of rent, rather than in accordance with lease payments. Deferred rent represents the adjustment to future rents as a result of using the straight-line method.

Adopted Accounting Pronouncement

Financial Statement Presentation

During the year ended June 30, 2019, the School adopted Accounting Standards Update 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update amends the current reporting model for not-for-profit organizations and enhances their required disclosures. The major changes include, but are not limited to: (a) requiring the presentation of two classes of net assets now titled “net assets without donor restrictions” and “net assets with donor restrictions,” (b) modifying the presentation of underwater endowment funds and related disclosures, (c) requiring the use of the placed in service approach to recognize the expirations on gifts used to acquire or construct long-lived assets absent explicit donor restrictions otherwise, (d) requiring the presentation of an analysis of expenses by function and nature, (e) requiring the disclosure of information regarding liquidity and availability of resources, and (f) presenting investment return net of external and direct internal investment expenses. In addition, the update removes the requirement that statements of cash flows using the direct method also present a reconciliation consistent with the indirect method. The School has applied the update retrospectively to all periods presented and adjusted the presentation of these financial statements accordingly. As a result, the School reclassified amounts formerly classified as unrestricted net assets to net assets without donor restrictions. The adoption of this update had no other material effect on the School’s financial position and changes in net assets. In addition, the School has elected to continue to present a reconciliation in the statements of cash flows consistent with the indirect method.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Recent Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board ("FASB") issued an accounting standards update which affects the revenue recognition of entities that enter into either (1) certain contracts to transfer goods or services to customers or (2) certain contracts for the transfer of nonfinancial assets. The update indicates an entity should recognize revenue in an amount that reflects the consideration the entity expects to be entitled to in exchange for the goods or services transferred by the entity. The update is to be applied to the beginning of the year of implementation or retrospectively and is effective for annual periods beginning after December 15, 2018 and in interim periods in annual periods beginning after December 15, 2019. Early application is permitted but no earlier than annual reporting periods beginning after December 31, 2016. The School is currently evaluating the effect the update will have on its financial statements.

In June 2018, the FASB issued an accounting standards update in an effort to clarify and improve the scope and the accounting guidance for contributions received and contributions made. The FASB believes the update should assist entities in (1) evaluating whether transactions should be accounted for as contributions (non-reciprocal transactions) within the scope of not-for-profit guidance, or as an exchange (reciprocal) transaction subject to other guidance and (2) determining whether a contribution is conditional or not. The update is effective on a modified prospective basis for fiscal years beginning after December 15, 2018, and interim periods within annual periods beginning after December 15, 2019, with early adoption permitted. The School is currently evaluating the potential accounting, transition, and disclosure effects the update will have on its financial statements.

In February 2016, the FASB issued an accounting standards update which amends existing lease guidance. The update requires lessees to recognize a right-of-use asset and related lease liability for many operating leases now currently off-balance sheet under current U.S. GAAP. Also, the FASB has issued amendments to the update with practical expedients related to land easements and lessor accounting. The School is currently evaluating the effect the update will have on its financial statements but expects upon adoption that the update will have a material effect on the School's financial condition due to the recognition of a right-of-use asset and related lease liability. The School does not anticipate the update having a material effect on the School's results of operations or cash flows, though such an effect is possible.

The update originally required transition to the new lease guidance using a modified retrospective approach which would reflect the application of the update as of the beginning of the earliest comparative period presented. A subsequent amendment to the update provides an optional transition method that allows entities to initially apply the new lease guidance with a cumulative-effect adjustment to the opening balance of equity in the period of adoption. If this optional transition method is elected, after the adoption of the new lease guidance, the School's presentation of comparative periods in the financial statements will continue to be in accordance with current lease accounting. The School is evaluating the method of adoption it will elect. The update is effective for fiscal years beginning after December 15, 2020, and for interim periods within fiscal years beginning after December 15, 2021, with early application permitted.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform to the presentation in the current year financial statements. This reclassification had no effect on previously reported change in net assets.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

3. LIQUIDITY MANAGEMENT AND AVAILABILITY OF RESOURCES

The School maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. The School's management meets monthly to address projected cash flows to meet its operational expenditures. The School also invests cash in excess of monthly requirements in cash equivalents, which are highly liquid investments with an initial maturity of three months or less. The School's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

	2019	2018
Cash	\$ 1,047,484	\$ 917,912
Cash - restricted	75,000	75,000
Grants and other receivables	781,033	849,347
Total financial assets	1,903,517	1,842,259
Less amounts unavailable for general expenditures within one year due to:		
Restricted by contract with time or purpose	(75,000)	(75,000)
Total financial assets available to management for general expenditures within one year	\$ 1,828,517	\$ 1,767,259

At June 30, 2019 and 2018, the School has no board designated net assets.

4. PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30:

	2019	2018	Estimated Useful Life
Leasehold improvements	\$ 2,090,654	\$1,894,554	Term of lease
Computer and equipment	1,237,291	1,179,962	3-5 years
Durable curriculum materials	136,205	136,205	3 years
Furniture and fixtures	291,946	290,296	7 years
Playground	97,000	97,000	8 years
	3,853,096	3,598,017	
Less: Accumulated depreciation and amortization	(3,411,066)	(3,191,654)	
	\$ 442,030	\$ 406,363	

Depreciation and amortization expense for the years ended June 30, 2019 and 2018 was \$219,412 and \$421,497, respectively.

5. COMMITMENTS

On August 20, 2004, the School entered into a long-term lease agreement for its facilities expiring on December 31, 2019. The future minimum lease payment for this lease is \$171,300.

In July 2012, the School entered into another lease agreement for a second building which expired in June 2016. The School is currently negotiating an extension to the lease while continuing to occupy the building and paying monthly rent of \$33,813.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

5. COMMITMENTS (CONTINUED)

Rent expense charged to operations amounted to \$729,757 and \$729,975 for the years ended June 30, 2019 and 2018, respectively. Deferred rent of \$13,440 and \$40,320 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, 2019 and 2018, respectively.

As part of the School's lease agreement, the School was required to pay a security deposit of \$128,900, which is included in the statements of financial position.

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 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, 2019, there was no balance of the deferred lease premium, as it was fully amortized. At June 30, 2018, the balance of the deferred lease premium was \$85,000, which is net of total accumulated amortization of \$1,190,000.

During the fiscal year 2016, the School leased five new copiers with the lease agreements set to expire in July 15, 2020. The leases require a total monthly payment of \$4,500. The original cost of the copiers under capital leases was \$237,017, with accumulated depreciation of \$185,664 and \$138,261 at June 30, 2019 and 2018, respectively. Amortization expense totaled \$47,403 for each of the years ended June 30, 2019 and 2018. The imputed rate of interest is 5.25%.

At June 30, 2019, the future minimum lease payments under the capital leases are as follows:

June 30,		
2020	\$	54,000
2021		4,500
		<hr/>
		58,500
Less amount representing interest		(1,753)
		<hr/>
	\$	56,747

6. EMPLOYEE BENEFIT PLAN

The School is a participating employer in the Teachers' Retirement System of the City of New York ("TRS" or 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.

Accounting standards require employers participating in multiemployer plans to provide detailed quantitative and qualitative disclosures for these plans. TRS, which is sponsored by the City of New York, does not impose an expiration date on participating employers. The zone status is consistent with the Pension Protection Act and is for the Plan's year-end at June 30, 2018. The zone status is based on information provided in the TRS Comprehensive Annual Financial Report, which includes information from TRS' actuary and is certified by TRS' auditor. Among other factors, plans in the red zone are generally less than 65 percent funded, plans in the yellow zone are less than 80 percent funded and plans in the green zone are at least 80 percent funded. TRS did not report a rehabilitation plan. Information related to the Plan is comprised of the following:

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

6. EMPLOYEE BENEFIT PLAN (CONTINUED)

<i>Pension Fund</i>	<i>Plan Month/Day End Date</i>	<i>Zone Status</i>	<i>Contribution</i>	
			<i>2019</i>	<i>2018</i>
<i>Teacher's Retirement System</i>	<i>06/30</i>	<i>Yellow - As of June 30, 2018</i>	<i>\$575,132</i>	<i>\$500,020</i>

The audited financial statements of the Plan, as of the year ended June 30, 2018, reported total assets at fair value of \$81,582,910. The funded status of the Plan as of June 30, 2016, the most recent actuarial valuation date, is as follows:

	<u>Amounts in Thousands</u>
Actuarial value of assets	\$ 41,015,087
Actuarial accrued liability	(69,964,412)
Unfunded actuarial accrued liability	\$ (28,949,325)
Funded status	-58.6%

7. CONTINGENCIES

The School is involved in legal actions arising in the ordinary course of business. The School is being represented in these actions under an insurance policy for the period August 1, 2013 to August 1, 2014. The policy provides a per claim policy limit of \$1,000,000 and an aggregate limit of \$2,000,000 with a deductible of \$10,000. 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 additional provision for such contingencies has been made in the accompanying financial statements.

8. RISK MANAGEMENT

- A. The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks.
- B. The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund.

9. CONCENTRATIONS

- A. Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation insured limit of \$250,000.
- B. The School received approximately 92% and 90% revenue and support from per pupil funding from the NYCDOE during the years ended June 30, 2019 and 2018, respectively.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

9. CONCENTRATIONS (CONTINUED)

- C. The School's grants and other receivables consist of two major grantors at June 30, 2019. The school's grants and other receivables consist of three major grantors at June 30, 2018.
- D. The School's payables consist of three major vendors as of June 30, 2019. The School's payables consist of two major vendors as of June 30, 2018.

SUPPLEMENTARY INFORMATION

HARRIET TUBMAN CHARTER SCHOOL
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2019

Federal Grantor/Pass-through Grantor/Program or Cluster	FEDERAL CFDA NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	FEDERAL EXPENDITURES
<u>U.S. DEPARTMENT OF EDUCATION</u>			
Pass-through New York State Education Department			
Title I Grants to Local Educational Agencies (LEAs)	84.010	0021194120	\$ 443,015
Supporting Effective Instruction State Grant (Title II)	84.367	0147194120	56,046
English Language Acquisition Grants (Title IIIA)	84.365	0293194120	11,172
Student Support and Academic Enrichment Grants (Title IV)	84.424	0204194120	31,072
Total U.S. Department of Education			<u>541,305</u>
<u>U.S. DEPARTMENT OF AGRICULTURE</u>			
Pass-through New York State Education Department			
Child Nutrition Cluster			
School Breakfast Program	10.553	310600860966	51,983
National School Lunch Program	10.555	310600860966	212,343
Total U.S. Department of Agriculture			<u>264,326</u>
Total Expenditures of Federal Awards			<u>\$ 805,631</u>

See independent auditor's report.
 The accompanying notes are an integral part of this schedule.

HARRIET TUBMAN CHARTER SCHOOL

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS JUNE 30, 2019

1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Harriet Tubman Charter School (a not-for-profit organization) (the "School") under programs of the federal government for the year ended June 30, 2019. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because this Schedule presents only a selected portion of the operations of the School, it is not intended and does not present the financial position, changes in net assets or cash flows of the School.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available and when applicable.

3. SUB-RECIPIENTS

Of the federal expenditures presented in the Schedule, the School provided no federal awards to sub-recipients.

4. INDIRECT COST RATE

The School allocates indirect costs to various federal programs based upon the provisions of the award agreements. The School has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

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

To the Board of Trustees
Harriet Tubman Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Harriet Tubman Charter School (the "School"), which comprise the statement of financial position as of June 30, 2019, 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 thereon dated October 15, 2019.

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 School's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of 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*.

We noted certain matters that we reported to management of the School in a separate letter dated October 15, 2019.



Purpose of this Report

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

MBAF CPAs, LLC

New York, NY
October 15, 2019



Independent Auditor's Report on Compliance With the Major Federal Program and Report on Internal Control over Compliance in Accordance with the Uniform Guidance

To the Board of Trustees
Harriet Tubman Charter School

Report on Compliance for the 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") Compliance Supplement* that could have a direct and material effect on the School's major federal program for the year ended June 30, 2019. The School's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal award applicable to its federal program.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance with the School's major federal 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 the audit requirements of Title 2 U.S. *Code of Federal Regulations* ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance"). Those standards and the Uniform Guidance 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 with the major federal program. However, our audit does not provide a legal determination of the School's compliance.

Opinion on Major Federal Program

In our opinion, Harriet Tubman Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended June 30, 2019.

Report on Internal Control over Compliance

Management of Harriet Tubman Charter School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, 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.

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Report on Internal Control over Compliance (Continued)

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 and therefore, material weakness or significant deficiencies may exist that have not been identified. 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 results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

MBAF CPAs, LLC

New York, NY
October 15, 2019

HARRIET TUBMAN CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2019

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued on whether the financial statements were prepared in accordance with U.S. GAAP: Unmodified
Internal control over financial reporting:
Material weakness (es) identified? Yes No
Significant deficiency (ies) identified that are not considered to be material weaknesses? Yes None reported
Noncompliance material to financial statements noted? Yes No

Federal Awards

Type of auditor's report issued on compliance for major program: Unmodified
Internal control over major program:
Material weakness (es) identified? Yes No
Significant deficiency (ies) identified that are not considered to be material weaknesses? Yes None reported
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes No

Identification of Major Program:

Table with 3 columns: Name of Federal Program, CFDA Number, Expenditures. Row 1: Title I Grants to Local Educational Agencies (LEAs), 84.010, \$ 443,015

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

Auditee qualified as low-risk auditee: Yes X No

SECTION II - FINANCIAL STATEMENT FINDINGS

None noted.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None noted.

SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None noted.



School Name:
Date (Report is due Nov. 1):
Primary District of Location (If NYC select NYC DOE):
If located in NYC DOE select CSD:
School Fiscal Contact Name:
School Fiscal Contact Email:
School Fiscal Contact Phone:
School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:
Audit Period:
Prior Year:

The following items are required:

- 1.) The independent auditor’s report
- 2.) Excel template file containing Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting

The additional items listed below should be submitted if applicable. If the items are not included, Example 1 and Example 2. If the school did not expend federal Title I funds, a management letter response will be required. The management letter response will be due 10 business days from the submission of the report.

Item
Management Letter
Management Letter Response
Federal Single Audit (A-133)
Corrective Action Plan

Annual Financial Statement Audit

Harriet Tubman Charter School
November 1, 2019
New York City Department of Education
NYCSD #9
Cleveland Person
[REDACTED]
MBAF CPAs, LLC
Marc Taub
[REDACTED]
2018-19
2017-18

ed to be included:

ort on financial statements and notes.
 the Financial Position, Statement of Activities, Cash Flow and

ver financial reporting and on compliance.

ould be included if applicable. Please explain the reason(s) if
 les might include: a written management letter was not issued;
 funds in excess of the Single Audit Threshold of \$750,000; the
 e submitted by the following date (should be no later than 30
 port); etc.

If not included, state the reason(s) below (if not applicable fill in N/A)

Harriet Tubman Charter School

Statement of Financial Position

as of June 30

	2019
<u>CURRENT ASSETS</u>	
Cash and cash equivalents	\$ 1,047,484
Grants and contracts receivable	781,033
Accounts receivables	-
Prepaid Expenses	298,407
Contributions and other receivables	-
Other current assets	-
TOTAL CURRENT ASSETS	2,126,924
<u>NON-CURRENT ASSETS</u>	
Property, Building and Equipment, net	\$ 442,030
Restricted Cash	75,000
Security Deposits	128,900
Other Non-Current Assets	-
TOTAL NON-CURRENT ASSETS	645,930
TOTAL ASSETS	2,772,854
<u>CURRENT LIABILITIES</u>	
Accounts payable and accrued expenses	\$ 533,474
Accrued payroll, payroll taxes and benefits	529,977
Current Portion of Loan Payable	-
Due to Related Parties	-
Refundable Advances	-
Deferred Revenue	15,307
Other Current Liabilities	56,747
TOTAL CURRENT LIABILITIES	1,135,505
<u>LONG-TERM LIABILITIES</u>	
Loan Payable; Due in More than One Year	\$ -
Deferred Rent	13,440
Due to Related Party	-
Other Long-Term Liabilities	-
TOTAL LONG-TERM LIABILITIES	13,440
TOTAL LIABILITIES	1,148,945

NET ASSETS

Unrestricted	\$	1,623,909
Temporarily restricted		-
Permanently restricted		-

TOTAL NET ASSETS		<u>1,623,909</u>
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TOTAL LIABILITIES AND NET ASSETS		<u><u>2,772,854</u></u>
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Harriet Tubman Charter S Statement of Financial Po as of June 30

	2018
<u>CURRENT ASSETS</u>	
Cash and cash equivalents	\$ 917,912
Grants and contracts receivable	849,347
Accounts receivables	-
Prepaid Expenses	32,313
Contributions and other receivables	-
Other current assets	-
TOTAL CURRENT ASSETS	1,799,572
<u>NON-CURRENT ASSETS</u>	
Property, Building and Equipment, net	\$ 406,363
Restricted Cash	75,000
Security Deposits	128,900
Other Non-Current Assets	85,000
TOTAL NON-CURRENT ASSETS	695,263
TOTAL ASSETS	2,494,835
<u>CURRENT LIABILITIES</u>	
Accounts payable and accrued expenses	\$ 676,003
Accrued payroll, payroll taxes and benefits	489,446
Current Portion of Loan Payable	-
Due to Related Parties	-
Refundable Advances	-
Deferred Revenue	14,164
Other Current Liabilities	106,346
TOTAL CURRENT LIABILITIES	1,285,959
<u>LONG-TERM LIABILITIES</u>	
Loan Payable; Due in More than One Year	\$ -
Deferred Rent	40,320
Due to Related Party	-
Other Long-Term Liabilities	-
TOTAL LONG-TERM LIABILITIES	40,320
TOTAL LIABILITIES	1,326,279

NET ASSETS

Unrestricted	\$	1,168,556
Temporarily restricted		-
Permanently restricted		-

TOTAL NET ASSETS		<u>1,168,556</u>
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TOTAL LIABILITIES AND NET ASSETS		<u><u>2,494,835</u></u>
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Harriet Tubman Charter School

Statement of Activities

as of June 30

	2019	
	Unrestricted	Temporarily Restricted
OPERATING REVENUE		
State and Local Per Pupil Revenue - Reg. Ed	\$ 10,856,141	\$ -
State and Local Per Pupil Revenue - SPED	-	-
State and Local Per Pupil Facilities Revenue	-	-
Federal Grants	982,945	-
State and City Grants	-	-
Other Operating Income	-	-
Food Service/Child Nutrition Program	-	-
TOTAL OPERATING REVENUE	11,839,086	-
EXPENSES		
Program Services		
Regular Education	\$ 8,597,298	\$ -
Special Education	1,833,429	-
Other Programs	-	-
Total Program Services	10,430,727	-
Management and general	950,364	-
Fundraising	4,481	-
TOTAL EXPENSES	11,385,572	-
SURPLUS / (DEFICIT) FROM OPERATIONS	453,514	-
SUPPORT AND OTHER REVENUE		
Interest and Other Income	\$ 1,839	-
Contributions and Grants	-	-
Fundraising Support	-	-
Investments	-	-
Donated Services	-	-
Other Support and Revenue	-	-
TOTAL SUPPORT AND OTHER REVENUE	1,839	-
Net Assets Released from Restrictions / Loss on	\$ -	\$ -
CHANGE IN NET ASSETS	455,353	-
NET ASSETS - BEGINNING OF YEAR	\$ 1,168,556	-

PRIOR YEAR/PERIOD ADJUSTMENTS

_____ - _____

NET ASSETS - END OF YEAR

\$ 1,623,909 \$ -

Total	2018 Total
\$ 10,856,141	\$ 10,173,460
	-
	-
982,945	1,126,537
	-
	- 32,340
	-
11,839,086	11,332,337

\$ 8,597,298	\$ 8,578,794
1,833,429	1,724,594
	-
10,430,727	10,303,388
950,364	960,010
	4,481
11,385,572	11,270,833

453,514 61,504

\$ 1,839	\$ -	-
	-	-
	-	-
	-	-
	-	-
	1,839	-

\$ -	\$ -	
455,353		61,504

\$ 1,168,556	\$ 1,107,052
--------------	--------------

	-
<u>\$ 1,623,909</u>	<u>\$ 1,168,556</u>

Harriet Tubman Charter School Statement of Cash Flows

as of Ju

		2019
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$	455,353
Revenues from School Districts		-
Accounts Receivable		68,314
Due from School Districts		-
Depreciation		304,412
Grants Receivable		-
Due from NYS		-
Grant revenues		-
Prepaid Expenses		(266,094)
Accounts Payable		(142,529)
Accrued Expenses		40,531
Accrued Liabilities		-
Contributions and fund-raising activities		-
Miscellaneous sources		(26,880)
Deferred Revenue		1,143
Interest payments		
Other		
Other		
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$	434,250
CASH FLOWS - INVESTING ACTIVITIES		
Purchase of equipment	\$	(255,079)
Other		-
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$	(255,079)
CASH FLOWS - FINANCING ACTIVITIES		
Principal payments on long-term debt	\$	(49,599)
Other		
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$	(49,599)
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$	129,572
Cash at beginning of year		992,912
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$	1,122,484

ine 30

<u>2018</u>	
\$	61,504
	-
	(76,177)
	-
	506,497
	-
	-
	-
	(23,650)
	390,598
	(184,090)
	-
	-
	73,120
	14,164
	-
	-
<u>\$</u>	<u>761,966</u>
\$	
	(150,980)
	-
<u>\$</u>	<u>(150,980)</u>
\$	
	(47,068)
<u>\$</u>	<u>(47,068)</u>
\$	563,918
	428,994
<u>\$</u>	<u>992,912</u>

Harriet Tubman Charter School Statement of Functional Expenses as of June 30

		2019				
		Program Services				Supp
No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising	
	\$	\$	\$	\$	\$	
Personnel Services Costs						
Administrative Staff Personnel	12.00	664,901	95,655		- 760,556	-
Instructional Personnel	74.00	2,810,036	819,689		3,629,725	-
Non-Instructional Personnel	13.00	669,306	85,086		- 754,392	-
Total Salaries and Staff	99.00	4,144,243	1,000,430		5,144,673	
Fringe Benefits & Payroll Taxes		1,103,428	117,452		1,220,880	-
Retirement		423,543	102,244		- 525,787	-
Management Company Fees		-	-		-	-
Legal Service		-	-		-	-
Accounting / Audit Services		-	-		-	-
Other Purchased / Professional / Consulting Services		667,249	140,012		- 807,261	
Building and Land Rent / Lease		642,961	155,212		- 798,173	-
Repairs & Maintenance		392,582	94,770		- 487,352	-
Insurance		82,275	19,861		- 102,136	-
Utilities		129,318	31,218		- 160,536	-
Supplies / Materials		161,599	16,724		- 178,323	-
Equipment / Furnishings		18,234	4,402		- 22,636	-
Staff Development		116,645	28,158		- 144,803	-
Marketing / Recruitment		455	110		- 565	-
Technology		111,135	26,828		- 137,963	-
Food Service		308,271	31,903		- 340,174	-
Student Services		52,172	5,399		- 57,571	4,481
Office Expense		72,984	17,618		- 90,602	-

Depreciation	161,581	39,006		-	200,587	-
OTHER	<u>8,623</u>	<u>2,082</u>		-	<u>10,705</u>	-
Total Expenses	\$ 8,597,298	\$ 1,833,429	\$ -	\$ 10,430,727	\$ 4,481	

			2018	
Supporting Services				
Management and General	Total		Total	
\$	\$	\$	\$	\$
303,456	303,456		1,064,012	960,372
-			-3,629,725	3,543,517
179,374	179,374		933,766	910,836
482,830	482,830		5,627,503	5,414,725
85,075	85,075		1,305,955	1,485,449
49,345	49,345		575,132	500,020
-			-	-
33,625	33,625		33,625	90,000
32,784	32,784		32,784	31,250
	59,945		867,206	
59,945				777,756
74,909	74,909		873,082	871,533
45,738	45,738		533,090	458,426
9,586	9,586		111,722	96,546
15,066	15,066		175,602	165,742
			- 178,323	162,861
2,124	2,124		24,760	17,792
13,590	13,590		158,393	131,967
53		53	618	229
12,948	12,948		150,911	117,994
-			- 340,174	333,542
-	4,481		62,052	84,035
12,916	12,916		103,518	88,344

18,825		18,825	219,412	421497
<u>1,005</u>		<u>1,005</u>	<u>11,710</u>	<u>21,125</u>
<u>\$ 950,364</u>	<u>\$ 954,845</u>	<u>\$ 11,385,572</u>	<u>\$ 11,270,833</u>	



Entry 5c Additional Financial Docs

Created: 10/28/2019 • Last updated: 11/01/2019

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

<https://nysed.cso.reports.fluidreview.com/resp/118703306/8mMlunnVv3/>

Explanation for not uploading the Management Letter. (No response)

2. Form 990

<https://nysed.cso.reports.fluidreview.com/resp/118703306/FINDqRIBTE/>

Explanation for not uploading the Form 990. I have attached the Form 8868 extension file

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit. Will be filed with the Federal Audit Clearinghouse by 11/15

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report. No CSP grant

5. Evidence of Required Escrow Account

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

(No response)

Explanation for not uploading the Escrow evidence. (No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan. (No response)

HARRIET TUBMAN CHARTER SCHOOL

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

OCTOBER 15, 2019

October 15, 2019

To the Audit Committee
Harriet Tubman Charter School

We have audited the financial statements of Harriet Tubman Charter School (the “School”) for the year ended June 30, 2019 and are prepared to issue our report thereon dated October 15, 2019. Professional standards require that we provide you with the following information related to our audit. This letter is divided into two sections: 1) required communications from the auditors to those with audit oversight responsibilities and 2) opportunities for strengthening internal controls or enhancing operating efficiency and our related recommendations.

REQUIRED COMMUNICATIONS

A. Our Responsibility under U.S. Generally Accepted Auditing Standards:

As stated in our engagement letter April 9, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of Harriet Tubman Charter School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

B. Planned Scope and Timing of the Audit:

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters in August 2019.

C. Auditor Independence:

We affirm that MBAF CPAs, LLC is independent with respect to Harriet Tubman Charter School.

D. Qualitative Aspects of Accounting Practices:

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Harriet Tubman Charter School are described in Note 2 to the financial statements.

An independent member of Baker Tilly International

As described in Note 2 to the financial statements, during the year ended June 30, 2019, the School adopted Accounting Standards Update 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update amends the current reporting model for not-for-profit organizations and enhances their required disclosures. The major changes include, but are not limited to: (a) requiring the presentation of two classes of net assets now entitled “net assets without donor restrictions” and “net assets with donor restrictions,” (b) modifying the presentation of underwater endowment funds and related disclosures, (c) requiring the use of the placed in service approach to recognize the expirations on gifts used to acquire or construct long-lived assets absent explicit donor restrictions otherwise, (d) requiring the presentation of an analysis of expenses by function and nature, (e) requiring the disclosure of information regarding liquidity and availability of resources, and (f) presenting investment return net of external and direct internal investment expenses. In addition, the update removes the requirement that statements of cash flows using the direct method also present a reconciliation consistent with the indirect method. The School has applied the update retrospectively to all periods presented and adjusted the presentation of these financial statements accordingly. As a result, the School reclassified amounts formerly classified as unrestricted net assets to net assets without donor restrictions. The adoption of this update had no other material effect on the School’s financial position and changes in net assets. In addition, the School has elected to continue to present a reconciliation in the statement of cash flows consistent with the direct method.

We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

E. Accounting Estimates Used in the Financial Statements:

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Allowance for Doubtful Accounts:

As of June 30, 2019, Harriet Tubman Charter School recorded grants receivable of \$781,033. Management concluded that no allowance for doubtful accounts was necessary. Management calculated based on the assessment of the credit-worthiness of the School’s grantors, the aged basis of the receivables, as well as economic conditions and historical information. Based on our audit procedures which included a discussion with the School fiscal Consultant and a test of subsequent collections, we concur with management’s conclusion.

Depreciation:

Management’s estimate of depreciation is based on estimated useful lives of assets. We evaluated the estimated useful of assets in comparison to accounting principles generally accepted in determining that it is reasonable in relation to the financial statements taken as a whole.

Functional Statement Allocation:

Management's estimate of the allocation of functional expenses is directly identified with the program or supporting service to which they relate. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

F. Sensitive Disclosures Affecting the Financial Statements:

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements were:

The disclosure of risk management in Note 5 to the financial statements describes various risks to which the School is exposed.

G. Corrected and Uncorrected Misstatements:

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We will identify those adjustments proposed both corrected and uncorrected:

Proposed and Corrected:

There was two audit adjustment that was proposed and corrected during the period that increased net assets by \$133,067. One adjustment was to record a missed invoice in Accounts Payable for \$4,130. Second adjustment was to correct accumulated depreciation account for equipment asset for \$137,205.

Proposed and Uncorrected:

There were no audit adjustments proposed and uncorrected.

H. Audit Difficulties and Disagreements with Management:

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

I. Management Representations:

We have requested certain representations from management that are included in the management representation letter dated October 15, 2019.

J. Management Consultations with Other Independent Accountants:

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial

statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

K. Other Audit Findings or Issues:

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OPPORTUNITIES FOR STRENGTHENING INTERNAL CONTROLS OR ENHANCING OPERATING EFFICIENCY

Backup Documentation

Our review of the School's cash disbursements revealed one instance where approval of a purchase by the School's Director of Operations was not obtained at the time of testing. We recommend that management implements policies to keep copies of all invoices, authorization and backups for all disbursements easily accessible.

We wish to thank management and personnel for their support and assistance during our audit. We would be pleased to further discuss the contents of this report with you at your convenience.

This information is intended solely for the use of the Audit Committee, Board of Trustees, and management of Harriet Tubman Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

MBAF CPAs, LLC

MBAF CPAs, LLC

EXTENSION FILING INSTRUCTIONS

FORM 8868 FOR FORM 990

FOR THE YEAR ENDING

JUNE 30, 2019

Prepared for	HARRIET TUBMAN CHARTER SCHOOL 3565 THIRD AVENUE BRONX, NY 10456
Prepared by	MBAF CPAS, LLC 440 PARK AVE. SOUTH NEW YORK, NY 10016
Amount due	NOT APPLICABLE
Make check payable to	NOT APPLICABLE
Mail extension and check (if applicable) to	NOT APPLICABLE
Extension must be mailed on or before	NOT APPLICABLE
Special Instructions	THE EXTENSION FOR FORM 990 HAS QUALIFIED FOR ELECTRONIC FILING. FORM 8868 EXTENDS THE DUE DATE OF THE ORGANIZATION'S FORM 990 RETURN UNTIL MAY 15, 2020. THE EXTENSION HAS BEEN TRANSMITTED ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED.

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

	Enter filer's identifying number	
Type or print	Name of exempt organization or other filer, see instructions. HARRIET TUBMAN CHARTER SCHOOL	Employer identification number (EIN) or [REDACTED]
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 3565 THIRD AVENUE	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BRONX, NY 10456	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

ROSALYN ADDO

- The books are in the care of ▶ **3565 THIRD AVENUE - BRONX, NY 10456**
Telephone No. ▶ [REDACTED] Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2020** , to file the exempt organization return for the organization named above. The extension is for the organization's return for:
▶ calendar year _____ or
▶ **X** tax year beginning **JUL 1, 2018** , and ending **JUN 30, 2019** .

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

EXTENSION FILING INSTRUCTIONS

FORM 8868 FOR FORM 990-T

FOR THE YEAR ENDING

JUNE 30, 2019

Prepared for	HARRIET TUBMAN CHARTER SCHOOL 3565 THIRD AVENUE BRONX, NY 10456
Prepared by	MBAF CPAS, LLC 440 PARK AVE. SOUTH NEW YORK, NY 10016
Amount due	BALANCE DUE OF \$2,957
Make check payable to	NOT APPLICABLE
Mail extension and check (if applicable) to	NOT APPLICABLE
Extension must be mailed on or before	NOT APPLICABLE
Special Instructions	<p>THE EXTENSION FOR FORM 990-T HAS QUALIFIED FOR ELECTRONIC FILING. FORM 8868 EXTENDS THE DUE DATE OF THE ORGANIZATION'S FORM 990-T RETURN UNTIL MAY 15, 2020. AFTER YOU HAVE REVIEWED FORM 8868 FOR COMPLETENESS AND ACCURACY, PLEASE SIGN, DATE, AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL TRANSMIT THE EXTENSION ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED.</p> <p>YOUR BALANCE DUE OF \$2,957 WILL BE AUTOMATICALLY WITHDRAWN FROM YOUR ACCOUNT ENDING IN 1426 ON OCTOBER 29, 2019. REFER TO FORM 8868 T ON THE DIRECT DEPOSIT/DEBIT REPORT FOR COMPLETE ACCOUNT INFORMATION.</p> <p>THE 2ND ESTIMATED TAX INSTALLMENT IN THE AMOUNT OF \$1,460 IS DUE BY DECEMBER 16, 2019.</p> <p>ESTIMATED TAX PAYMENTS SHOULD BE MADE USING THE ELECTRONIC FEDERAL TAX PAYMENT SYSTEM (EFTPS).</p>

Form **8879-EO**

IRS e-file Signature Authorization for an Exempt Organization

For calendar year 2018, or fiscal year beginning JUL 1, 2018, and ending JUN 30, 2019

2018

Department of the Treasury
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879EO for the latest information.**

Name of exempt organization

Employer identification number

HARRIET TUBMAN CHARTER SCHOOL

Name and title of officer

JERIMA DEWESE-BOWENS
CHAIRMAN

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a**, **2a**, **3a**, **4a**, or **5a**, below, and the amount on that line for the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, or **5b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here ▶	b Total revenue , if any (Form 990, Part VIII, column (A), line 12)	1b _____
2a Form 990-EZ check here ▶	b Total revenue , if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ▶	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here ▶	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b _____
5a Form 8868 check here ▶ <input checked="" type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5b <u>2,957.</u>

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize MBAF CPAS, LLC to enter my PIN
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶ _____ Date ▶ _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ _____ Date ▶ _____

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

	Enter filer's identifying number	
Type or print	Name of exempt organization or other filer, see instructions. HARRIET TUBMAN CHARTER SCHOOL	Employer identification number (EIN) or
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. 3565 THIRD AVENUE	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BRONX, NY 10456	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 7

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

ROSALYN ADDO

- The books are in the care of ▶ **3565 THIRD AVENUE - BRONX, NY 10456**
Telephone No. ▶ Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2020** , to file the exempt organization return for the organization named above. The extension is for the organization's return for:
▶ calendar year _____ or
▶ **X** tax year beginning **JUL 1, 2018** , and ending **JUN 30, 2019** .

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	2,957.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	2,957.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

**Estimated Tax on Unrelated Business Taxable
Income for Tax-Exempt Organizations**

(and on Investment Income for Private Foundations) FORM 990-T

2019

Department of the Treasury
Internal Revenue Service

▶ Go to www.irs.gov/Form990W for instructions and the latest information.
▶ Keep for your records. Do not send to the Internal Revenue Service.

1	Unrelated business taxable income expected in the tax year	1	
2	Tax on the amount on line 1. See instructions for tax computation	2	
3	Alternative minimum tax for trusts. See instructions	3	
4	Total. Add lines 2 and 3	4	
5	Estimated tax credits. See instructions	5	
6	Subtract line 5 from line 4	6	
7	Other taxes. See instructions	7	
8	Total. Add lines 6 and 7	8	
9	Credit for federal tax paid on fuels. See instructions	9	
10a	Subtract line 9 from line 8. Note: If less than \$500, the organization is not required to make estimated tax payments. Private foundations, see instructions	10a	
b	Enter the tax shown on the 2018 return. See instructions. Caution: If zero or the tax year was for less than 12 months, skip this line and enter the amount from line 10a on line 10c	10b	2,916.
c	2019 Estimated Tax. Enter the smaller of line 10a or line 10b. If the organization is required to skip line 10b, enter the amount from line 10a on line 10c	10c	ADJUSTED TO 2,920.

		(a)	(b)	(c)	(d)
11	Installment due dates. See instructions	11	12/16/19	03/16/20	06/15/20
12	Required installments. Enter 25% of line 10c in columns (a) through (d). But see instructions if the organization uses the annualized income installment method, the adjusted seasonal installment method, or is a "large organization."	12	1,460.	730.	730.
13	2018 Overpayment. See instructions	13			
14	Payment due (Subtract line 13 from line 12)	14	1,460.	730.	730.

LHA For Paperwork Reduction Act Notice, see instructions.

Form **990-W** (2019)



Entry 5d Financial Services Contact Information

Last updated: 10/28/2019

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

HARRIET TUBMAN CHARTER SCHOOL Section Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Michael Taylor		

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Marc Taub			3

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	Charter School Business Management	Leslie Roper Thomas				4

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2018-19 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Harriet Tubman Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,534,374	1,565,249	-	15,000	1,212,486	12,327,109
Total Expenses	9,495,085	1,527,614	-	2,410	1,191,963	12,217,072
Net Income	39,289	37,635	-	12,590	20,523	110,037
Actual Student Enrollment	650	60				-
Total Paid Student Enrollment	590	60				650

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

New York City

\$16,150.00

- School District 2 (Enter Name)
- School District 3 (Enter Name)
- School District 4 (Enter Name)
- School District 5 (Enter Name)

8,439,990	850,298	-	-	1,207,213	10,497,500
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
8,439,990	850,298			1,207,213	10,497,500

Special Education Revenue

45,579	600,666	-	-	4,883	651,128
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Grants

Stimulus

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
---	---	---	---	---	---

Other State Revenue

113,870	11,580	-	-	-	125,450
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TOTAL REVENUE FROM STATE SOURCES

8,599,439	1,462,543			1,212,096	11,274,078
------------------	------------------	--	--	------------------	-------------------

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

-	53,816	-	-	-	53,816
---	--------	---	---	---	--------

Title I

443,015	-	-	-	-	443,015
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Title Funding - Other

95,740	8,600	-	-	-	104,340
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School Food Service (Free Lunch)

292,919	29,788	-	-	-	322,708
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Grants

Charter School Program (CSP) Planning & Implementation

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
---	---	---	---	---	---

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM FEDERAL SOURCES

831,674	92,205				923,879
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

908	92	-	15,000	-	16,000
-----	----	---	--------	---	--------

Erate Reimbursement

56,381	5,734	-	-	-	62,114
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Interest Income, Earnings on Investments,

-	-	-	-	390	390
---	---	---	---	-----	-----

NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
---	---	---	---	---	---

Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

45,973	4,675	-	-	-	50,648
--------	-------	---	---	---	--------

Other Local Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

103,261	10,501		15,000	390	129,152
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TOTAL REVENUE

9,534,374	1,565,249		15,000	1,212,486	12,327,109
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

-	-	-	-	-	-
---	---	---	---	---	---

Instructional Management

3.00	440,506	44,797	-	-	485,303
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Deans, Directors & Coordinators

3.00	250,325	25,457	-	1,837	59,411
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Harriet Tubman Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,534,374	1,565,249	-	15,000	1,212,486	12,327,109
Total Expenses	9,495,085	1,527,614	-	2,410	1,191,963	12,217,072
Net Income	39,289	37,635	-	12,590	20,523	110,037
Actual Student Enrollment	650	60				-
Total Paid Student Enrollment	590	60				650

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	8.00	361,422	-	-	147,623	509,046
TOTAL ADMINISTRATIVE STAFF	14	1,052,254	70,254	1,837	207,034	1,331,379
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	40.00	2,527,892	-	-	-	2,527,892
Teachers - SPED	9.00	-	605,546	-	-	605,546
Substitute Teachers	2.00	90,865	9,240	-	-	100,105
Teaching Assistants	23.00	711,651	72,371	-	-	784,022
Specialty Teachers	-	-	-	-	-	-
Aides	-	-	-	-	-	-
Therapists & Counselors	2.00	99,235	10,092	-	-	109,327
Other	-	351,487	39,989	-	8,524	400,000
TOTAL INSTRUCTIONAL	76	3,781,130	737,238		8,524	4,526,893
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	2.00	-	-	-	68,188	68,188
Security	-	-	-	-	-	-
Other	10.00	-	-	-	348,953	348,953
TOTAL NON-INSTRUCTIONAL	12				417,142	417,142
SUBTOTAL PERSONNEL SERVICE COSTS	102	4,833,384	807,492	1,837	632,700	6,275,414
PAYROLL TAXES AND BENEFITS						
Payroll Taxes		400,864	66,971	-	52,474	520,461
Fringe / Employee Benefits		654,457	109,337	-	85,670	849,713
Retirement / Pension		429,695	71,787	-	56,248	557,894
TOTAL PAYROLL TAXES AND BENEFITS		1,485,016	248,095	564	194,392	1,928,068
TOTAL PERSONNEL SERVICE COSTS		6,318,400	1,055,588	2,402	827,092	8,203,481
CONTRACTED SERVICES						
Accounting / Audit		-	-	-	25,000	25,000
Legal		-	-	-	25,000	25,000
Management Company Fee		-	-	-	-	-
Nurse Services		-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-
Payroll Services		20,025	3,346	-	2,621	26,000
Special Ed Services		-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-
Other Purchased / Professional / Consulting		658,257	87,209	-	40,703	786,168
TOTAL CONTRACTED SERVICES		678,282	90,554	8	93,324	862,168

SCHOOL OPERATIONS

Harriet Tubman Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,534,374	1,565,249	-	15,000	1,212,486	12,327,109
Total Expenses	9,495,085	1,527,614	-	2,410	1,191,963	12,217,072
Net Income	39,289	37,635	-	12,590	20,523	110,037
Actual Student Enrollment	650	60				-
Total Paid Student Enrollment	590	60				650

	PROGRAM SERVICES			SUPPORT SERVICES		TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	
Board Expenses	-	-	-	-	15,700	15,700
Classroom / Teaching Supplies & Materials	46,292	4,708	-	-	-	51,000
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	56,865	5,783	-	-	-	62,648
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	27,062	4,521	-	-	3,553	35,136
Telephone	38,510	6,434	-	-	5,056	50,000
Technology	53,829	8,993	-	-	7,067	69,889
Student Testing & Assessment	37,125	3,775	-	-	-	40,900
Field Trips	-	-	-	-	-	-
Transportation (student)	-	-	-	-	-	-
Student Services - other	91,586	9,314	-	-	-	100,900
Office Expense	39,281	6,562	-	-	5,157	51,000
Staff Development	69,704	11,645	-	-	9,151	90,500
Staff Recruitment	6,162	1,029	-	1	808	8,000
Student Recruitment / Marketing	21,181	3,539	-	-	2,781	27,500
School Meals / Lunch	317,692	32,308	-	-	-	350,000
Travel (Staff)	2,503	418	-	-	329	3,250
Fundraising	3,851	643	-	-	506	5,000
Other	7,856	1,312	-	-	1,031	10,200
TOTAL SCHOOL OPERATIONS	819,500	100,985		1	51,137	971,623
FACILITY OPERATION & MAINTENANCE						
Insurance	90,627	15,141	-	-	11,898	117,666
Janitorial	254,631	42,540	-	-	33,429	330,600
Building and Land Rent / Lease	647,498	108,175	-	-	85,005	840,678
Repairs & Maintenance	77,323	12,918	-	-	10,151	100,392
Equipment / Furniture	14,221	2,376	-	-	1,867	18,464
Security	86,263	14,412	-	-	11,325	112,000
Utilities	138,638	23,162	-	-	18,201	180,000
TOTAL FACILITY OPERATION & MAINTENANCE	1,309,202	218,723			171,875	1,699,799
DEPRECIATION & AMORTIZATION	369,701	61,764	-	-	48,535	480,000
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-
TOTAL EXPENSES	9,495,085	1,527,614		2,410	1,191,963	12,217,072
NET INCOME	39,289	37,635		12,590	20,523	110,037

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
New York City	650	60	710
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

Harriet Tubman Charter School

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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Net Income	39,289	37,635	-	12,590	20,523	110,037
Actual Student Enrollment	650	60				-
Total Paid Student Enrollment	590	60				650

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	650	60	710			
REVENUE PER PUPIL	14,668	26,087	-			
EXPENSES PER PUPIL	14,608	25,460	-			

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: *Geraldine Hunter*

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name): *Harriet Tubman Charter School*

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Member Grievance Committee Chairperson

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

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

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

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people

doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
N/A	N/A	N/A	N/A	N/A

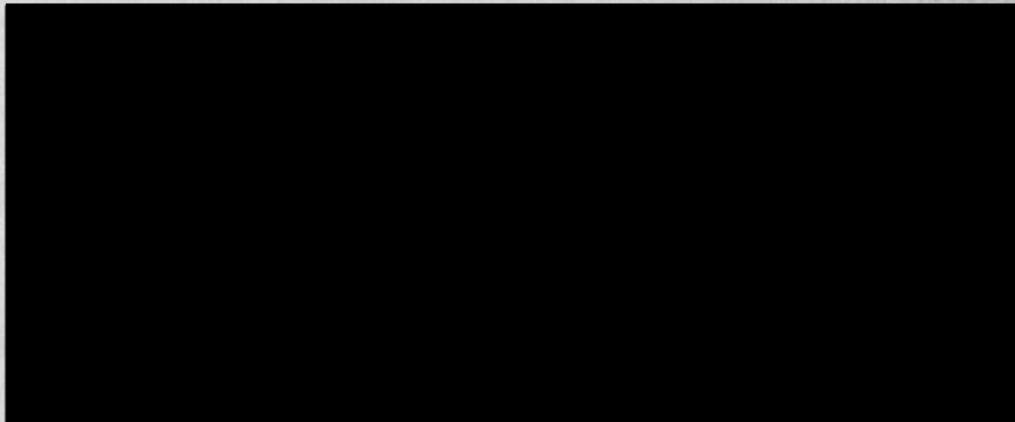
Gerald L. Hunter

 Signature

7/26/19

 Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:
Cliff Frazier

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):
Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chairperson Emeritus Co-Founder

2. Is the trustee an employee of any school operated by the Education Corporation?
___ Yes ___ x ___ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes ___ x ___ No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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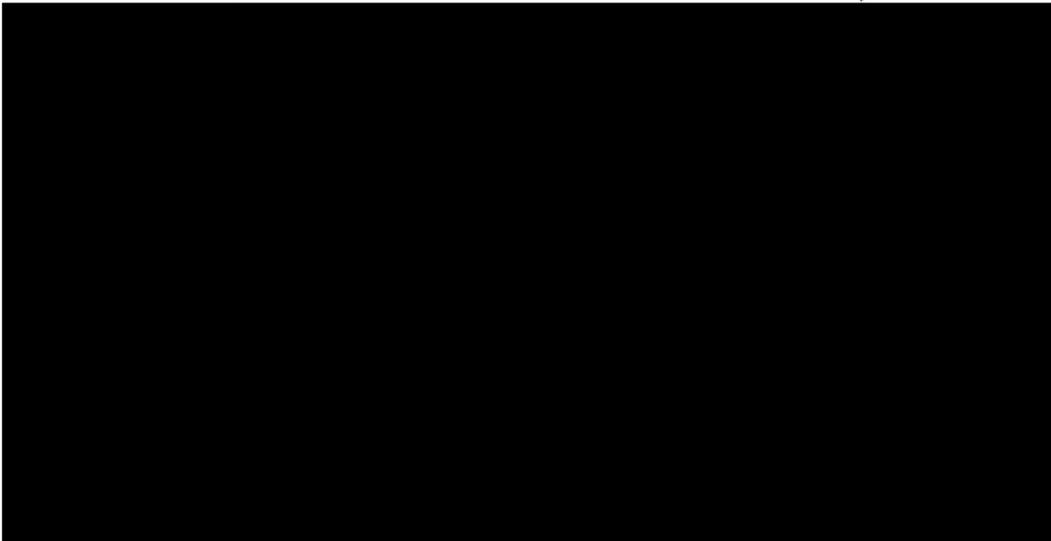
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

Organization conducting business with the school(s) None	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Cliff Ferguson
Signature

8/21/2019
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Timothy E. Johnson PA - President

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes ___ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes ___ No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

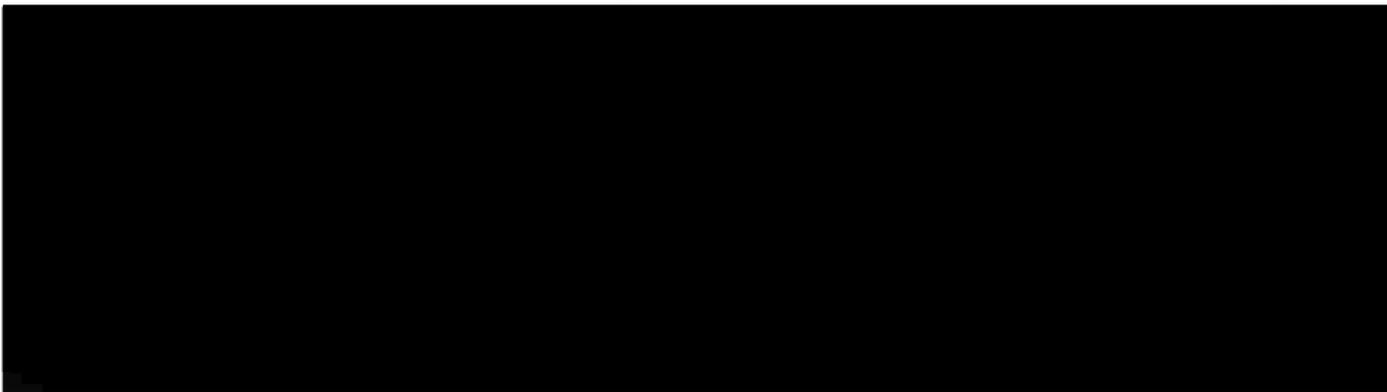
Please write "None" if applicable. Do not leave this space blank.
 [Signature]

7-30-19

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Claudia Nisbett

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

HARRIET TUBMAN CHARTER SCHOOL

- List all positions held on the education corporation board (e.g., president, treasurer, parent representative). *Vice Chair, Chair of Site Committee*
- Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

- Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

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

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

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

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

None

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

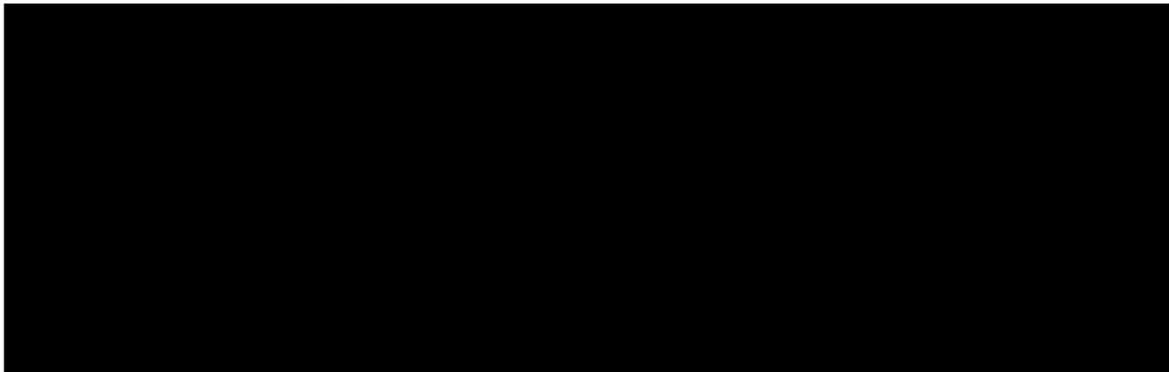
DWS

7/31/19

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Rey ALLEN

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

HARRIET Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p align="center">Please write "None" if applicable. Do not leave this space blank.</p> <p align="center">None None None</p>			

NONE

NONE

NONE

NONE

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

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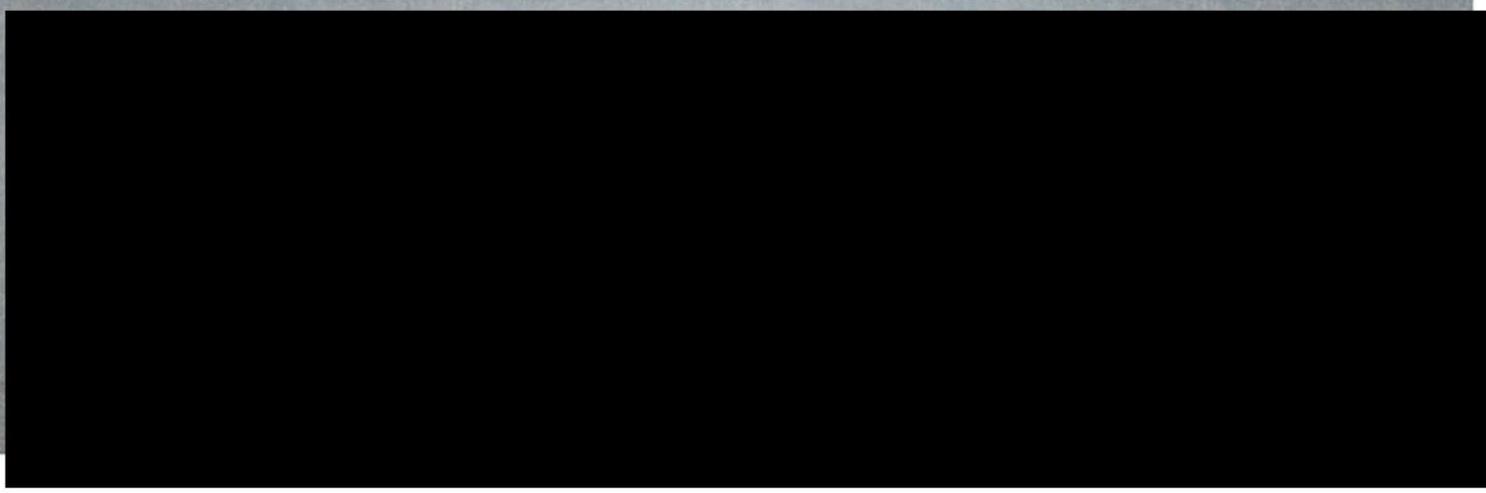
Please write "None" if applicable.

Do not leave this space blank.

Ray Collins
 Signature

7-30-2019
 Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Jerima DeWese

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School (HTCS) Bronx, NY

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Board Chair

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

N O N E

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:
Mildred McGee

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):
Harriet Tubman Charter School, the Bronx

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Member of the Education Committee

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
	<i>NONE</i>		

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
	NONE			

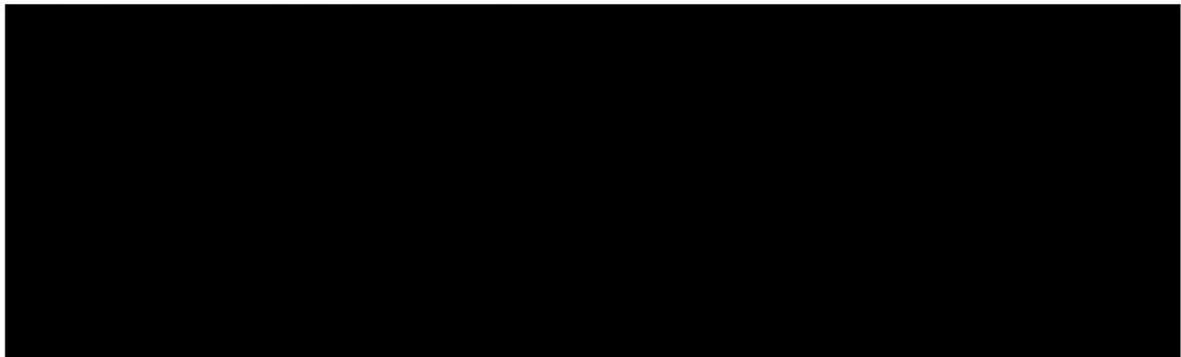
Michael E. McLee

Signature

7/25/19

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:
MARLON DUNBAR

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

 HARRIET TUBMAN CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Trustee, Finance Committee Head

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; font-family: cursive;">None</p>			

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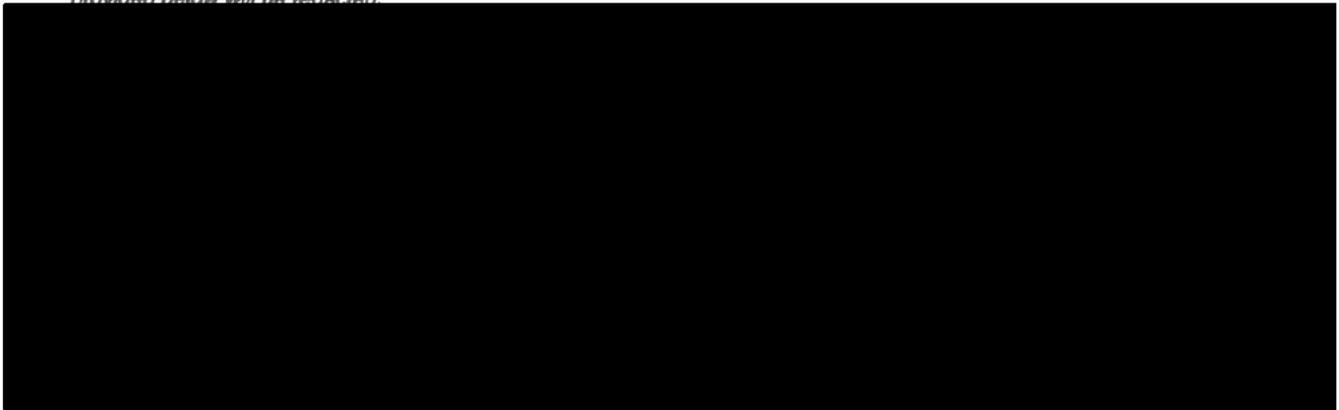
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; font-family: cursive;">None</p>				

[Signature]
7/29/2019

 Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Barbara Gailliard-Nowell

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p><u>None</u></p>			

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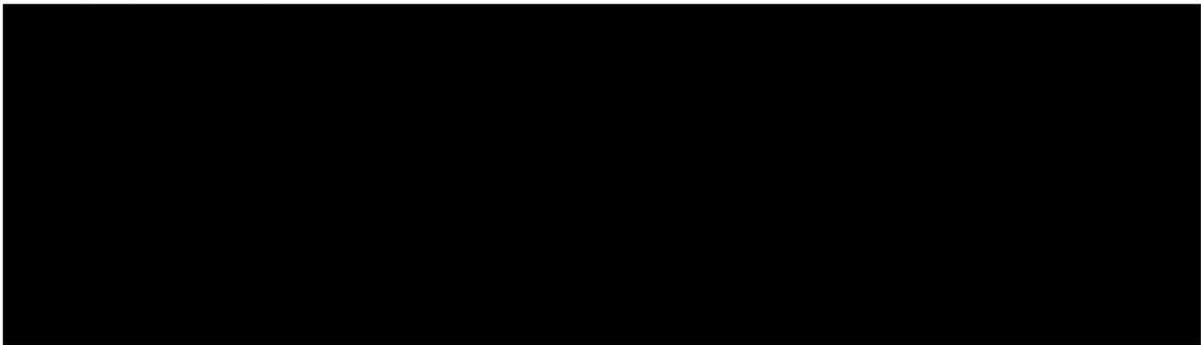
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; color: blue;">None</p>				

Signature B. Nowell

Date July 17, 2019

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





Entry 8 BOT Table

Created: 07/16/2019 • Last updated: 10/04/2019

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

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018 19
1	Jerima DeWese Bowens [REDACTED]	Chair	Chairperson of the Board of Trustees Chair, Personnel Committee	Yes	7	10/01/2016	11/21/2021	10
2	Cliff Frazier [REDACTED]	Other	Cofounder of HTCS; Chairman Emeritus Finance Committee; Facilities Committee	Yes	5	11/01/2015	11/01/2020	9
3	Claudia Nisbett [REDACTED]	Vice Chair	Vice Chair, Board of Trustees Chair, Facilities Committee Governance Committee	Yes	5	11/01/2015	11/01/2020	5 or less

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Barbara
Gailliard
Nowell

Secretary

Secretary
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Board of
Trustees
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Grievanc
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Committ
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Yes

7

11/01/20
17

11/01/20
19

10

5

Mildred
McGee

Trustee/M
ember

Educatio
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Fundraisi
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Committ
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Yes

7

11/01/20
17

11/01/20
19

9

6

Rey Allen

Trustee/M
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Educatio
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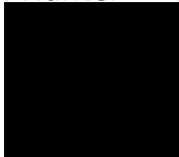
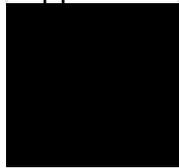
Yes

4

11/01/20
18

11/01/20
20

11

	om		ng/Marke ting Committ ee					
7	Marlon Dunbar 	Trustee/M ember	Chair, Finance Committ ee Finance Committ ee; Fundraisi ng Marketin g Committ ee	Yes	4	11/01/20 18	11/01/20 20	6
8	Geraldine Hunter 	Trustee/M ember	Chair, Grievanc e Committ ee Educatio n Committ ee; Grievanc e Committ ee; Personnel Committ ee	Yes	4	11/01/20 18	11/01/20 20	8
9	Timothy Johnson Subject of NYSED Approval 			No				

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

Yes

1b. Current Board Member Information

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018 19
10								
11								
12								
13								
14								
15								

1c. Are there more than 15 members of the Board of Trustees? (No response)

1d. Current Board Member Information

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018 19
16								
17								
18								
19								
20								
21								

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2019	9
b.Total Number of Members Added During 2018 19	1
c. Total Number of Members who Departed during 2018 19	1
d.Total Number of members in 2018 19, as set by in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2018-19 11

4. Number of Board meetings scheduled for 2019-20 12

Thank you.



Entry 9 - Board Meeting Minutes

Last updated: 08/01/2019

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018 June 2019, which should match the number of meetings held during the 2018 19 school year.

HARRIET TUBMAN CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?

Yes

A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.

https://www.htcsbronx.org/apps/pages/index.jsp?uREC_ID=264185&type=d



Entry 10 Enrollment and Retention of Special Populations

Created: 07/29/2019 • Last updated: 08/01/2019

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018 19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2019 20.

HARRIET TUBMAN CHARTER SCHOOL Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018 19	Describe Recruitment Plans in 2019 20
Economically Disadvantaged	HTCS Lottery will be weighted to 2:1 for applicants that identify themselves as households that are eligible for Free and Reduced lunch.	HTCS Lottery will be weighted to 2:1 for applicants that identify themselves as families that are eligible for Free and Reduced lunch.
English Language Learner	HTCS Lottery will be weighted to 2:1 for applicants that identify themselves as	<p>Strategies Employed to Achieve Goal(s): To attract English Language Learners (ELL) Harriet Tubman Charter School (HTCS) will:</p> <ul style="list-style-type: none"> • The Director of Operations will contact and coordinate with the Bronx Borough Enrollment Office to inform them of the availability of ELL and SWD programs at HTCS (Monitored: June and October and throughout the year as needed) • The Family and Student Support Team (FASST) will develop and enter into (with Board of Trustees approval) Memorandums of Understandings with health and human service providers to enter into a reciprocal agreement, allowing those organizations to refer potential SWD’s and ELL’s for possible enrollment at HTCS. • The Parent Coordinator will make scheduled visits to early intervention programs to inform and educate stakeholders of the services that HTCS offers and how to apply to the school. (Monitored: Ongoing and documented through weekly logs submitted to principal)

<p>s/Multilingual Learners</p>	<p>households are enrolling a student that is ENL</p>	<ul style="list-style-type: none"> • HTCS Academy Directors, Principal, Nurses and FASST team will work with teachers to identify, in a timely manner, students that might need services such and speech, occupational and physical therapy as well as educational services. (Monitored: Weekly FFAST meetings and documented through weekly logs submitted to the principal) • The operations team at HTCS spearheaded by the Student Activities Coordinator and Technology Manager will redesign the marketing materials for entry into the school’s lottery. We will highlight the ELL and SWD programs offered at HTCS (August 2019 completion) • HTCS will work with the NY Charter Center and SPED Collaborative to ensure that the school is up to date and compliant with all state and federal policies, rules and regulations. (Monitored: Annual membership in NY Charter Center and SPED Collaborative)
<p>Students with Disabilities</p>	<p>HTCS Lottery will be weighted to 2:1 for applicants that identify themselves as households that are enrolling a student that has been identified as a SWD.</p>	<p>Strategies Employed to Achieve Goal(s): To attract Students with Disabilities (SWD), Harriet Tubman Charter School (HTCS) will:</p> <ul style="list-style-type: none"> • The Director of Operations will contact and coordinate with the Bronx Borough Enrollment Office to inform them of the availability of ELL and SWD programs at HTCS (Monitored: June and October and throughout the year as needed) • The Family and Student Support Team (FASST) will develop and enter into (with Board of Trustees approval) Memorandums of Understandings with health and human service providers to enter into a reciprocal agreement, allowing those organizations to refer potential SWD’s and ELL’s for possible enrollment at HTCS. • The Parent Coordinator will make scheduled visits to early intervention programs to inform and educate stakeholders of the services that HTCS offers and how to apply to the school. (Monitored: Ongoing and documented through weekly logs submitted to principal) • HTCS Academy Directors, Principal, Nurses and FASST team will work with teachers to identify, in a timely manner, students that might need services such and speech,

occupational and physical therapy, as well as, educational services.
 (Monitored: Weekly FFAST meetings and documented through weekly logs submitted to the principal)

- The operations team at HTCS spearheaded by the Student Activities Coordinator and Technology Manager, will redesign the marketing materials for entry into the school's lottery. We will highlight the ELL and SWD programs offered at HTCS (August 2019 completion)
- HTCS will work with the NY Charter Center and SPED Collaborative to ensure that the school is up to date and compliant with all state and federal policies, rules and regulations.
 (Monitored: Annual membership in NY Charter Center and SPED Collaborative)

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018 19	Describe Retention Plans in 2019 20
Economically Disadvantaged	HTCS offers incentives in regard to academic and behavioral performances, and has a robust Family and Student Support Team, which includes social and emotional support, extended day programs and Saturday school.	HTCS offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support Team, which includes social and emotional support, extended day programs and Saturday school.
English Language Learners/Multilingual Learners	HTCS offers incentives in regard to academic and behavioral performances, and has a robust Family and Student Support Team which includes two full time ENL teachers, only blended learning programs, and academic intervention services.	HTCS offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support Team which includes two full time ENL teachers, only blended learning programs, and academic intervention services.
Students with Disabilities	HTCS offers a Co Teaching environment in grades 1 8 and offers incentives in regard to academic and behavioral performances, and teams which includes Social and emotional support. extended day programs and Saturday school.	HTCS offers a Co Teaching environment in grades 1 8 and offers incentives in regard to academic and behavioral performances, and teams which includes social and emotional support. extended day programs and Saturday school.



Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/29/2019 • Last updated: 07/30/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 6/30/19	FTE of Classroom Teachers on 6/30/19
53	4	4	0	53

2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 6/30/19	FTE Administrators Added in New Positions 7/1/18 6/30/19	FTE Administrative Positions on 6/30/19
3	0	0	0	3

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Not Applicable
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Thank you



Entry 12 Uncertified Teachers

Created: 08/01/2019 • Last updated: 08/21/2019

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6 30 19)	15
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6 30 19)	13
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6 30 19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6 30 19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6 30 19)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6 30 19)	2

FTE Count of All Uncertified Teachers as of 6/30/19 15

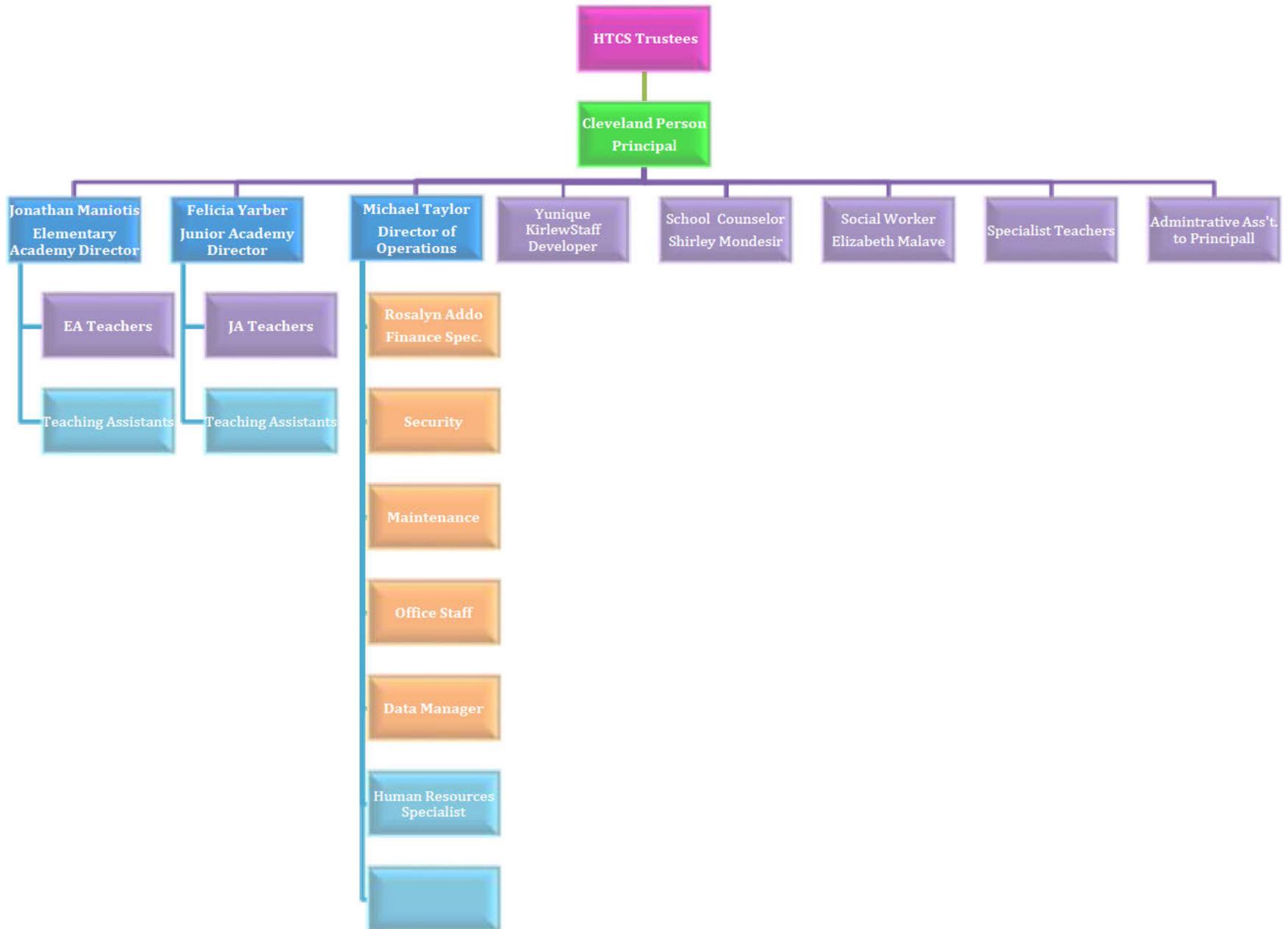
FTE Count of All Certified Teachers as of 6/30/19 38

Thank you.

HARRIET TUBMAN CHARTER SCHOOL

ORGANIZATION FLOW CHART

SCHOOL YEAR 2018 -2019



August

2019

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

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

Days in session: Staff 10/Students 0

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	All Staff Report for PD					
18	19	20	21	22	23	24
	All Staff Report for PD					
25	26	27	28	29	30	31
	School/Classroom Prep					
1	2	3	4	5	6	7

September

2019

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

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

Days in session: Staff 25/Students 17

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Labor Day - School Closed	School Closed	School Closed	First Day of School - All Grades (1/2 Day Kindergarten Only - pick up at 11:30)	1/2 Day Kindergarten Only - pick up at 11:30 - All Other Grades Full Day	
8	9	10	11	12	13	14
	Kindergarten First Full Day - pick up at 3:30					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
			Town Hall Meeting #1 - meet the board			
29	30			3	4	5
	Rosh Hashanah - School Closed					
6	7			10	11	12

October

2019

September

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

November

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

Days in session: Staff 47/Students37

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
		Rosh Hashanah - School Closed	ELA MOCK #1 DAY 1 grades 3-8	ELA MOCK #1 DAY 2 grades 3-8		
6	7	8	9	10	11	12
Extended Day Begins - Grades 2-8			Yom Kippur - School Closed		Progress Report #1	
13	14	15	16	17	18	19
	Columbus Day - School Closed					
20	21	22	23	24	25	26
			1/2 Day Dismissal @ 11:30 - Staff PD			
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November

2019

October

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

December

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

Days in session: Staff 67/Students 54

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
		Election Day - Staff PD - No students	MATH MOCK #1 DAY 1 Grades 3-8	MATH MOCK #1 DAY 2 Grades 3-8	End of First Marking Period	
10	11	12	13	14	15	16
	Veteran's Day - School Closed			1/2 Day Dismissal @ 11:30 - Parent/Teacher Conferences 1-4,5-7		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			1/2 Day Dismissal @ 11:30 - Staff PD	Thanksgiving Recess - School Closed	Thanksgiving Recess - School Closed	
1	2	3	4	5	6	7

December

2019

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

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

Days in session: Staff 82/Students 69

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
		ELA MOCK #2 DAY 1 grades 3-8	ELA MOCK #2 DAY 2 grades 3-8			
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			1/2 Day Dismissal @ 11:30 - Staff PD		Progress Report #2	
22	23	24	25	26	27	28
	Holiday Recess - School Closed	Holiday Recess - School Closed	Holiday Recess - School Closed	Holiday Recess - School Closed	Holiday Recess - School Closed	
29	30	31	1	2	3	4
	Holiday Recess - School Closed	Holiday Recess - School Closed				
5	6	7	8	9	10	11

January

2020

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

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

Days in session: Staff 103/Students 90

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
	Holiday Recess - School Closed	Holiday Recess - School Closed	Holiday Recess - School Closed			
5	6	7	8	9	10	11
				MATH MOCK #2 DAY 1 Grades 3-8	MATH MOCK #2 DAY 2 Grades 3-8	
12	13	14	15	16	17	18
			Town Hall Meeting #3			
19	20	21	22	23	24	25
	MLK, Jr. Day - School Closed				End of Second Marking Period	
26	27	28	29	30	31	1
				1/2 Day Dismissal @ 11:30 - Parent/ Teacher Conferences 1-4,5-7		
2	3	4	5	6	7	8

February

2020

January

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

March

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

Days in session: Staff 117/Students 105

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
			ELA MOCK #3 DAY 1 grades 3-8	ELA MOCK #3 DAY 2 grades 3-8		
9	10	11	12	13	16	15
			1/2 Day Dismissal @ 11:30 - Staff PD			
16	17	18	19	20	23	22
	Mid-Winter Recess - School Closed	Mid-Winter Recess - School Closed	Mid-Winter Recess - School Closed	Mid-Winter Recess - School Closed	Mid-Winter Recess - School Closed	
23	24	25	26	27		29
1	2	3	4	5		7

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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March

2020

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

Days in session: Staff 138/Students 127

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
		MATH MOCK #3 DAY 1 Grades 3-8	MATH MOCK #3 DAY 2 Grades 3-8		Progress Report #3	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			1/2 Day Dismissal @ 11:30 - Staff PD			
22	23	24	25	26	27	28
			NYS ELA Test Grades 3-8	NYS ELA Test Grades 3-8	NYS ELA Test Grades 3-8	
29	30	31	1	2	3	4
5	6	7	8	9	10	11

April

2020

March

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

May

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

Days in session: Staff 154/Students 142

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
			Town Hall Meeting #4		End of Third Marking Period	
5	6	7	8	9	10	11
			1/2 Day Dismissal @ 11:30 - Parent/Teacher Conferences 1-4,5-7	Spring Recess - School Closed	Spring Recess - School Closed	
12	13	14	15	16	17	18
	Spring Recess - School Closed	Spring Recess - School Closed	Spring Recess - School Closed	Spring Recess - School Closed	Spring Recess - School Closed	
19	20	21	22	23	24	25
	NYSESLAT (Speaking) Begins	NYS Math Test Grades 3-8	NYS Math Test Grades 3-8	NYS Math Test Grades 3-8 Extended Day ends		
26	27	28	29	30	1	2
3	4	5	6	7	8	9

May

2020

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

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

Days in session: Staff 176/Students 162

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4	5	6	7	8	9
	NYSESLAT (Listening, Reading, Writing) Begins					
10	11	12	13	14	15	16
					NYSESLAT ENDS (Speaking, Listening, Reading, Writing) 1/2 Day Dismissal @ 11:30 - Staff PD	
17	18	19	20	21	22	23
	NYS Science Performance Test Begins - Grades 4 and 8	NYS Science Performance Test - Grades 4 and 8 Progress Report #4				
24	25	26	27	28	29	30
	Memorial Day - School Closed	NYS Science Performance Test - Grades 4 and 8	NYS Science Performance Test - Grades 4 and 8	NYS Science Performance Test - Grades 4 and 8	NYS Science Performance Test Ends - Grades 4 and 8	
31	1	2	3	4	5	6

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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June

2020

May

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

July

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

Days in session: Staff 195/Students 181

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
	NYS Science Written Test - Grades 4 and 8		Town Hall Meeting #5	No Students - Staff Administrative Day		
7	8	9	10	11	12	13
			1/2 Day Dismissal @ 11:30 - Staff PD			
14	15	16	17	18	19	20
					End of Fourth Marking Period	
21	22	23	24	25	26	27
	Kindergarten Graduation - 1/2 Day Dismissal @11:30	Grade 4 Step-up Ceremony - 1/2 Day Dismissal @11:30	Grade 8 Graduation Last Day of School - All Grades - 1/2 Day Dismissal @11:30	All Staff Report - Last Day for Staff	School Closed	
28	29	30	1	2	3	4
5	6	7	8	9	10	11

July

2020

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

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

Days in session: Staff 0/Students 0

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
					Independence Day - School Closed (Observed)	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

