Entry 1 School Information

Created: 07/27/2016
Last updated: 07/29/2016

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 task, please ensure that you select the correct authorizer or you may not be assigned the correct tasks.

Page 1

a. SCHOOL NAME AND BEDS#

(Select name from the drop down menu)

HARRIET TUBMAN CS (REGENTS) 320900860823

b. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

c. DISTRICT / CSD OF LOCATION

NYC CSD 9

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	3565 Third Ave Bronx, NY 10456	718-537-9912	718-537-9858	michael.taylor@htcsbronx.org

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Cleveland Person
Title	Principal

Emergency Phone Number (###-###-####)	[redacted]

e. SCHOOL WEB ADDRESS (URL)

HTCSBronx.org

f. DATE OF INITIAL CHARTER

09/2000

g. DATE FIRST OPENED FOR INSTRUCTION

09/2001

h1. 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.

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief description)

Variable 1	Research-proven curriculum aligned to NYS and Common Core Learning Standards.
Variable 2	Proven instructional methodologies for high poverty and at risk students.
Variable 3	An array of formative and summative assessment tools.
Variable 4	A Strategic Framework focused on monitoring charter school goals.
Variable 5	Core values that support a positive school culture.
Variable 6	On-going focused PD and daily common planning.
Variable 7	Shared leadership among faculty, administrators, and the BOT
Variable 8	Support systems that align with the school's mission and vision
Variable 9	Effective management of fiscal resources to support achievement.
Variable 10	Meaningful parental engagement.

i. TOTAL ENROLLMENT ON JUNE 30, 2016

637

j. GRADES SERVED IN SCHOOL YEAR 2015-16

Check all that apply

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

k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

Page 2

I1. FACILITIES

Does the school maintain or operate multiple sites?

	Yes, 2 sites

I2. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	3565 Third Ave Bronx, NY 10456	718-537-9912	CSD 9	K,1,2,3,4	Yes	Rent/Lease
Site 2	1176 Franklin Ave Bronx, NY 10456	718-991-4181	CSD 9	5,6,7,8,	Yes	Rent/Lease
Site 3						

I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person	[redacted]	[redacted]	[redacted]
Operational Leader	Michael Taylor	[redacted]	[redacted]	[redacted]
Compliance Contact	Cleveland Person	[redacted]	[redacted]	[redacted]
Complaint Contact	Cleveland Person	[redacted]	[redacted]	[redacted]

I3. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address

School Leader	Cleveland Person	[redacted]	[redacted]	[redacted]
Operational Leader	Michael Taylor	[redacted]	[redacted]	[redacted]
Compliance Contact	Cleveland Person	[redacted]	[redacted]	[redacted]
Complaint Contact	Cleveland Person	[redacted]	[redacted]	[redacted]

m1. Is the school or are the school sites co-located?

No

Page 3

n1. Were there any revisions to the school's charter during the 2015-16 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Name and Position of Individual(s) Who Completed the 2015-16 Annual Report.

Michael Taylor Director of Operations

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

Responses Selected:

Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees

Date

2016/07/27

Thank you.

Entry 2 Link

Last updated: 07/25/2016

Page 1

1. NEW YORK STATE REPORT CARD

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

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

https://data.nysed.gov/reportcard.php?year=2015&instid=800000046300

Entry 3 Progress

Last updated: 07/25/2016

Page 1

PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2016. If the goals are based on student performance data that the school will not have access to before August 1, 2016 (e.g., the NYS Assessment results), explain this in the "2015-2016 Progress Toward Attainment of Goal" column. The information can be updated when available. Please complete and submit no later than November 1, 2016.

1. ACADEMIC STUDENT PERFORMANCE GOALS

2015-16 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Harriet Tubman will remain a charter school in good standing	NYSED Report Card	Assessment results not yet available	
Academic Goal 2	HTCS will make adequate yearly progress in Grades 3-8 in English Language Arts, Mathematics and Science each year	Commissioners established state benchmarks and annual measurable outcomes	Assessment results not yet available	
Academic Goal 3	Harriet Tubman Charter School will exceed the percentage of students performing at levels 3 and 4 over all as compared to	NYCDOE data that lists the overall performance averages for HTCS and CSD 9	Assessment results not yet available	

	CSD #9 in ELA on an annual basis			
Academic Goal 4	Harriet Tubman Charter School will exceed the percentage of students performing at levels 3 and 4 over all as compared to CSD #9 in Math on an annual basis	NYCDOE data that lists the overall performance averages for HTCS and CSD 9	Assessment results not yet available	
Academic Goal 5	The percentage of students scoring at levels 3 and 4 on the ELA examination will increase by 4% each year	The results of the NYSTP ELA assessment	Assessment results not yet available	
Academic Goal 6	The percentage of students scoring at levels 3 and 4 on the math examination will increase by 4% each year	The results of the NYSTP Math assessment	Assessment results not yet available	
Academic Goal 7	The percentage of students in grade 4 and 8 scoring at levels 3 and 4 on the NYS Science examination will increase by 4% points each year	The results of the NYSTP Science assessment	Assessment results not yet available	
Academic Goal 8				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

Page 2

4. ORGANIZATIONAL GOALS

2015-16 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Student attendance will continue to be 90% at minimum, increasing to 93% over the life of the charter	Analysis of the ATS data	Achieved	
Org Goal 2	90% of the students in grades K-7 will reenroll at the school each year	Analysis of the ATS data	Achieved	
Org Goal 3	The school will maintain a wait list equal to at least 50% of the schools enrollment over the life of the charter	and count of application forms	Achieved	
Org Goal 4	Teachers will express an overall satisfaction of "Satisfied" and above	NYC DOE Teacher and Parent Survey	Achieved	
Org Goal 5	Parents will express an overall satisfaction of "Satisfied" and above	NYC DOE Teacher and Parent Survey	Achieved	

5. Do you have more organizational goals to add?

No

6. FINANCIAL GOALS

2015-16 Progress Toward Attainment of Financial Goals

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

Entry 4 Expenditures per Child

Created: 07/25/2016
Last updated: 08/01/2016

Page 1

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 2015-16 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: http://www.p12.nysed.gov/psc/AuditGuide.html

Line 1: Total Expenditures	10778927
Line 2: Year End FTE student enrollment	639
Line 3: Divide Line 1 by Line 2	16868

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 2015-16 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)	417051
Line 2: Management and General Cost (Column)	455263
Line 3: Sum of Line 1 and Line 2	872314
Line 5: Divide Line 3 by the Year End FTE student enrollment	1365

Thank you.

Financial A

School Name:

Date:
Latest Audit Period (through June 30):

Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Harriet Tubman Charter School

August 1, 2016

2015

FILL IN GRAY CELLS

Harriet Tubman Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	2016	2015
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$27,942	$518,542
Grants and contracts receivable	470,616	269,708
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	45,564	-
Contributions and other receivables	10,806	-
Other	45,819	-
TOTAL CURRENT ASSETS	$600,746	$788,250
OTHER ASSETS		
Investments	$-	$-
Property, Plant and Equipment, Net	1,115,131	1,500,926
Restricted Cash	75,000	75,000
OTHER ASSETS	$1,190,131	$1,575,926
TOTAL ASSETS	$1,790,878	$2,364,176
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	$468,181	$139,073
Accrued payroll and benefits	705,243	-
Refundable Advances	-	338,023
Dreferred Revenue	-	-
Current maturities of long-term debt	-	1,185,826
Short Term Debt - Bonds, Notes Payable	-	-
Other	14,634	90,240
TOTAL CURRENT LIABILITIES	$1,188,058	$1,753,162
LONG-TERM DEBT, net current maturities	$90,240	$-
TOTAL LIABILITIES	$1,278,298	$1,753,162
NET ASSETS		
Unrestricted	$512,580	$510,649
Temporarily restricted	100,365	100,365
TOTAL NET ASSETS	$612,945	$611,014
TOTAL LIABILITIES AND NET ASSETS	$1,790,878	$2,364,176
Check	(0)	-

FILL IN GRAY CELLS

Harriet Tubman Charter School

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

	2016			2015
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	$9,934,943	$-	$9,934,943	$9,491,854
Federal - Title and IDEA	471,428	-	471,428	305,347
Federal - Other	-	-	-	-
State and City Grants	-	-	-	-
Contributions and private grants	1,406	-	1,406	-
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	268,907	-	268,907	225,324
TOTAL REVENUE, GAINS AND OTHER SUPPORT	$10,676,684	$-	$10,676,684	$10,022,525
EXPENSES				
Program Services				
Regular Education	$8,191,984	$-	$8,191,984	$7,391,355
Special Education	970,103	-	970,103	861,964
Other Programs	862,314	-	862,314	698,974
Total Program Services	$10,024,402	$-	$10,024,402	$8,952,293
Supporting Services				
Management and general	$754,525	$-	$754,525	$1,032,547
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	$10,778,927	$-	$10,778,927	$9,984,840
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	$(102,242)	$-	$(102,242)	$37,685
Contributions				
Foundations	$-	$-	$-	$36,311
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	(3,620)
Interest income	-	-	-	-
Miscellaneous income	7,883	-	7,883	44,378
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	$7,883	$-	$7,883	$77,069
CHANGE IN NET ASSETS	$(94,360)	$-	$(94,360)	$114,754
NET ASSETS BEGINNING OF YEAR	$-	$-	$-	$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	$(94,360)	$-	$(94,360)	$114,754

New York State Education Department

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

2015-16 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	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/. Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate 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 2016-2017

July 1, 2016 to June 30, 2017

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	8,609,382	1,117,145	387,083	3,000	583,698	10,700,308
Total Expenses	8,578,942	1,117,145	387,083	-	583,698	10,666,869
Net Income	30,439	(0)	(0)	3,000	0	33,439
Actual Student Enrollment	649	37				-
Total Paid Student Enrollment	649	37				686

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

		PROGRAM SERVICES			SUPPORT SERVICES			
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE								
REVENUES FROM STATE SOURCES								
Per Pupil Revenue	**CY** Per Pupil Rate							
District of Location	*$14,027.00*	7,924,279	915,776	387,083	-	581,198	9,808,336	
School District 2 (Enter Name)		-	-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	-	
		7,924,279	**915,776**	**387,083**	**-**	**581,198**	**9,808,336**	
Special Education Revenue		-	-	-	-	-	-	
Grants								
Stimulus		-	-	-	-	-	-	
Other		-	-	-	-	-	-	
Other State Revenue		6,720	1,280	-	-	-	8,000	State Food
TOTAL REVENUE FROM STATE SOURCES		**7,930,999**	**917,056**	**387,083**	**-**	**581,198**	**9,816,336**	
REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs		-	72,000	-	-	-	72,000	
Title I		400,000	-	-	-	-	400,000	
Title Funding - Other		-	24,889	-	-	-	24,889	
School Food Service (Free Lunch)		226,800	43,200	-	-	-	270,000	Federal Food
Grants								
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-	
Other		-	-	-	-	-	-	
Other Federal Revenue		-	60,000	-	-	-	60,000	Erate
TOTAL REVENUE FROM FEDERAL SOURCES		**626,800**	**200,089**	**-**	**-**	**-**	**826,889**	
LOCAL and OTHER REVENUE								
Contributions and Donations, Fundraising		-	-	-	-	-	-	
Erate Reimbursement		-	-	-	-	-	-	
Interest Income, Earnings on Investments,		-	-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	-	
Text Book		51,583	-	-	-	-	51,583	
Other Local Revenue		-	-	-	3,000	2,500	5,500	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		**51,583**	**-**	**-**	**3,000**	**2,500**	**57,083**	
TOTAL REVENUE		**8,609,382**	**1,117,145**	**387,083**	**3,000**	**583,698**	**10,700,308**	
								List exact titles and staff FTE"s (Full time eqiuilivalent)
EXPENSES								
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions							
Executive Management	-	-	-	-	-	-	-	
Instructional Management	7.00	401,791	76,532	-	-	-	478,323	Principal, AP, & Elementary Academy Director
Deans, Directors & Coordinators	4.00	325,130	38,502	34,224	-	29,946	427,803	
CFO / Director of Finance							-	
Operation / Business Manager							-	
Administrative Staff							-	
TOTAL ADMINISTRATIVE STAFF	**11**	**726,922**	**115,034**	**34,224**	**-**	**29,946**	**906,126**	
INSTRUCTIONAL PERSONNEL COSTS								
Teachers - Regular	42.00	2,450,651	-	-	-	-	2,450,651	
Teachers - SPED	7.00	-	379,220	-	-	-	379,220	
Substitute Teachers	2.00	87,394	16,646	-	-	-	104,040	Substitute Teachers
Teaching Assistants	17.00	503,103	-	-	-	-	503,103	
Specialty Teachers	-	-	-	-	-	-	-	
Aides	11.00	228,293	43,484	-	-	-	271,777	
Therapists & Counselors	-	-	-	-	-	-	-	
Other	2.00	60,537	11,531	-	-	-	72,068	Instructional Coach, School Coach

Harriet Tubman Charter School

PROJECTED BUDGET FOR 2016-2017

July 1, 2016 to June 30, 2017

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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Total Revenue	8,609,382	1,117,145	387,083	3,000	583,698	10,700,308
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Net Income	30,439	(0)	(0)	3,000	0	33,439
Actual Student Enrollment	649	37				-
Total Paid Student Enrollment	649	37				686

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

		PROGRAM SERVICES			SUPPORT SERVICES			
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
TOTAL INSTRUCTIONAL	81	3,329,977	450,882	-	-	-	3,780,859	
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse	-	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	-	
Custodian	2.00	45,685	5,410	4,809	-	4,208	60,111	Maintenance & Maintenance Supervisor
Security	-	-	-	-	-	-	-	
Other	6.00	469,372	89,404	-	-	-	558,777	Other Cafeteria, Other Non inst. Personnel, Summer support staff, Incentive Bonus, Salary Pool
TOTAL NON-INSTRUCTIONAL	8	515,057	94,814	4,809	-	4,208	618,888	
SUBTOTAL PERSONNEL SERVICE COSTS	100	4,571,956	660,730	39,033	-	34,154	5,305,873	
PAYROLL TAXES AND BENEFITS								
Payroll Taxes		362,242	42,897	38,131	-	33,364	476,634	
Fringe / Employee Benefits		686,280	81,270	72,240	-	63,210	903,000	
Retirement / Pension		395,146	46,794	41,594	-	36,395	519,929	
TOTAL PAYROLL TAXES AND BENEFITS		1,443,668	170,961	151,965	-	132,969	1,899,563	
TOTAL PERSONNEL SERVICE COSTS		6,015,624	831,691	190,998	-	167,123	7,205,437	
CONTRACTED SERVICES								
Accounting / Audit		-	-	-	-	40,000	40,000	
Legal		-	-	-	-	-	-	
Management Company Fee		-	-	-	-	150,000	150,000	
Nurse Services		-	-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	-	
Payroll Services		-	-	-	-	23,000	23,000	
Special Ed Services		-	-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	-	
Other Purchased / Professional / Consulting		266,000	31,500	28,000	-	24,500	350,000	Security Contracted Svcs.
TOTAL CONTRACTED SERVICES		266,000	31,500	28,000	-	237,500	563,000	
SCHOOL OPERATIONS								
Board Expenses		-	-	-	-	17,000	17,000	
Classroom / Teaching Supplies & Materials		113,400	21,600	-	-	-	135,000	
Special Ed Supplies & Materials				-	-	-	-	
Textbooks / Workbooks		51,729	9,853	-	-	-	61,583	
Supplies & Materials other		14,280	2,720	-	-	-	17,000	Student Incentives, Extra Curriculum
Equipment / Furniture		68,400	8,100	7,200	-	6,300	90,000	Lease Copier; Equipment Repair and Maintenance.
Telephone		76,456	9,054	8,048	-	7,042	100,600	Telephone and Internet
Technology		17,480	2,070	1,840		1,610	23,000	Technology supplies & Software
Student Testing & Assessment		19,982	3,806	-	-	-	23,788	
Field Trips		40,000	-	-	-	-	40,000	
Transportation (student)		-	-	-	-	-	-	
Student Services - other		4,200	800	-	-	-	5,000	Uniforms
Office Expense		44,080	5,220	4,640	-	4,060	58,000	
Staff Development		60,480	11,520	-	-	15,000	87,000	
Staff Recruitment		18,620	2,205	1,960	-	1,715	24,500	
Student Recruitment / Marketing		2,520	480	-	-	-	3,000	
School Meals / Lunch		320,000	-	-	-	-	320,000	
Travel (Staff)		3,420	405	360	-	315	4,500	
Fundraising		-	-	-	-	-	-	
Other		73,920	14,080	-	-	-	88,000	Bank Charges, Dues & Memberships, Misc OPTS, Contigency
TOTAL SCHOOL OPERATIONS		928,967	91,913	24,048	-	53,042	1,097,971	
FACILITY OPERATION & MAINTENANCE								
Insurance		76,000	9,000	8,000	-	7,000	100,000	General Liability, Umbrella, & D&O
Janitorial		193,800	22,950	20,400	-	17,850	255,000	Janitorial Services & Supplies
Building and Land Rent / Lease		630,771	74,697	66,397	-	58,097	829,962	Rent, Utilities, & Property Tax
Repairs & Maintenance		18,620	2,205	1,960	-	1,715	24,500	
Equipment / Furniture		-	-	-	-	-	-	

Harriet Tubman Charter School

PROJECTED BUDGET FOR 2016-2017

July 1, 2016 to June 30, 2017

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	8,609,382	1,117,145	387,083	3,000	583,698	10,700,308
Total Expenses	8,578,942	1,117,145	387,083	-	583,698	10,666,869
Net Income	30,439	(0)	(0)	3,000	0	33,439
Actual Student Enrollment	649	37				-
Total Paid Student Enrollment	649	37				686

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Security	15,200	1,800	1,600	-	1,400	20,000	Alarm System
Utilities	145,160	17,190	15,280	-	13,370	191,000	
TOTAL FACILITY OPERATION & MAINTENANCE	1,079,551	127,842	113,637	-	99,432	1,420,462	
DEPRECIATION & AMORTIZATION	288,800	34,200	30,400	-	26,600	380,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	8,578,942	1,117,145	387,083	-	583,698	10,666,869	0
NET INCOME	30,439	(0)	(0)	3,000	0	33,439	

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			-
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	-	-	-
REVENUE PER PUPIL	-	-	-
EXPENSES PER PUPIL	-	-	-

Harriet Tubman Charter School

Financial Report
June 30, 2016

THE POWER OF BEING UNDERSTOOD
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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, 2016 and 2015, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements (collectively, the financial statements).

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2016 and 2015, 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.

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Other Reporting Required by *Government Auditing Standards*
In accordance with *Government Auditing Standards*, we have also issued our reports dated November 1, 2016 and October 30, 2015 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of those reports is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. Those reports are an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

RSM US LLP

New York, New York
November 1, 2016

Harriet Tubman Charter School

Statements of Financial Position
June 30, 2016 and 2015

		2016		2015
Assets				
Cash	**$**	**70,408**	$	518,542
Cash - restricted		**75,000**		75,000
Grants receivable		**625,069**		269,708
Deferred lease premium, net		**255,000**		340,000
Property and equipment, net		**775,508**		966,543
Other assets		**262,693**		194,383
Total assets	**$**	**2,063,678**	$	2,364,176
Liabilities and Net Assets				
Liabilities:				
Accounts payable and accrued expenses	**$**	**1,131,336**	$	1,310,265
Capital lease payable		**198,079**		14,634
Refundable advances		**72,854**		338,023
Deferred rent		**78,510**		90,240
Total liabilities		**1,480,779**		1,753,162
Commitments and contingencies				
Net assets:				
Unrestricted:				
Undesignated		**482,534**		510,649
Board-designated		**75,000**		75,000
Temporarily restricted - scholarships		**25,365**		25,365
Total net assets		**582,899**		611,014
Total liabilities and net assets	**$**	**2,063,678**	$	2,364,176

See notes to financial statements.

Harriet Tubman Charter School

Statements of Activities
Years Ended June 30, 2016 and 2015

	2016	2015
Unrestricted net assets:		
Operating revenue:		
State and local per pupil operating revenue	**$ 9,916,324**	$ 9,491,854
Government grants and contracts	**917,253**	530,671
Total operating revenue	**10,833,577**	10,022,525
Operating expenses:		
Program services:		
Regular education	**8,806,606**	8,090,329
Special education	**956,413**	861,964
Subtotal program services	**9,763,019**	**8,952,293**
Management and general	**1,107,356**	1,032,547
Total operating expenses	**10,870,375**	**9,984,840**
Net (loss) income from School operations	**(36,798)**	37,685
Contributions	**7,582**	36,311
Other income	**1,706**	44,378
Fund-raising	**(605)**	(3,620)
Change in unrestricted net assets	**(28,115)**	114,754
Net assets:		
Beginning	**611,014**	496,260
Ending	**$ 582,899**	$ 611,014

See notes to financial statements.

Harriet Tubman Charter School

Statement of Functional Expenses
Year Ended June 30, 2016

	Program Services			Supporting Services		
	Regular Education	Special Education	Total Programs	Management and General	Fund-Raising	Total
Salaries and wages	$ 4,394,132	$ 473,137	**$ 4,867,269**	$ 339,195	$ -	**$ 5,206,464**
Payroll taxes and employee benefits	1,379,022	146,789	**1,525,811**	114,271	-	**1,640,082**
Equipment maintenance and repairs	39,147	4,215	**43,362**	3,022	-	**46,384**
Contracted services	99,363	12,101	**111,464**	-	-	**111,464**
Occupancy	1,404,864	151,268	**1,556,132**	108,446	-	**1,664,578**
Supplies	48,226	5,193	**53,419**	3,723	-	**57,142**
Instructional materials	196,392	23,917	**220,309**	-	-	**220,309**
Telephone and internet	99,242	10,686	**109,928**	7,661	-	**117,589**
Insurance	62,348	6,743	**69,091**	4,651	-	**73,742**
Food	289,821	35,295	**325,116**	-	-	**325,116**
Field trips	39,438	4,803	**44,241**	-	-	**44,241**
Fund-raising	-	-	**-**	-	605	**605**
Staff development	26,523	3,230	**29,753**	52,390	-	**82,143**
Utilities	158,760	17,094	**175,854**	12,255	-	**188,109**
Management fees	-	-	**-**	299,534	-	**299,534**
Travel	998	122	**1,120**	-	-	**1,120**
Professional fees	-	-	**-**	100,358	-	**100,358**
Interest expense	-	-	**-**	13,666	-	**13,666**
Other	72,988	8,484	**81,472**	9,948	-	**91,420**
Depreciation and amortization	495,342	53,336	**548,678**	38,236	-	**586,914**
Totals	**$ 8,806,606**	**$ 956,413**	**$ 9,763,019**	**$ 1,107,356**	**$ 605**	**$ 10,870,980**

See notes to financial statements

Harriet Tubman Charter School

Statement of Functional Expenses
Year Ended June 30, 2015

	Program Services			Supporting Services		
	Regular Education	Special Education	Total Programs	Management and General	Fund-Raising	Total
Salaries and wages	$ 3,883,235	$ 413,347	$ 4,296,582	$ 321,781	$ -	$ 4,618,363
Payroll taxes and employee benefits	1,216,521	130,342	1,346,863	101,376	-	1,448,239
Equipment maintenance and repairs	123,489	13,231	136,720	10,290	-	147,010
Subscriptions	5,609	1,106	6,715	-	-	6,715
Contracted services	146,967	15,746	162,713	12,247	-	174,960
Occupancy	1,161,692	124,467	1,286,159	96,808	-	1,382,967
Supplies	138,573	14,847	153,420	11,548	-	164,968
Instructional materials	219,371	43,256	262,627	-	-	262,627
Telephone and internet	47,330	5,071	52,401	3,944	-	56,345
Insurance	56,991	11,238	68,229	-	-	68,229
Food	328,747	-	328,747	-	-	328,747
Field Trips	23,482	-	23,482	-	-	23,482
Fund-raising	-	-	-	-	3,620	3,620
Staff development	3,466	684	4,150	-	-	4,150
Utilities	163,732	17,543	181,275	13,644	-	194,919
Management fees	-	-	-	300,000	-	300,000
Travel	15,897	1,703	17,600	1,325	-	18,925
Professional fees	-	-	-	121,261	-	121,261
Interest expense	-	-	-	1,214	-	1,214
Other	109,920	21,672	131,592	-	-	131,592
Depreciation and amortization	445,307	47,711	493,018	37,109	-	530,127
Totals	$ 8,090,329	$ 861,964	$ 8,952,293	$ 1,032,547	$ 3,620	$ 9,988,460

See notes to financial statements

Harriet Tubman Charter School

Statements of Cash Flows
Years Ended June 30, 2016 and 2015

		2016		2015
Cash flows from operating activities:				
Change in net assets	**$**	**(28,115)**	$	114,754
Adjustments to reconcile change in net assets to net cash used in operating activities:				
Depreciation and amortization		**586,914**		530,127
Amortization of deferred rent		**(11,730)**		(255)
Changes in operating assets and liabilities:				
Increase in grants receivable		**(355,361)**		(29,790)
Increase in other assets		**(68,310)**		(13,868)
Increase in accounts payable and accrued expenses		**(178,929)**		(760,377)
Decrease in refundable advances		**(265,169)**		(9,612)
Net cash used in operating activities		**(320,700)**		(169,021)
Cash flows used In investing activities:				
Purchase of property and equipment		**(85,499)**		(366,977)
Cash flows used in financing activities:				
Payments on capital lease		**(41,935)**		(8,249)
Net decrease in cash		**(448,134)**		(544,247)
Cash:				
Beginning		**593,542**		1,137,789
Ending	**$**	**145,408**	$	593,542
Supplementary disclosure of cash flow information:				
Cash paid for interest	**$**	**2,537**	$	1,214
Supplemental schedule of noncash investing and financing activities:				
Additions to property and equipment from capital lease	**$**	**237,017**	$	56,625

See notes to financial statements.

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

Organization and principal business activity: Harriet Tubman Charter School (the School) is an educational corporation that operates in the borough of The Bronx, New York. On January 13, 2000, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The School is now on its 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 years 2016 and 2015, the School operated classes for students in kindergarten and grades one through eight. The School is split into two academies: K-4 Elementary Academy and 5-8 Junior Academy.

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

Basis of accounting and financial statement presentation: The financial statements of the School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America. Accordingly, net assets are classified as unrestricted, temporarily restricted or permanently restricted based on the designation of donors. At June 30, 2016 and 2015, the School had no permanently restricted net assets.

Accounting estimates: The preparation of financial statements on the accrual basis in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

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

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

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

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

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

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

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

Property and equipment: Property and equipment is recorded at cost. Major additions and improvements or betterments in excess of $1,500 with an estimated useful life of more than one year are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized on a straight-line basis over the estimated useful life of the improvement or the term of the lease, whichever is less.

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

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

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

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

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

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

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

Income taxes: The Internal Revenue Service has determined that the School is exempt from federal income taxes under Section 501(c)(3) of Internal Revenue Code and from state income taxes. Management evaluated the School's tax positions and concluded that the School had taken no uncertain tax positions that require adjustment or disclosure to these financial statements. Generally, the Charter School is no longer subject to income tax examinations by U.S. federal, state, or local tax authorities for tax years before 2012, which is the standard statute of limitations look-back period.

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

Reclassifications: For comparability, certain 2015 amounts have been reclassified, to conform with the 2016 financial statement presentation. Such reclassifications had no effect on the 2015 total assets, total liabilities, total net assets and changes in net assets.

Subsequent events: The School evaluates events occurring after the date of the financial statements to consider whether or not the impact of such events needs to be reflected and/or disclosed in the financial statements. Such evaluation is performed through the date the financial statements are available for issuance, which was November 1, 2016 for these financial statements.

Recently issued accounting pronouncements: In August, 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities.* The amendments in this ASU make improvements to the information provided in financial statements and accompanying notes of not-for-profit entities. The amendments set forth the FASB's improvements to net asset classification requirements and the information presented about a not-for-profit entity's liquidity, financial performance, and cash flows. The ASU will be effective for fiscal years beginning after December 15, 2017. Earlier application is permitted. Management has not evaluated the impact of this ASU on the financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in Topic 840, *Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statement of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expenses recognition in the statement of activities. The new standard is effective for fiscal years beginning after December 15, 2019. Management has not evaluated the impact of this ASU on the financial statements.

Note 2. Property and Equipment

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

	2016	2015	Useful Life
Leasehold improvements	$ 1,572,414	$ 1,569,414	Term of lease
Computer and equipment	1,135,055	870,772	3-5 years
Durable curriculum materials	136,205	136,205	3 years
Furniture and fixtures	261,502	252,088	7 years
Playground	97,000	97,000	8 years
	3,202,176	2,925,479	
Less accumulated depreciation and amortization	(2,426,668)	(1,958,936)	
	$ 775,508	$ 966,543	

Depreciation and amortization expense for the years ended June 30, 2016 and 2015, net of amortization of deferred lease premium, was $501,914 and $445,127, respectively.

Note 3. Management Agreement

The School had an oral management agreement with Edison Learning, Inc. (Edison) that expired on September 30, 2015. Subsequent to the expiration of the agreement, Edison continued to provide services for transitioning to a new professional services company. The agreement required Edison to manage the day-to-day operations of the School, including management of the School's financial resources. As compensation for its services and the financial risks it bears during FY 2015, Edison charged a $25,000 monthly fee. Total management fees earned by Edison in fiscal years 2016 and 2015 amounted to $299,534 and $300,000, respectively.

As of June 30, 2015, the School owed Edison $1,185,826 for unpaid cash advances and management fees, which is included in accounts payable and accrued expenses in the statements of financial position.

Note 4. Contingencies

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

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

Note 5. Commitments

On August 20, 2004, the School entered into a long-term lease agreement for its facilities expiring on December 31, 2019. In July 2012, the School entered into a new lease agreement for a second building expiring in June 2016. Subsequent to the expiration of the lease, the School is currently negotiating an extension to the lease and continue to occupy the building. Future minimum lease payments under these leases are as follows:

Years ending June 30:	
2017	$ 327,030
2018	342,600
2019	342,600
2020	171,300
	$ 1,183,530

Rent expense charged to operations amounted to $685,948 and $693,658 for the years ended June 30, 2016 and 2015, respectively. Deferred rent of $78,510 and $90,240 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, 2016 and 2015, respectively.

As part of the School's lease agreement, the School was required to pay a security deposit of $228,900 and $139,052 as of June 30, 2016 and 2015, respectively, which is included in other assets in the statements of financial position.

Note 5. Commitments (Continued)

The School entered into a professional services agreement with a company on June 1, 2015 to provide certain services, including financial and school business operations consulting services, which expires on June 30, 2016 for a total of $180,000. The School renewed the professional services agreement for the period from July 1, 2016 to June 30, 2017 at a flat annual rate of $100,000.

The School entered into a surrender agreement with the landlord and the previous tenant on June 30, 2004. Under the terms of the agreement, cash payments and a promissory note totaling $1,275,000 were provided to the landlord and the previous tenant in exchange for the release from a previous commitment from a prior lease agreement. This amount is shown as a deferred lease premium in the financial statements and is being amortized over 15 years. At June 30, 2016 and 2015, the balance of the deferred lease premium is $255,000 and $340,000, net of total accumulated amortization of $1,020,000 and $935,000, respectively.

During the fiscal year 2016, the School leased five new copiers and lease agreement was set to expire in July 15, 2020. At June 30, 2016, the leases require a monthly payment of $4,500. The original cost of the copier under capital lease was $237,017 with accumulated depreciation of $43,453. The impute rate of interest is 5.25%.

At June 30, 2016, the future minimum lease payments under the capital leases are as follows:

Years ending June 30:	
2017	$ 54,000
2018	54,000
2019	54,000
2020	54,000
2021	4,500
	220,500
Less amount representing interest	(22,421)
	$ 198,079

The School leases copier equipment under a capital lease agreement expiring in November 2016. The lease is payable in aggregate monthly installments of $850, including imputed interest at 6% per annum. The lease was terminated in July 2015 with no early termination fee.

Note 6. Employee Benefit Plan

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

Employer contributions to the Plan are determined by the Plan's Chief Actuary of the Office of the Actuary in accordance with State statutes and City laws, and include amounts to reduce the Plan's underfunding. During the years ended June 30, 2016 and 2015, the School contributed $357,001 and $337,864, respectively, to the Plan.

Note 6. Employee Benefit Plan (Continued)

The audited financial statements of the Plan, as of and for the year ended June 30, 2015, reported total assets, at fair value of $69,841,127,000. The funded status of the Plan as of June 30, 2013, the most recent actuarial valuation date, is as follows:

	Amounts in Thousands
Actuarial value of assets	$ 35,186,072
Actuarial accrued liability	61,988,934
Unfunded actuarial accrued liability	$ (26,802,862)
Funded status	56.8%

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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 the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harriet Tubman Charter School (the School), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements and have issued our report dated November 1, 2016 .

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be material weaknesses in item 2016-001.

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

RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Visit rsmus.com/aboutus for more information regarding RSM US LLP and RSM International.

The School's Responses to Findings
The School's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The School's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

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

RSM US LLP

New York, New York
November 1, 2016

Harriet Tubman Charter School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2016

I. Financial Statement Findings

A. Internal Control Findings

2016-001 Account Analysis and Reconciliation

Criteria: Analysis and reconciliation of major financial statement accounts should be regularly performed during the course of the year to enhance the reliability of the School's financial records and facilitate the preparation of fairly presented financial statements at the end of the year.

Condition: Certain accounts balances were misstated in the trial balance presented for audit.

Context: We noted the following errors in the trial balance initially provided for audit: 1) Fixed assets and depreciation expenses were overstated by $137,205 and $45,735, respectively. 2) The termination of a capital lease was not recorded and five new capital leases were not recorded in fiscal year 2016 for a total of $237,017.

Effect: Financial statements as prepared by the School were materially misstated.

Cause: It appeared that adequate account analysis was not done on a regular basis.

Recommendation: Upon our recommendation, the School made the necessary adjustments to the 2016 financial statements. Going forward, we recommend that there should be periodic (i.e., monthly or quarterly) analysis and reconciliation of significant financial statement accounts.

Management's response and planned corrective action: Management agrees with the findings.

Since the successful transition of financial service providers the School has been maintaining accurate and detailed records of all fixed asset purchases which will prevent duplications in the future. All furniture and equipment additions will continue to be reviewed monthly to ensure they are recorded properly (expensed or capitalized based on the School's Capitalization Policy).

The School has implemented procedures to ensure that the financial service provider has all the information necessary to review lease details at the outset of the lease in order to determine whether the lease should be classified (and accounted for) as an operating or capitalized lease. For those leases identified as capital leases, the financial service provider will prepare an amortization schedule which will serve as the basis for recording the leased asset, liability and subsequent payments.

B. Compliance Findings

None noted

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

Trustee Name:

Wesley Willis

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

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		

Please write "None" if applicable. Do not leave this space blank.	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**.

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
Please write "None" if applicable. Do not leave this space blank.	NONE			

Completed By School

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.

Business Telephone: _____

Business Address: _____

E-mail Address: [redacted]

Home Telephone: _____

Home Address: _____

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). TRUSTEE

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			

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

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
Please write "None" if applicable. Do not leave this space blank. NONE				

COMPLETED BY SCHOOL

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.

Business Telephone: _____

Business Address: _____

E-mail Address: [redacted]

Home Telephone: _____

Home Address: _____

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

Trustee Name:

✓ DAVID A. BOLLING

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). TREASURER, FINANCE, GOVERNANCE, AD-HOC SITE COMMITTEES
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	NONE		

Please write "None" if applicable. Do not leave this space blank.			
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.**

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
Please write "None" if applicable. Do not leave this space blank.				
NONE	NONE	NONE	NONE	NONE

David A. Baeling 7/27/16

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 re[redacted]

Business Telephon[redacted]

Business Address: [redacted]

E-mail Address: [redacted]

Home Telephone: [redacted]

Home Address: [redacted]

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

Trustee Name: Mildred E. McGee

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). Education Committee

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

Please write "None" if applicable. Do not leave this space blank.	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**.

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
Please write "None" if applicable. Do not leave this space blank.				
		NONE		

Mildred E McGee 7/28/16

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.

Business Telephone: Retired

Business Address:

E-mail Address: [redacted]

Home Telephone:

Home Address:

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

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	None		

Please write "None" if applicable. Do not leave this space blank.	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**.

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

Signature

Date 7/26/16

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. [redacted] provided below will be [redacted]

Business Teleph[redacted]

Business Addres[redacted]

E-mail Address: [redacted]

Home Telephone [redacted]

Home Address: [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).

   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
NONE			

Please write "None" if applicable. Do not leave this space blank. 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**.

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
Please write "None" if applicable. Do not leave this space blank. NONE				

Cliff Frazier 7/26/2016

Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public [redacted]
provided below will be [redacted]

Business Telepho [redacted]

Business Address [redacted]

E-mail Address: [redacted]

Home Telephone: [redacted]

Home Address: [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

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

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

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
Please write "None" if applicable. Do not leave this space blank. N/A				

Signature _____ Date 7/25/16

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 red

Business Telephone

Business Address:

E-mail Address:

Home Telephone:

Home Address:

[redacted]

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). Grievence 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. N/A

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. N/A

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

Please write "None" if applicable. Do not leave this space blank.			
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**.

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

Geraldine Hunter 7/25/16

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.

Business Telephon

Business Address:

E-mail Address: ___

Home Telephone: ___

Home Address: ___

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

Please write "None" if applicable. Do not leave this space blank.			
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**.

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

Barbara Gilliard-Nowell July 25, 2016

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.

Business Telephone: [redacted]

Business Address: [redacted]

E-mail Address: [redacted]

Home Telephone: [redacted]

Home Address: [redacted]

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

Trustee Name:

Trustee Jerina DeWese-Bowens

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

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.

   N/A

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

Please write "None" if applicable. Do not leave this space blank.			
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**.

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

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.

Business Teleph

Business Addres

E-mail Address:

Home Telephone

Home Address:

Entry 9 BOT Table

Created: 07/25/2016

Last updated: 07/26/2016

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Position on the Board	Committee Affiliations	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Cliff Frazier	[redacted]	Chair/Board President	Governance Committee, Finance Committee, Ad-hoc Site Committee	Yes	Media Relations, Finance, Community Organizing	Founding Member 4th Term 1/2000-11/2005 11/2005-11/2010 11/2010-11/2015 11/2015-11/2020
2	Claudia Nisbett	[redacted]	Vice Chair/Vice President	Governance Committee, Ad-hoc Site Committee, Fundraising/Marketing Committee	Yes	Community Organizer, Real Estate	Founding Member 4th Term 1/2000-11/2005 11/2005-11/2010 11/2010-11/2015 11/2015-11/2020
3	David A.	[redacted]	Treasurer	Governance Committee, Finance	Yes	Finance	Founding Member 4th Term 1/2000-11/2005 11/2005-

	Bolling	[redacted]		Committee, Ad-hoc Site Committee			11/2010 11/2010-11/2015 11/2015-11/2020
4	Jerima DeWese-Bowens	[redacted]	Trustee/Member	Personnel Committee, Grievance Committee	Yes	Human Resources, Educational Administration	6th term 6/2/04-11/14/06 11/06-11/08 11/08-11/10 11/10-11/12 11/12-11/14 11/14-11/16
5	Mildred McGee	[redacted]	Trustee/Member	Education Committee, Fundraising/Marketing Committee	Yes	Education	6th term 7/14/05-11/13/07 11/07-11/09 11/09-11/11 11/11-11/13 11/13-11/15 11/15-11/17
6	Barabara Gailliard-Nowell	[redacted]	Secretary	Governance Committee, Education Committee, Personnel Committee, Grievance Committee	Yes	Education	6th term 4/05/05-11/13/07 11/07-11/09 11/09-11/11 11/11-11/13 11/13-11/15 11/15-11/17
7	Allen Rey	[redacted]	Trustee/Member	Education Committee, Fundraising/Marketing Committee,	Yes	Fundraising, Community Organization	2nd term 05/08/12-11/2014; 11/14-11/16

				Ad-hoc Site Committee			
8	Marlon J. Dunbar	[redacted]	Trustee/Member	Finance,	Yes	CPA	2nd term 05/08/12-11/2014; 11/14-11/16
9	Geraldine Hunter	[redacted]	Trustee/Member	Education, Grievance	Yes	Education	2nd term 05/08/12 – 11/2014; 11/14-11/16
10	Wesely Willis	[redacted]	Trustee/Member	Finance Committee, Fundraising/Marketing Committee	Yes	Fundraising, Administration	1st term 3/07/2014-11/16
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

2. Total Number of Members on June 30, 2015

10

3. Total Number of Members Joining the Board 2015-16 School Year

10

4. Total Number of Members Departing the Board during the 2015-16 School Year

0

5. Number of Voting Members 2015-16, as set by the by-laws, resolution or minutes

10

6. Number of Board Meetings Conducted in the 2015-16 School Year

12

7. Number of Board Meetings Scheduled for the 2016-17 School Year

12

Thank you.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **July 7, 2015**

In Attendance:
Trustees
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; Barbara Gailliard-Nowell, Secretary; Jerima DeWese-Bowens; Mildred McGee; Geraldine Hunter; Cleveland Person, Principal and ex-officio member
HTCS Staff
Jonathan Maniotis, Elementary Academy Director; Felicia Yarber Junior Academy Director; Michael Taylor, Director of Operations
Edison Learning: Drew Laskowski, Regional Controller
Others
Dr. Elizabeth McGee; Dr. Marlaina Palmeri, Consultant

Dinner is served.
The Chair opened the meeting at 6:35 P.M.

Consent Items
Moved: that the agenda be accepted
Motion by: Trustee McGee
Seconded by: Trustee Nisbett
Action: Motion accepted unanimously

Moved: that the minutes be reviewed and acceptance done by email upon review
Motion by: Trustee Nowell
Seconded by: Trustee Bowens
Action: Motion accepted unanimously

Principal's Report – Cleveland Person

Attendance for June is 93%. The yearly attendance will come from Infinite Campus in August.
Enrollment- 646 students
Suspensions - A lengthy discussion and review of our policy for formal and informal suspensions and alignment with our Code of Conduct Handbook was

held. Special note was made that some students are repeat violators of our Code of Conduct. Intervention tools were discussed.

- Achievement- There were a number of students who did not meet promotional criteria. The Board is not satisfied that all students did not meet promotional criteria. A follow up meeting will be held with the Education Committee and the supervisors on this matter. We are a performance–based charter school and our expectations are high.
- This year, the fourth grade went to the JA for a 2 day period to be acclimated to the different expectations and culture of middle school. Students were able to get their supply lists and their vacation packets and they were able to go to their lockers. The Principal believes that this improved articulation will support the incoming students to JA.
- Staff – New teacher turnover is high this year because of the increase in salary offered to teachers in the new NYCDOE Teacher Contract appealed to new teachers at HTCS.
- Graduation – All graduations went well. A special thanks to Trustee Hunter who was the guest speaker at the grade 8 graduation. Her personalized message resonated with all. Michael Taylor also spoke well at this graduation, citing special phrases about life from his mother. All speakers encouraged the graduates to do their very best in their new school.
- Street Co-naming
  Trustees, staff and families of Harriet Tubman Charter School, as well as politicians from Manhattan and the Bronx, attended the Street co-naming of Boston Road and E. 165 Street as Hansel McGee Street. The late Supreme Court Judge McGee was a co-founder of Harriet Tubman Charter School. Our hearts were filled with pride as we remember him and his labor of love for the children and his work to improve the lives of the Morrisania residents.
- Morrisania Revitalization Corporation and the New York Metropolitan Martin Luther King, Jr. Center for Nonviolence held a reception which followed the official street co-naming. Ms. Yarber gave special thanks to the McGee family for donating the specially made podium and stand to HTCS.

Director of Operations' Report – Michael Taylor

- Facilities
  The Board approved the removal of the unusable playground equipment in the EA. HTCS will call the manufacturers of Kaboom.

Moved: that the EA Jungle Gym slide be removed from inside the playground.
Motion by: Trustee Bowens
Seconded by: Trustee Nisbett
Action: Motion accepted unanimously

- Mr. Taylor is waiting the COO for JA.
  We are still in negotiation with Mr. Newman regarding the use of the Spiritual Life Center. Discussion will be held with the diocese in reference to the proper disposal of their trash. Our lawyer is not able to get an injunction because the school is closed for the summer. HTCS has photographs as documentation. Trustee Nisbett will schedule a meeting with representatives of the diocese to discuss facility matters in our lease.
- Trustee Nisbett pointed identified items that were part of our envelope agreement with the property owners.

Motions and Resolutions

Moved: that the HTCS Board of Trustees approve and sign the revised contract presented by Charter School Business Management which has been reviewed by our attorney.
Motion by: Trustee Nowell
Seconded by: Trustee Nisbett
Action: Motion accepted unanimously

Resolved, That the Board of Trustees of the Harriet Tubman Charter School approve the revised contract with Charter School Business Management which has been reviewed by our attorney

Moved: that the HTCS Board of Trustees approve the Oxford, Tier One, Health Benefit Plan for academic year 2015- 2016
Motion by: Trustee Bowens
Seconded by: Trustee Nowell
Action: Motion accepted unanimously

Resolved, That the HTCS Board of Trustees approve the Oxford, Tier One, Health Benefit Plan for academic year 2015- 2016

Education Committee Report – Trustee Nowell

The Education Committee does not have a formal meeting schedule for July and August. However, we plan to meet numerous times over the summer with the administrative team and our consultant regarding the charter application for renewal.

Personnel Committee Report – Trustee Bowens

- Contract meetings were held with each staff member, individually, and applicable contracts were signed. Discussions were held with any noncertified teacher or pedagogue on a Performance Improvement Plan or a Professional Improvement Plan to review his/her status and update

information. In conjunction with Principal's recommendation, there were staff changes.

- In the fall, HTCS will recognize a longstanding Teacher Assistant who has just retired. She has been employed at the school since the founding of the school.
- The job description for the position of Parent Coordinator and Human Resource Manager is available. The HRM will receive training from the NYCTRS.

Grievance Committee Report – Trustee Hunter

There are three students of concern. The school's administrators, along with the parents, have been in collaboration and the outcome is pending.

Site Committee Report – Vice Chair Nisbett

- We are still searching for an appropriate spot in the 79th Assembly District. Chairman Frazier and your Committee Chair have a meeting scheduled with Assemblyman Blake on Thursday regarding locations.
- The Certificate of Occupancy for the JA building should be ready. The architect followed both requests of the Buildings Department.
- We have been operating under a Letter of No Objections. The church should have gotten the C of O.

EdisonLearning- Drew Laskowski

We are delayed in getting the continued services contract to you; however, it should be ready this week. We are looking at for the three months of services and also at continuing the E-rate for the entire year. The next writing of the E-rate will be in January or February. Discussion ensued regarding the procedures and cost of e-Rate.

Old Business – Dr. Palmeri

Dr. Palmeri explained what documents were needed to complete the charter application. She also expressed a need to meet with the administrators concerning school wide information. Additional meetings with each committee responsible for selected parts of the application will be held.

Moved: that the meeting be adjourned
Motion by: Trustee Nisbett
Seconded by: Trustee Bowens
Action: Motion accepted unanimously

The meeting was adjourned at 8:28 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
718.537.9912	718.991.4181

Board of Trustees Meeting
MINUTES

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **August 4, 2015**

Trustees in Attendance
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Jerima DeWese-Bowens; Mildred McGee; Rey Allen; Cleveland Person, Principal and ex-officio member

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

Others in Attendance
Tom Torre, consultant; Dr. Elizabeth McGee

The Chair opened the meeting at 6:21 P.M.

Consent Items

Moved: that the agenda be accepted
Motion by: Trustee McGee
Seconded by: Trustee Nisbett
Action: Motion accepted unanimously

Moved: that the minutes be accepted with the necessary adjustments
Motion by: Trustee Hunter
Seconded by: Trustee Bolling
Action: Motion accepted unanimously

Governance Report – Chairman Frazier

The chart with the charter committees was distributed. The Chair of each committee will reach out to their respective members and establish the date and time to meet with Dr. Palmeri.

Treasurer's Report – Trustee Bolling

The Treasurer's report was distributed to all trustees.

The figures for the current assets and liabilities were presented with liabilities being somewhat high. The net assets, revenue and expense figures were given. Given the budget revenue and expenses an explanation for the budget variance was given by Tom Torre. The expense variance was positive.

Finance Committee Report – Thomas Torre

The Finance Committee documents were distributed. Our current assets went down. However, our liabilities went down further. Hence, there is a net positive. So far we have a surplus, but this may slightly change once NYC billing is in. Reviewing figures, Mr. Torre said that we've had a good year.

The budget proposals for the year as of June 30th and the comparison with two years ago were reflected.

Figures included an estimated enrollment of 657 students and a paid enrollment of 647 students. Currently we have 646 students.

In the expenses for next year, is an increase in salary, a large contingency amount and funds for a new building. Additional funds are available for classroom expenses, professional development, curriculum materials.

Mr. Torre gave a copy of the budget for personnel to the chair of the Personnel Committee.

Personnel Committee Report –Trustee Bowens

We are very concerned with the large exodus of teachers, despite the fact they sign forms indicating that they will return. This is disruptive to our instructional program and impacts our efforts to hire the best. Several suggestions to address this situation were presented and are under consideration.

Site Committee Report – Vice Chair Nisbett

- The Site Committee approved the painting of the building. However, moving forward, HTCS will consider other contractors whose quality of work is better.
- Another parcel of land within our desirable region may become available. We are investigating the viability of this property.
- Trustee Nisbett explained the role of the church in the delay of us getting the Certificate of Occupancy.

Principal's Report - Cleveland Person

- Mr. Person noted that there seems to be a pattern with a large teacher exodus occurring every 5-6 years.
- We are waiting for the NYS assessment results in ELA and math.

Director of Operations Report - Drew Laskowski

Facilities

The playground company, Kaboom, seems to want to work with HTCS to replace the old playground

Painting- The quality of the work has improved.

Operations

- Austin and Company have offered us a more robust property and liability insurance plan. Additional insurance for coverages that we did not have was offered at a lower price.
- The Personnel Committee recommended Oxford for the employees. The Open enrollment period is in October.
- The Annual Report was submitted on Friday.
- HR Manager- HTCS is seeking the qualified candidate for this position within our salary range.
- Staff vacancies – Supervisors are interviewing potential teaching candidates.
- Recruitment – HTCS will develop a wider range of strong strategies to recruit students.

Old Business

- Charter renewal follow up

Resolved, That the Board of Trustees of the Harriet Tubman Charter School approve of the minor change in our Charter By-Laws such that the number of trustees range from 7-13 members

Resolved, That the Board of Trustees of the Harriet Tubman Charter School approve the major revision of our charter goals so as to reflect the Charter School Performance Framework

New Business

- Trustee Nisbett informed the Board of Trustees that Assemblyman Michael Blake's office wants to donate 5 laptops to students who do well academically and have an economic need. We can refer to our lunch list for information. HTCS will select between EA and JA students to receive the laptops.
- The school academic calendar was explained at length. With the additional new Muslim holiday in September and the Jewish holidays falling on weekdays, the number of closed school days have increased this year. School is closed on Good Friday and not open on Easter Monday. Otherwise, school days will run into July. We need a minimum of 180 school days and at least 1 extra day, in case of a snow emergency. The Spring break comes after NYS assessments.

Moved that: the meeting be adjourned
Made by: Trustee McGee
Seconded by: Trustee Bowens
Action: Motion unanimously accepted

The meeting was adjourned at 7:54 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
718.537.9912	718.991.4181

Board of Trustees Meeting
MINUTES

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **September 1, 2015**

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

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

Others in Attendance
Drew Laskowski, EdisonLearning; Tom Torre, consultant

The Chair opened the meeting at 6:21 P.M.

Consent Items

Moved: that the agenda be accepted
Motion by: Trustee Willis
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Moved: that the minutes be accepted with the necessary corrections
Motion by: Trustee Bowens
Seconded by: Trustee Bolling
Action: Motion accepted unanimously

Governance Report – Chairman Frazier

- Our charter application has been submitted. There was a technical glitch.
- The site visit by NYSED Board of Regents representatives will be on

October 27 - 28. We would like as many Board members to attend as possible.

Treasurer's Report – Trustee Bolling

The Treasurer reported that no funds came in during July and August.

Finance Committee Report – Thomas Torre

The Finance Committee documents were distributed.
There was an extensive question and answer session on the report.

Moved: that the Board of Trustees accepts the budget as presented and amended
Motion by: Trustee Nisbett
Seconded by: Trustee Bowens
In Favor: Chairman Frazier, Vice Chair Nisbett, Trustee Bolling, Trustee Bowens, Trustee Allen
Abstentions: Trustee Nowell, Trustee Willis
Action: The motion is carried

Personnel Committee Report –Trustee Bowens

There are still a number of vacancies. Several reasons were explained. The exit survey revealed that teachers did not leave because of job dissatisfaction, but rather a perceived security with NYCDOE and higher salaries.

Site Committee Report – Vice Chair Nisbett

- The Site Committee continues to look for a site.
- The architect went to the Commissioner who approved the Certificate of Occupancy pending information from the Department of Buildings. We are investigating the viability of this property.
- Our attorney continues to talk with the Catholic Church about the property.
- The quality of the school painting was discussed.

Principal's Report - Cleveland Person

- Harriet Tubman is a school in which we build good teachers. We will hire people who can do the job. We are currently reviewing applications and interviewing potential candidates for diverse positions.
- The summer professional development went well. Generation Ready held workshops on rigor.
- Trustee Hunter was a presenter on Response to Intervention.
- Mr. Maniotis implemented a session called "the UnConference Day" in which various staff conducted PD for their colleagues. Staff was able to select the onsite workshops of their choice of those offered.
- Austin and Company sent a representative who explained the new benefits package to the staff.
- Mr. Person reported on his activities at the National Principals Institute. This year the theme addressed reflections on schools decades from now. Our Principal recommended that the sessions for next year be more currently relevant.
- Mr. Person thanked the Academy Directors and the Director of Operations for their work as a team in "getting the job done."

Director of Operations' Report

- Facilities

A discussion was held about the quality of the work on the facility over the summer. Facility discussions continue with the Diocese to ensure that they are adhering to legal guidelines and to our agreement.

- Operations

a. Our enrollment is 652. It was suggested that we implement like-minded families to enrollment.

b. Our Title I application was submitted 2 days early with the assistance of Charter School Business Management.

- Human Resources

The Open Enrollment period and requirements were explained to the staff during summer professional development.

Old Business

- A follow up meeting, in October, will be held to continue PD for the trustees.
- Trustee Nowell will contact charter school agencies that offer business support.
- Drew Laskowski has forwarded the contract for transitional services to be signed.
- Chairman Frazier shared his personal vision for the future of HTCS.

New Business

The Academic Calendar for HTCS was explained at length.

With the additional new Muslim holiday in September and the Jewish holidays falling on weekdays, the calendar had to be reconfigured. School is closed on Good Friday and open on the Monday following Easter Sunday. We need a minimum of 180 school days and at least 1 extra day, in case of a snow emergency, etc. The Spring break comes after NYS assessments.

Moved that: the meeting be adjourned
Made by: Trustee Nisbett
Seconded by: Trustee Nowell
Action: Motion unanimously accepted

The meeting was adjourned at 8:53 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
718.537.9912	718.991.4181

Board of Trustees
Record of Session

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

Trustees in Attendance
Cliff Frazier, Chair; Barbara Gailliard-Nowell, Secretary; Mildred McGee; Rey Allen; Wesley Willis; Cleveland Person, Principal and ex-officio member

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

Others in Attendance
Tom Torre, consultant; Dr. Elizabeth McGee; Eugene Cornelius, President of HTCS' Parents Association; Keith D. Morton, Charter School Business Management

The Chair opened the meeting at 6:20 P.M. There was no quorum.

Governance Report – Chairman Frazier

- At the Board Retreat, we reviewed our plans moving forward with our mission to serve the children of Morrisania by offering the best education possible in order to prepare them for the college and career of their choice.
- All Board members were given a binder with the full Charter Renewal Application.
- Forward the retreat follow-up documents to Trustee Nowell.
- The representatives from the NYS Board of Regents will be here on October 27th and 28th. We welcome them as they will be able to visit both buildings to see how effective our programs are and the good things being done for our children at HTCS to help them succeed.

Finance Committee Report – Tom Torre

The balance sheet as of August 31 was distributed.
Mr. Torre highlighted the current assets and liabilities and compared these with those of last year. We anticipate a quicker than usual turn around because we no longer pay Edison. Mr. Torre presented the cash flow until December as per request of the Board.

Amounts for payroll and benefits were discussed. The Board is aware that we will adhere closely to our budget. It is very important to meet our enrollment targets.

Education Committee Report – Trustee Nowell

The Education Committee did not meet. In lieu of that meeting, trustees and HTCS staff attended a school planning and review retreat.

Charter School Business Management – Keith Morton

The Board welcomed Mr. Morton. He spoke of the process of transitioning over a period of months. CSBM will use best financial practices. The plans include the use of QuickBooks online for 24/7 access to school accounting. HTCS and CSBM will review bank options and engage in strategic financial planning which includes funds for a new facility. Mr. Morton says that we can expect a number of different changes in financial reporting.

Principal's Report - Cleveland Person

Mr. Person welcomed Mr. Morton and greeted Mr. Cornelius, PA President.
Enrollment – 647 students. The target is 675.
Attendance for September is 97%.
HTCS received a "school in good standing rating"
The information in our charter application looks favorable for the school. We continue to work hard and provide numerous programs in the school to celebrate success.
Students - After School programs and Extended Day programs have begun servicing grades 2-8. The structure and materials of the program were explained. The Beacon program has been renamed; it is now Directions for Our Youth. Additional new programs are Renaissance Learning and Ready Set Learn. Student progress is monitored in several different ways.
Mr. Maniotis related that the Annual Black History and Culture Month celebration will be a combined effort between the EA and the JA. Rehearsals may begin soon. Performances are scheduled for Thursday, February 11th.
Staff – We have identified the Highly Qualified teachers and those who need to be certified. Professional Improvement Plans were implemented as needed.
We have a few more teaching vacancies because the teachers relocated.
Parents – Family Day was successful.
The Parent Association meeting was held this week.
Professional Development – Consultant Services have begun: Generation Ready; Mr. Bedford.

Director of Operations' Report – Michael Taylor

Facilities - There were no off budget expenses.

Trustee Nisbett continues to work on the COO.

Operations - We had success with the new payroll vendor. This company has a recruiting and onboarding tool. Mr. Morton is involved with that also.

Human Resources

- The DOO, the Instructional Coach, and the Technology Manager attended Professional Development on the execution of Enhanced Infinite Campus. These individuals will provide turnkey training.
- The new Human Resources Manager has begun and is a wonderful asset to HTCS.

New Business

- Mr. Person expressed that the staff and students anticipate the site visit by NYSED and are prepared. Mr. Person asked Mr. Cornelius to determine if any parents are available to meet with the team. They will not be screened.
- On October 14th, the State and a NYCDOE official will come to HTCS as part of a public hearing to solicit comments regarding the renewal request of HTCS in Community District 9. This meeting will be held from 5:30 P.M. – 6:30 P.M. Speakers sign in at 5:30. Presentations, questions and comments are allowed at specific times.
- There is a Town Hall meeting on October 14th for eighth grade parents regarding high school applications. It is also Meet the Board night for the parents.
- Mr. Cornelius, PA President, discussed the plans that the PA has to help families in need. Also, if a parent cannot attend a meeting, their concerns can be put into writing and submitted to the PA President. Communication with parents will be done in a new way. Refreshments at a parent meeting is always appreciated and more parents will come to the evening meeting.
- Mr. Cornelius also stated that our children are very talented and he encouraged more people to come out to our athletic events and performances.
- Trustee Wesley Willis has volunteered to be Chair of the Fundraising Committee. Trustee Willis has also expressed an interest in being Chairman of the Harriet Tubman Board of Trustees in the future.
- Trustee Nowell spoke of urgency of upgrading our website and monitoring our presence on the social media. Additional mention was made of the contact with a company that does charter school facility funding. More information will be brought to the Board about this.

The meeting was adjourned at 7:50 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
718.537.9912	718.991.4181

Board of Trustees Meeting
MINUTES

Location: 3565 Third Avenue Bronx, NY 10456
Date: November 10, 2015

Trustees in Attendance
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; Barbara Gailliard-Nowell, Secretary; Rey Allen; Geraldine Hunter; Jerima DeWese-Bowens; Wesley Willis; Cleveland Person, Principal and ex-officio member

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

Others in Attendance
Eugene Cornelius, President of HTCS' Parents Association; Keith D. Morton, Charter School Business Management

The Chair opened the meeting at 6:11 P.M.

Consent Items

Moved: that the agenda be accepted
Motion by: Trustee Willis
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Moved: that the minutes for September be accepted with all necessary corrections
Motion by: Trustee Allen
Seconded by: Trustee Willis
Action: Motion accepted unanimously

Moved: that the minutes for October be accepted with all needed adjustments or corrections as noted
Motion by: Trustee Hunter
Seconded by: Trustee Willis
Action: Motion accepted unanimously

Discussion ensued regarding the term "meeting" when there I no quorum. Trustee Nowell stated that she would seek legal counsel on this matter.

Governance Report – Chairman Frazier

Moved: that Trustee Barbara Gailliard-Nowell be approved for a successive two year term as a trustee of Harriet Tubman Charter School
Motion by: Trustee Willis
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Moved: that Trustee Mildred McGee be approved for a successive two year term as a trustee of Harriet Tubman Charter School
Motion by: Trustee Willis
Seconded by: Trustee Nowell
Action: Motion accepted unanimously

Cliff Frazier, Board Chairman, formally recognized and thanked Thomas Torre for financial work that he has done for Harriet Tubman Charter School over the years. Trustee Nisbett added that Mr. Torre came in at a very crucial time and helped us with good reporting to the State. Harriet Tubman charter School appreciates that.

Treasurer's Report

Trustee Bolling was absent due to the passing of a family member.

Finance Committee Report – Keith Morton

- Quickbooks Online have been implemented. We are in the process of updating the audit schedules and documentation.
- CSBM is seeking someone from the Board to give an historical update on audits and banking.
- Mr. Morton will contact a new bank.
- Chairman Frazier requested a list of needed items.

Education Committee Report – Trustee Nowell

The Education Committee met on October 17th.
The Edu. Comm. welcomed Trustee Willis to the meeting.

- The committee was engaged in a discussion which reviewed student progress on the interim assessments, current curriculum, professional development of staff, and staff vacancies.
- The Parent Coordinator will have a critical role in meeting the language needs of the parents of ESL students.
- The Education Committee is very interested in implementing a program for our high achieving students. Funds can be raised or support garnered for this initiative.

- The Education Committee reviewed the website and recognized the urgency for an update and for a review of our social media.
- After School programs for parents were discussed.

Personnel Committee Report – Trustee Bowens

- Teaching staff who were not instructionally sound for the students did not have their contract renewed.
- A new recruitment process is warranted. It must be ongoing.

The chairs of the Personnel and Education Committees will meet with the principal regarding the allocation of staff.

The date on which staff contracts are to be signed may be changed.

- Status of potential international persons with teaching credentials was explained.
- Discussion involved incentives to maintain exemplary staff.

Grievance committee Report - Trustee Hunter

- For October, there were no suspensions in EA.

For October, there were 8 different students suspended. However, it was noted that this included fewer incidents.

Site Committee Report

- A vendor measured gym doors and adjustments will be made so that they open in the correct fashion.
- A brand new site is being considered for our relocation.

Principal's Report - Cleveland Person

Mr. Person welcomed Mr. Morton and greeted Mr. Cornelius, PA President.

Enrollment – 612 students. The target is 675.

There are many new charter school within the area some of which go to the eighth grade. We must actively recruitment and highlight our successes.

Students - Placement for CSE has changed.

Attendance for October

Staff –Additional staff members are out of license or non HQ because of changes in personnel. We have identified the Highly Qualified teachers and those who need to be certified. Hence, Professional Improvement Plans were implemented as needed.

Director of Operations' Report – Michael Taylor

Operations – the Fiscal Policies and Procedures manual is being revised.

NOTE - THE RECORDING HAS ABRUPTLY ENDED.

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

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
718.537.9912	718.991.4181

Board of Trustees Meeting
MINUTES

Location: 3565 Third Avenue Bronx, NY 10456
Date: December 1, 2015

Trustees in Attendance
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; Barbara Gailliard-Nowell, Secretary; Mildred McGee: Rey Allen; Jerima DeWese-Bowens
HTCS Staff
Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations
Others in Attendance
Dr. Elizabeth McGee; Sharon Denson, VP,CFO, Charter School Business Management

Dinner was served.
The Chair opened the meeting at 6:35 P.M.
Consent Items
Moved: that the agenda be accepted
Motion by: Trustee Nisbett
Seconded by: Trustee Bowens
Action: Motion accepted unanimously

Moved: that the minutes be accepted with the corrections concerning the doors
Motion by: Trustee McGee
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Governance Report – Chairman Frazier

- Updated information was presented regarding the upcoming December 2nd webinar developed by NYSED Office of Charter Schools "Fiscal Oversight by Charter School Board of Trustees."
- The Board will finalize the update of HTCS Bylaws on December 5th.

Finance Committee Report – Sharon Denton

- A transition report was given. It was explained that CSBM is trying to reconcile the financial books in order to do the update. The budget has been transitioned to QuickBooks Online. CSBM is in the process of updating the audit schedules and documentation.
- The Parents Association has an account.
- The revised Fiscal Policies and Procedures Manual will be ready in January.
- Trustee Dunbar requested a weekly detailed cash flow report.
- The State recommended that schools switch audit firms after 5-7 years.

Personnel Committee Report – Trustee Bowens

The joint meeting of the Personnel Committee and the Education Committee will be held this week to determine bonus/merit amounts for staff. The amount is based on the application of a performance rubric. The bonus money will be distributed as part of the December payroll.

Grievance Committee Report - Academy Directors

The number of suspensions in the Elementary Academy and in the Junior Academy were reported by Mr. Maniotis and Ms. Yarber.

Site Committee Report

The Site Committee has identified a location for a new site. It requires a down payment. Chairman Frazier mentioned that we must look closely at our enrollment.

Principal's Report and Director of Operations Report – Michael Taylor

Facilities – There were no off-budget leasehold expenses.
Operations – The BEDS survey has been completed.
Working along with Austin & Co. our Human Resources Manual has been updated.
The Paylocity integration is going reasonably well for the payroll.
The Family Handbook has been updated and may need to be on the website.
Enrollment – 636 students. We are 20 students short of budget.
Recruitment bus ads are ongoing. Recruitment posters and flyers are being distributed.
HTCS would like notices from the State regarding new charter schools that opening in the Bronx. Additional recruitment and marketing ideas were discussed.
Staff - The Human Resources Manager addressed the staff at a faculty meeting regarding a number of adult personal issues.
Vacancies – Teacher's Assistant in the fourth grade; foreign language teacher for the Elementary Academy; SPED teacher for the middle school; seventh grade ELA teacher.

Old Business

- Trustees McGee and Nowell thanked the Board for their support in

recommending an additional two-year term.

- Trustee Nowell reported her response from the Committee on Open Government regarding the use of the word, " meeting" when there is no quorum. The response was the word, "meeting" may be used as there is no limit on its use. However, no motion can be given without a quorum.
- Trustee Nowell will follow up on the inquiry regarding video conferencing for our Trustees. Video conferencing is permissible when a member(s) cannot attend at the usual meeting location, but can be observed and heard at different location. A Trustee will be counted as part of the quorum when video conferencing is used.
- Our technology policy will be reviewed again, in detail, as it pertains to social media. This information already appears in our Employee Handbook.
- Chairman Frazier anticipates taking on a new role on the Board of Trustees. Chairman Frazier asked for additional names for a new Chair. Trustee Nowell recommended Jerima DeWese-Bowens. Trustee Bowens said that she would definitely consider the role of Chair. Chairman Frazier stated that we also have Trustee Willis' name for consideration as Chair and is seeking two more names. Chairman Frazier stated that we should get an attorney, business people and other professionals and on the Board.

New Business

- The Board was informed of the criminal activity that occurred on Washington Avenue during the end of our school fire drill. The 42nd Precinct is aware of the incident. The Board is requesting that students who need emotional support from viewing the incident be provided the appropriate service.
- Trustee Allen will alert Community Board 3 of our need for a community safety officer to be associated with Harriet Tubman Charter School. The next Community Board 3 meeting will be held on the second Thursday of the month at Children's Circle Planning Corporation on Fulton Avenue near East169th. It is located across from the Department of Health Center. The meeting starts at 6:00 PM.

Moved: that the meeting be adjourned
Motion by: Trustee McGee
Seconded by: Trustee Nowell
Action: Motion accepted unanimously

The meeting was adjourned at 8:16 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
718.537.9912	718.991.4181

Board of Trustees Meeting
MINUTES

Location: 3565 Third Avenue Bronx, NY 10456
Date: January 5, 2016

Trustees in Attendance
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; Barbara Gailliard-Nowell, Secretary; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Mildred McGee; Jerima DeWese-Bowens; Wesley Willis; Rey Allen; Marlon Dunbar (*on phone, not video conference)*

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

Others in Attendance
Keith D. Morton, Director, Charter School Business Management; Dr. Elizabeth McGee

Dinner was served.

Consent Items

Moved: that the agenda be accepted
Action: Motion passed unanimously

Moved: that the minutes be accepted
Motion by: Trustee McGee
Seconded by: Vice Chair Nisbett
Action: Motion accepted unanimously

Governance Report – Chairman Frazier

Chairman Frazier spoke of people in the Bronx and Manhattan who recognize him from HTCS. Girls spoke glowingly of their experience at HTCS. A parent said that he wanted to thank Harriet Tubman Charter School "for putting my child on the right path, helping him to overcome his obstacles and move forward." His son is twenty-one years old now and in college.

Finance Committee Report – Keith Morton

There was an extended and extensive discussion relative to transition obstacles.

Moving forward CSBM, will confer with our Finance Team to gain consensus as to expectations regarding deliverables. Other contractual issue will be discussed.
By the full Board meeting in February, a financial report will be delivered.
Moved: that the Director of Operations, Chair of the Finance Committee, HTCS Treasurer, and the CSBM liaison will convene to bring the financial report to the full Board
Motion by: Trustee McGee
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Personnel Committee Report – Trustee Bowens

- The Personnel Committee will meet in January to focus on recruitment strategies.
- A review of certified personnel will be implemented.
- Contract procedures will be restructured.

Site Committee Report – Vice Chair Nisbett

- The Chair of the Site Committee has identified a location for a new site.

She stressed the need for strong support from the Board, especially considering the number of years that HTCS committee members have been searching for a new location. Our Bronx community area is very desirable to developers. An extended discussion ensued.

- Trustees felt that our finances must be considered before we secure a real estate contract without a full refund in the event of a problem.
- Vice Chair Nisbett has an upcoming meeting with a bank to discuss finances.

Principal's Report - Cleveland Person

A copy of the Principal's Report was distributed to all Trustees.
Enrollment is 640/ 675.
According to our documentation, approximately 75% of students who leave HTCS have moved out of the Bronx.
Attendance for December is 93%.
Suspensions - There were nine JA suspensions and two EA suspensions for December.
Student programs have remained the same.
Student Progress – According to NYSED, HTCS has made Adequate Yearly Progress (AYP) in all areas. *(Congratulations by others present were given.)*
Special Student Event for Black History Month – The combined efforts of the Elementary Academy and the Junior Academy will culminate in a play, *The Wiz.* Performances are scheduled in the afternoon at the JA building on February 11 and on February 12. All are invited. MLK – to celebrate the life of Rev. Dr. Martin Luther King, Jr. teachers have prepared lessons and activities that grade level appropriate.

Donations from the Trustees will go into *restricted funds* of our general operating account.
We have a Student Activities Account.

Director of Operations' Report – Michael Taylor

Facilities – New York State Child Nutrition Services did a visit in the building in December. The representative wanted to inform the Principal to tell him "what a pleasure it has been to be in this school. I have not been a school that has run this way."
The only off budget expenses in the month of December was plumbing issues in EA and JA.
We had a issue with the heat here and the usual repairing of lighting, the ballasts.
Operations – HTCS is part of the community eligibility program as 86% of our students receive some form of governmental aid. SNAP is the new acronym for welfare support. We do not have to do food applications. We are refunded at eighty-one percent. However, at any time we can resubmit our community eligibility application. There is a new provision that we could get reimbursed up to one hundred percent of our expenses.
Teachers Retirement System- Our HR manager has been diligently working to ensure that all persons who are eligible are able to enroll, if so desired.
Payroll -We're continuing to phase in Paylocity as our payroll system and phase out of paper.
Employee Handbook – Trustee Bowens said that the Personnel Committee will do its review in January.
Enrollment – HTCS has subscribed to the NY Charter Center's *common application* and we have received a high number of applicants. We have enrolled 16 students.
Marketing and celebrating HTCS should be increased. This aids in recruitment efforts.
Staff Vacancies – No staff vacancies

Education Committee Report - Trustee Nowell

At our December 15 meeting, we examined and discussed student progress on interim benchmarks. Additionally, we discussed teacher evaluations and the impact of the Common Core assessments.

New Business

The trustees will not promote any particular health plans for families at our school.

Moved: that the meeting be adjourned
Motion by: Trustee McGee
Seconded by: Trustee Nowell
Action: Motion accepted unanimously

The meeting was adjourned at 8:25 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **February 2, 2016**

In Attendance:
Trustees
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell, Secretary; Mildred McGee; Jerima DeWese-Bowens; Rey Allen; Marlon Dunbar (*by phone, not video conference*), Geraldine Hunter

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

Others
Keith D. Morton, Director, Charter School Business Management; Dr. Elizabeth McGee; Simone Meeks

Dinner was made available.

The Chair opened the meeting at 6:15 P.M.
Consent Items
Moved: that the agenda be accepted
Motion by: Trustee McGee
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Moved: that the minutes be accepted with all necessary corrections
Motion by: Trustee Allen
Seconded by: Trustee Bowens
Action: Motion passed unanimously

Treasurer's Report – Trustee Bolling

The Finance Committee met and HTCS is in the process of incorporating a new finance system which is more efficient and provides more detailed information.

Finance Committee Report – Keith Morton

Documents distributed to the Board:

Highlights of the revised Fiscal Policies and Procedures Manual
Statement of Activity
Statement of Financial Position

An extensive discussion ensued which reviewed all the suggested revisions of the FPP Manual. The revised manual will be distributed to the Board and will be used for the audit.

Education Committee Report – Trustee Nowell

- The Education Committee reviewed data from the interim assessments to determine which grade/s were showing great progress and which grade/s need more support from supervisors, the instructional coach or Generation Ready.
- Trustee Hunter shared a strategy in which the Common Core Learning Standards can be aligned with the IEP to create goals for the Special Education students. This strategy is a new trend in education and is considered one of the best practices in instruction.
- Trustee Hunter previously met with our Special Education Coordinator to turnkey this information.
- The HTCS Special Education Coordinator attended this meeting and shared academic data regarding the progress of our Sped. students.

Grievance Committee Report – Trustee Hunter

The Grievance Committee met today. Three students were called to our attention by the supervisors for multiple violations of our Code of Conduct. The Committee will review the submitted documents to make a determination regarding the status of these students.

Site Committee Report – Vice Chair Nisbett

- Trustee Nisbett said that we are not able to purchase one site due to amount required for deposit.
- Our fundraising effort needs to move forward.
- The Fundraising Committee needs to schedule a meeting.
- The Board, at the retreat, developed the goals for our fundraising initiative with our consultant.
- The Board identified the skills that were needed for new Board members.
- HTCS is in receipt of a fundraising proposal that will be reviewed at a later time.
- HTCS is in the process of negotiating a lease for the JA building.

Director of Operations' Report – Michael Taylor

The Director of Operations report was distributed to Trustees.

- For January, there were no off budget items.
- All safe fire and sprinklers are attached. The Fire Department is scheduled to do a pressure test. Trustee Nisbett will clarify with the C of C.
- Enrollment- 639 students
- Attendance – 90.27%. It is lower because all students did not return after Christmas break and the snow storm effected attendance. This the lowest attendance rate that we've had in a long time.
- Our lottery will be held after the closing date of the common applications. The common application for charter schools closes on April 1st.
- Mr. Taylor will inform the Board of the software needed for the lottery.
- Personnel- Discussions have been held with the Personnel Committee to begin the process of recruitment. There are no vacancies.
- The Employee Manual needs to be distributed to all.

Governance Report – Chairman Frazier

The review of our application for renewal should be complete by February 22nd.

- Our attorney will review our submitted Bylaws as per his discussion with an attorney at NYSED. He should have the information prepared by the day after tomorrow and forward it to the NYSED.
- Chairman Frazier introduced a prospective Board member, Simone Meeks. Ms. Meeks surveyed the trustees about their background and she told of her background.
- Chairman Frazier will explain the protocol and the steps that have to be taken to become a trustee of a charter school. A formal motion in consideration of a trustee can only be made when the required documents are submitted to the Governance Committee for review as per NYSED.

Moved: that the meeting be adjourned
Motion by: Chairman Frazier
Seconded by: Trustee Bowens
Action: Motion passed unanimously

The meeting was adjourned at 8:52 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
718.537.9912	718.991.4181

Board of Trustees Meeting
MINUTES

Location: 3565 Third Avenue Bronx, NY 10456
Date: March 8, 2016

Trustees in Attendance
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; Barbara Gailliard-Nowell, Secretary; Jerima DeWese-Bowens; Mildred McGee; Geraldine Hunter

HTCS Staff
Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director

Others in Attendance
Keith Morton, Director, Charter School Business Management; Dr. Elizabeth McGee

Dinner was served.
The Chair opened the meeting at 6:37 P.M.

Consent Items
Moved: that the agenda be accepted
Motion by: Trustee Bowens
Seconded by: Vice Chair Nisbett
Action: Motion passed unanimously

Moved: that the minutes be accepted as read with the necessary corrections
Motion by: Trustee Hunter
Seconded by: Trustee McGee
Action: Motion passed unanimously

Governance Report – Chairman Frazier

Chairman Frazier told of the well-attended event sponsored by the Northeast Charter School Association. Guests included families, members of other charter schools, and politicians. This event highlighted the need for state/city government to support existing charter schools with their rent expenses in the same way the government supports the rent

expense of any new charter school. Some charter schools pay no rent at all. Moreover, there needs to be equity in funding for charter school students. The newspaper article of this event was shared with all.

Treasurer's Report and Finance Committee Report – Keith Morton

- Mr. Morton delivered the Treasurer's Report in Trustee Bolling's absence.
- Items presented and discussed included the balance sheet, cash, and enrollment as per invoice. Also presented were the enrollment of FTE spec. ed students as compared to the less than 20% reimbursable expense, IDEA funds which may arrive in April, and our financial ratio. Last year's audit had an error which must be adjusted this year. Edison is working on closing out the Title I grants.
- We need to prepare for the audit which is due November 1.

The Board of Trustees asked CSBM to supply the names of several auditors in order to get bids. Preparation for the audit is crucial. These auditors will met with the Finance Committee to glean important information in order to prepare their proposals.

Moved: that the Charter School Business Management provide HTCS with 3-4 auditors needed for the bids to complete the Request for Proposal process
Motion by: Trustee Nowell
Seconded by: Trustee McGee
Action: Motion unanimously accepted

By May 6th, meetings of the Finance Committee to select an auditor will be completed, their decision will be presented to the full Board and corresponding contracts will be signed.

Moved: that HTCS will pay Dr. Palmeri's renewal fee at this time and the balance of the invoice will be paid in the next pay period
Motion by: Vice Chair Nisbett
Seconded by: Trustee Bowens
Action: Motion unanimously accepted

Charter School Business Management, the Director of Operations, and the Finance Specialist will be very strategic in monitoring expenditures.

Site Committee Report – Vice Chair Nisbett

The Chair of the Site Committee has identified a location for a new site.
It involves two parcels of land with two different owners. Extensive discussion followed.

Moved: that HTCS will purchase one parcel of land with a down payment of $50,000 and $50,000 for the second parcel will be paid in the next period.
Motion by: Vice Chair Nisbett
Seconded by: Trustee Bowens
Action: Motion carried unanimously
Bond financing is to be considered. CSBM says that to manage bonded schools in substantial. Charter schools have utilized various options for funding.

Education Committee Report – Trustee Gailliard-Nowell

The Education Committee met on February 23rd.

- Narratives were presented by both the Elementary Academy Director and the Junior Academy Director of which they both delivered information regarding student progress on the ELA and math interim assessments given to date: mock assessments and Star 360. Intervention strategies were discussed. Projections concerning student achievement on the NYSED tests were somewhat difficult; however, we will particularly support the 6th grade.
- Mr. Person shared the professional development activities that Generation Ready has provided thus far. He also reviewed the activities of our staff coach to support new teachers. He reinforced that 80% of our JA teachers are new to teaching.
- Feedback was given regarding the highly successful presentation of HTCS' version of *The Wiz*.

Grievance Committee Report – Trustee Hunter

The Grievance Committee and the Education Committees met together on February 23rd. The members of the committees discussed student suspensions, the circumstance, interventions, home contact, etc. HTCS wants to be supportive of any child experiencing difficulty.
The Grievance Committee reviewed the documentation supplied by the supervisor for one student. A report will be given by the end of the month to Mr. Person and Ms. Yarber.

Principal's Report

Mr. Maniotis delivered the Principal's Report.
Enrollment -639
Attendance for February is 96.1%.
Suspensions – EA = 0; JA = 16
Student Activities:

- The following programs are continuing: All stars, 20/20, Behavior Management Awards, Chocolate City, After School, and Extended Day
- Harriet Tubman Day – Students in grades 3-8 participated in a writing contest

in which they had to reply to open ended questions about Harriet Tubman. Twenty-five winners will be selected. The prize is a trip to the New York Historical Society to view an exhibition about Harriet Tubman.

- Professional development is ongoing.
- Ms. Yarber stated that students received responses to their high school applications and they were very happy with their acceptance letters

Other- There has been no report as yet from the renewal site visit.

Old Business

- Dr. Elizabeth McGee noted that all donations to HTCS of $250.00 or more should have received a thank you letter. For IRS purposes, the letter should state that no goods or services were exchanged for the donations. Update the list as needed.
- About 990's: The listed address for the trustees is to be the address of Harriet Tubman Charter School only.
- HTCS Bylaws: There has been no response to the Board of Trustees as to the revisions done by our lawyer.
-

New Business

- Trustee Nowell participated in a webinar, *Digital Marketing for Charter Schools*. Ideas were shared and Trustee Nowell wants to be part of the New Technology Committee at HTCS.
- Vice Chair Nisbett told of *Go Fund Me* for schools and nonprofits. It is web-based. She also told of a one man show about Harriet Tubman entitled, *Scenes from Harriet Tubman*. This event could be used for educational purposes or as a fundraiser.

Moved: that the meeting be adjourned
Motion by: Trustee Bowens
Seconded by: Trustee McGee
Action: Motion accepted unanimously

The meeting was adjourned at 8:30 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **April 5, 2016**

In Attendance:

Trustees

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; Barbara Gailliard-Nowell Secretary; David A. Bolling, Treasurer; Mildred McGee; Rey Allen; Wesley Willis, *(video conference)*

HTCS Staff

Cleveland Person, Principal; Michael Taylor, Director of Operations

Others

Keith D. Morton, Director, Charter School Business Management; Dr. Elizabeth McGee;
Eugene Cornelius, President of Parent Association, Dr. Jerome H. Blue

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

Consent Items

Moved: that the agenda be approved
Motion by: Trustee McGee
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Moved: that the minutes be accepted with all necessary corrections
Motion by: Trustee Nisbett
Action: Motion passed unanimously

Governance Report – Chairman Frazier

Chairman Frazier commended the board and the HTCS supervisors on their diligence in responding to the Regents team in response to their questions. Susan Gibbons explained a recommendation regarding our renewal will be made by to May 9th or 10th. Following that, a decision by the Regents will be made in Albany on the 16th or 17th of May.

Site Committee Report – Vice Chair Nisbett

- Trustee Nisbett introduced the guest speaker, Dr. Jerome Blue.

Dr. Blue has experience in development and bond financing.

He reviewed our multiple efforts to purchase appropriate sites on which to build a school. Dr. Blue explained the value of bond financing and Trustee Nisbett provided a photo of the property for sale. The proposal generated a lengthy discussion among the trustees, the Parent Association President, and Mr. Blue as to the location, financing, etc.

- The Site Committee is still in negotiation with the lawyer from the NY Archdiocese regarding the lease on the JA building. Trustee Nisbett has strongly expressed our disagreement with the suggested new lease increase given the amount of leasehold improvements we have had to make. HTCs would like to have an option until we move. The NY Diocese does not understand the disparity in facility funding among charter schools.
- Trustees are invited to attend the next public meeting of Bronx Community Board 3 and to address concerns about our facility funding. The meeting will be held at 6:00 P.M. on April 12th at the Children's Circle on Fulton Avenue between E. 169-E. 170 Street. Our Parent Association's President and Parent Coordinator will attend.

Finance Committee Report – Keith Morton

- The Financial report covers the period up to February 29, 2016.

Mr. Morton explained that timing is critical in terms of cash outlay.

His presentation covered the assets, liabilities, expenses, fixed assets and projected revenue. There is an anticipated increase of in per pupil revenue before the end of the year. The Director of Operations is waiting for documentation.

The Finance Committee wants to wait until the chair meets with them in regards to changes on the fiscal policy and procedures document. The Chair of the Finance Committee is heavily engaged, as this is tax season. Mr. Taylor suggested that our Finance Specialist and Human Resources Manager should be a part of the review team.

- Trustee Willis, Chair of Fundraising, explained that the grant writers that he knows are very costly and do not want to accept a proportion of the money raised as a fee. Trustee Nisbett spoke of a web based fundraiser and that banks may want an individual to sign for a loan as collateral.

HTCS is still communicating with Edison regarding Tittle I allocations and the e-rate contract.

- Trustee Nisbett inquired about registration with the Charity Bureau.

This should be part of the audit. She also spoke of a web based fundraiser and the requirements for a bank loan.

Principal's Report – Cleveland Person

Enrollment - 640 students

Attendance for March was 96%.

Suspensions – Last month was a very challenging month in terms of student behavior.

Student Achievement - NYS Assessments – The ELA assessment was administered today and will continue over the next 2 days. Mathematics assessment will be held for 3 consecutive days next week.

Student Activities for the month of March: the Twenty/Twenty Club, the Behavior Management Celebration, and the Core Value Recognition ceremony where we gave out bracelets that actually changed colors when exposed to the elements or the sunlight. Students liked this. The All Stars went to the movies. March was Math Madness month. Everything was successful.

Both the Extended Day Program and the After School Program are still in session.

Staff - Professional development is ongoing. Our staff configuration has not changed.

Lottery –HTCS received over 4,000 applications from the common application online for charter schools.

Parents – A Town Hall meeting is planned. The agenda will be forwarded to Trustee Nowell as requested.

Grievance Committee Report – Trustee Nowell

Two students were involved in a situation that led to suspensions. Conferences with their parents and the Grievance Committee will be scheduled.

Director of Operations' Report – Michael Taylor

The Director of Operations report was distributed to Trustees.

Facilities – The sprinkler system in the EA building passed the inspection of the Fire Department. Bulbs are being replaced, but can no longer be fixed. There are some sewer issues due to an old cast iron pipe. The boiler is leaking again and it needs to be replaced.

Most of our Smartboards need replacing. They have outlived their expiration date. Smart boards need replacing. They have outlived their expected date of expiration.

Operations – The electronic BEDS teacher information was completed and submitted in March, instead of the usual month of October. It is part of the teacher-student linkage. The Charter Center recommended that we don't turn over student data.

The school survey has been completed by families, students, and teachers

Lottery – great number of responses due to the online Common Application for schools in District 9. We implemented the free method as suggested by the Charter School site. Mr. Taylor articulated some strategies that may be used to communicate with those who have been accepted. It was also recommended that we hold our lottery earlier in the year. It was noted that in some charter schools, students are over enrolled as far as the class cap goes. At HTCS, siblings get priority. This year in kindergarten, there are 60 siblings. Hence, only 15 seats available.

Personnel – Short term and long term disability was discussed with ramifications for the individual and the School. Our benefits carrier will follow up.

Recruitment of Staff – We will participate in the NY Charter Center Career Fair held in the evening of April 20th at the Promise Academy located on West 125th Street in Manhattan. Some of our top staff will represent HTCS at the career fair.

Teacher salary is a significant issue with which HTCS must consider.

Old Busines5

Trustee Nisbett will investigate the status of the Certificate of Occupancy. All doors have been fixed in the in the JA building.

Public Comment

The President of the HTCS Parents Association, Mr. Cornelius, shared his experiences as an individual with a financial background and made recommendations. He told of a fundraiser that he attended in the Weeksville section of Brooklyn and this event was very successful with community politicians in attendance.

Mr. Cornelius also noted his pride in Harriet Tubman Charter School who nominated his son to be in a Leadership Program out of Seattle, Washington. He will be attending Yale University *(applause)*. He will be the first student from HTCS to attend this program. The student will be staying on campus and his parent will stay off campus at a hotel. They are both very excited.

Trustees suggested that this information should be a part of a newsletter.

Moved: that the meeting be adjourned
Motion by: Trustee Nowell
Seconded by: Trustee Allen
Action: Motion passed unanimously

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

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **May 3, 2016**

In Attendance:

Trustees

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell Secretary; Mildred McGee; Jerima DeWese-Bowens; Rey Allen; Wesley Willis, Marlon Dunbar *(video conference)*

HTCS Staff

Cleveland Person, Principal; Michael Taylor, Director of Operations; Felicia Yarber

Others

Keith D. Morton, Director, Charter School Business Management; Dr. Elizabeth McGee;

Dinner was served.
The Chair opened the meeting at 6:46 P.M.

Consent Items

Moved: that the agenda be accepted
Motion by: Trustee Willis
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Moved: that the minutes be accepted with any necessary corrections
Motion by: Trustee Bowens
Seconded by: Trustee McGee
Action: Motion passed unanimously

Governance Report – Chairman Frazier

- Materials were distributed: Excerpts from revised bylaws of HTCS with definition of "Governance Committee" and "Executive Committee", and Education Law 56.
- Note: Founding Trustees have a 5 year term; other trustees have a 2 two year term.
- The Finance Committee reorganized the membership of Audit Committee.

Members of the Audit Committee, a nonstanding committee, consist of persons who are members of the Finance Committee. The Audit Committee is open to any Board member desiring to be a member.

- Discussion was held regarding staggering the two year terms for the Officers of the Board, i.e. Chair and Treasurer + Vice Chair and Secretary. A modification of our bylaws will be under consideration.
- The new lottery and student enrollment procedures and policies were discussed as it pertains to charter law. Trustee Bowens expressed concern regarding the ability of the school to provide the necessary resources for additional students in the identified subgroups. However, the Principal did not foresee any problems.

• Personnel Committee Report – Trustee Bowens

- A Personnel Committee meeting is scheduled for May 12 at 4:30 P.M.
- The Education Committee will join the Personnel Committee on May 12th..

• Grievance Committee Report – Trustee Nowell

The Grievance protocol was reviewed and applied in the instance of 2 students who egregiously violated the HTCS Code of Conduct.

Site Committee Report – Vice Chair Nisbett

- A meeting will be scheduled between the representatives of HTCS and the Archdiocese. HTCS has tremendous community support.
- Trustee Nisbett is expecting the down payment on property for HTCS.

Finance Committee Report – Keith Morton

The financial report was given and Mr. Morton shared some of his challenges in reviewing and obtaining additional information.
Trustee Dunbar wanted the 990's filed asap.

Principal's Report – Cleveland Person

The Principal's Report was distributed.
Enrollment - 636 students. We can and do still recruit from the Wait List.
Attendance for April 24 was 94%.
Student Achievement -NYS Assessments – Scoring the ELA assessment has begun. And math scoring begins next week. Teachers felt that the exam was fair and our students were prepared. Science assessments commence in Mat.
Student Activities
The Extended Day Program ended on April 14th. The After School Program continues until June 25 for grades 6-8. May 13-16 is School Spirit Week.
Core Value Recognition, 20/20 Club and Behavior Management Celebrations are scheduled. Congratulations to our second grade ICT class for winning the Achieve 3000 Read to Succeed.
Other activities include trips out of New York City, movies, and Field Day.
Graduations: Grade K graduation is June 24; Grade 4 Step Up is June 27. Grade 8 graduation is Rafael Hernandez Dual Language School. Trustees will receive a formal invitation. Our student

All Stars who have generated recognition 3 or more times this year, won a trip to Great Adventures. Our Students are competing in the Mock Trials at the Bronx Courthouse.
Parents – A Town Hall meeting for parents is scheduled for May 26th is planned.

Moved: that the Board of Trustees approve the special end of the year celebrtion for staff to be held on May 19th at VIP in New Rochelle, New York.
Motion by: Trustee Bowens
Seconded by: Trustee McGee
Action: Motion passed unanimously

MEDIA EVENT - HTCS was on Channel 7 News. We were interviewed about the new twenty dollar bill which will have the image of Harriet Tubman on it. Cameras were around and Chairman Frazier, Mr. Maniotis and a student was interviewed.

Director of Operations' Report – Michael Taylor

The Director of Operations report was distributed to Trustees.
Facilities – After getting 3 bids and checking recommendations, HTCS will use a new company for our technology infrastructure named Mindshift for their e-rate.
The savings represent several thousands of dollars monthly.
Operations – The DOO is not satisfied with Paylocity.
Lottery – from participating in the online Common Application, we expect to be fully enrolled.
Personnel – Short term and long term disability was discussed with ramifications for the individual and the School. Our benefits carrier will follow up.
Recruitment of Staff – HTCS was represented at the NY Charter Center Teacher Job Fair.

Old Business

Trustee Nowell told of opportunities to upgrade our website, our social media platforms, etc. and extend our Tech Team. We may participate in offsite training.

New Business

Trustee Bolling mentioned that because of the trees, parts of our marquee are not visible.

Moved: that the meeting be adjourned
Motion by: Trustee Nisbett
Seconded by: Trustee Allen
Action: Motion accepted unanimously

The meeting was adjourned at 8:57 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Transcript of Board of Trustees Meeting

Location: **3565 Third Avenue Bronx, NY 10456**
Date: **June 7, 2016**

In Attendance:
Trustees
Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Barbara Gailliard-Nowell Secretary; Mildred McGee; Jerima DeWese-Bowens; Rey Allen; Marlon Dunbar *(video conference)*; Geraldine Hunter; Wesley Willis
HTCS Staff
Cleveland Person, Principal; Michael Taylor, Director of Operations; Jonathan Maniotis, Elementary Academy Director
Others
Keith D. Morton, Director, Charter School Business Management; Dr. Elizabeth McGee

Dinner was served.
The meeting was opened at 6:15 P.M.
Consent Items
Moved: that the agenda be accepted
Motion by: Trustee Bowens
Seconded by: Trustee Allen
Action: Motion accepted unanimously

Moved: that the minutes be accepted with any necessary corrections
Motion by: Trustee McGee
Action: Motion passed unanimously

Governance Committee Report – Chairman Frazier and Trustee Nowell

- Chairman Frazier and Trustee Nowell attended the NYS Board of Regents meeting held in Albany on May 16. Very proudly, the Chair announced that the Regents granted HTCS a five-year renewal (*applause*). The meeting was lengthy. Minutes from this meeting and a live post are available on the NYSED website.
- Trustee Willis and Trustee Bowens spoke of their qualifications for the position of Chairperson of the Board of Trustees for HTCS. Chairman Frazier stated that he wanted

to open the potential candidacy to others who may not be on the Board. It was suggested that there should be a transition period for new officers on the Board.
A new officer may begin in September.

- The Chair stressed the critical importance of increased student enrollment.
- Given that an image of Harriet Tubman on the new twenty-dollar bill is forthcoming in the year 2020 and with the upcoming musical about Harriet Tubman, Harriet Tubman Charter School will have greater visibility.

Treasurer's Report – Trustee Bolling and Finance Committee Report – Keith Morton, CSBM

The Finance Committee discussed the upcoming audit, our budget and our bylaws.

- CSBM, the DOO and the auditor met a week and a half ago and the meeting proved very beneficial for this transition audit period. There is much work as the books are closed for the end of the school year.
- The Board of Trustees wants a monthly financial report from CSBM, including July and August, at the Board meetings recognizing that during this time the report may be different.
- CSBM, the DOO, and the Principal prepared the presented draft budget.

The draft budget was presented and a lengthy discussion ensued with recommendations from the Trustees, especially from members of the Finance Committee. A revised budget will be presented at the July Board of Trustees meeting

Education Committee Report – Trustee Nowell

- The Education and Personnel Committee met jointly on May 26.
  Trustee Nowell deferred that segment of her report to the Chair of the Personnel Committee.
- Observations from the Board of Regents May meeting:
  - Enrollment aligned with the home district is critical.
  - Technology skills for students are important.
  - One Regent suggested key boarding be taught in an after-school program.
  - The definition of terms for the VADIR may change.
  - Other educational issues were discussed as was shared in your email.
- Trustee Nowell participated in a webinar on Charter School Facilities in which the presenter stressed the importance of athletics in the curriculum.
- The Education Committee discussed the need for an enhanced arts program for the Junior Academy students. Hence, STEAM = Science, Technology, Engineering, Arts and Athletics, and Math.
- For HTCS, new equipment for technological needs, like Skype, is recommended.

Personnel Committee Report Committee - Trustee Bowens

- The Education and Personnel Committee met jointly on May 26.
- Trustee Bowens presented data relative to teacher retention in the EA and the JA, Noting that the JA has a very high teacher turnover rate.

- Personnel policies need to be adjusted in terms of contract signage.
- Continuous recruitment of staff throughout the school year is needed with the goal of creating a waiting list.
- In response to Trustee Bolling's question regarding the responsibility for student enrollment, Trustee Bowens said that the responsibility is with the DOO, the data owner, and the Board.

Grievance Committee Report – Trustee Hunter

- Trustee Hunter presented the suspensions in the EA and JA.
- A review of the process was given as well as a clarification of terms used in the report.
-

Site Committee Report – Vice Chair Nisbett

- The Board of Trustees, our lawyer, community leaders, representatives from

the Councilman's and Assemblyman's office, and a representative from the Northeast Charter School Association met with the attorney for the NY Diocese and the local priest who heads two community parishes to discuss our lease agreement for the next number of years. Agreement was made regarding Year 1 and with a follow up meeting to decide rents for 2 more years

- Deposits were made on two parcels of land. However, the agreement must now be updated.
- Adhoc Site Committee members are Chairman Frazier, Vice Chair Nisbett, David Bolling, and Trustee Allen. Vice Chair Nisbett is seeking additional Site Committee members. A meeting is to be scheduled.
- Facility funding is needed so that we can offer additional opportunities for our students, ex. STEAM.
- Trustee Dunbar mentioned the need for a line item in the budget for fundraising. Mr. Morton added that there must be revenue for it.
- Trustee Nisbett expressed a need for: a grant writer or a team of writers, enhanced use of the internet, and a contact list.

Fundraising Committee Report – Trustee Willis

- A discussion was held regarding a "fundraising" line item listed in the budget for 2015-2016 and 2016-2017.
- It was challenging for Trustee Willis to schedule a meeting of the Fundraising Committee due to conflicting schedules.
- An extended discussion ensued in which it was agreed that the HTCS Board of Trustees needs to outsource to get help for our fundraising initiatives.
- The Chair of the Fundraising Committee is Trustee Willis; members are Trustee Claudia Nisbett, Trustee Rey Allen, Trustee Dunbar, Trustee McGee, and Dr. Elizabeth McGee.
- Trustee Nowell stated that a fundraising proposal was submitted by one of our consultants which will be reviewed at a later date.

Principal's Report – Cleveland Person

The Principal's report was distributed.

- Enrollment- 636 students
- Attendance for May – 95%
- The Extended Day program has ended. The Afterschool Program continues.
- The staff number is stable.
- HTCS 7th and 8th graders participated in the Mock Trials.
- The principal thanked the Board for funding the End of the Year Celebration.
  Trustee Hunter was honored at the event for her service to Harriet Tubman Charter School.
  Trustee Bowens spoke at the celebration about HTCS and the renewal and thanked the staff for their performance.
- Mr. Person thanked and congratulated everyone on the five-year renewal, expressing that it was a joint effort. He thanked his cabinet: Mr. Maniotis, the Elementary Academy Director; Ms. Yarber, Junior Academy Director; and Mr. Taylor, Director of Operations for doing a fine job and for their support. "The principal of a school is only as good as its parts. It's everyone understanding the mission and the vision of the school and doing the best that they can to see it come to fruition" that make for success. Acknowledgement was given to the custodians, security, cafeteria people, TAs, school aides, the Operations Department, and the clerical staff for their work. Mr. Person thanked Chairman Frazier for having faith in him and allowing him to be the person that he felt would be able to have this school's vision and dream come true.

Director of Operations' Report – Michael Taylor

The Director of Operations Report was distributed to Trustees.

- For May, there were no off budget items
- The E-rate is transition is continuing.
- Teacher recruitment and response to ads is quite different this year. Additional professionals on the staff are recruiting in more areas. We plan to revise the ad. Brochures will be given to Trustee Nowell to disseminate at the Annual Scholarship Luncheon sponsored by the Association of Black Educators of New York.

Old Business

- Final donations to Harriet Tubman Charter School from all Trustees are due.
- All contributions to HTCS must be acknowledged in writing to the donor.

Moved: that the meeting be adjourned
Motion by: Trustee Nisbett
Action: Motion passed unanimously
The meeting was adjourned at 8:42 P.M.

OUTFRONT Media
Installation Completion Report

Client: Harriet Tubman Charter School

Brand: _____

Contract#: Client _____ , 2057787

Market: New York

Size of Showing Contracted for: _____

Number of Locations Contracted for: 225

Media: 11x46 Interior Cards

Scheduled Installation Date: 12/14/15

Date Production Received from Printer: 12/15/15

Copy Design/Caption: HARRIET TUBMAN

Number of Locations Delivered: 460

Date Installation Completed: 12/16/15

Name: Mario DiGiorgio

Signature: Mario DiGiorgio
(Plant Manager/Posting Supervisor)

Date: 12/18/15

NAME: A CASSANO

COPY: HARRIET TUBMAN

>INSTAL 115 BUSES STREET SIDE

Revised 12/15/2015

11X46

2 PER BUS

OUTFRONT media

WEST FARMS (329)

Clean lexan, Carry Maps!!

Bus#	DATE:	Bus#	DATE:	Bus#	DATE:	Bus#	DATE:	Bus#	DATE:	Bus#	DATE:
266		4804		5267		7630		7691		7751	
267	✓	4806		5464		7631	✓	7692		7752	
268				5471		7632	✓	7693		7753	
269		4969	✓			7633		7694		7754	
270	✓	4970	✓	5650		7634		7695		7755	✓
271		4971	✓	5651		7635		7696		7756	
272		4972	✓	5652		7636		7697		7757	
273	✓	4973	✓	5653	✓	7637	✓	7698	✓	7758	✓
274		4974		5654		7638	✓	7699		7759	
275		4975	✓	5655		7639				7760	✓
276		4976		5656	✓	7640				7761	✓
277		4977	✓	5658		7641				7762	
278	✓			5659		7642				7763	✓
279		4983	✓	5660	✓	7643				7764	
280	✓	4997		5661		7644				7765	
281	✓			5662		7645				7766	
282	✓	5001	✓	5663	✓	7646	✓			7767	
283				5664		7647	✓			7768	
284		5127		5665	✓	7648		7700		7769	
285				5666	✓	7649		7701		7770	✓
286	✓	5130	✓	5667	✓	7650		7702	✓	7771	
287	✓	5131	✓	5668		7651		7703	✓	7772	
288		5134	✓	5669		7652	✓	7704		7773	✓
289		5141	✓	5670	✓	7653	✓	7705	✓	7774	
290	✓			5671		7654	✓	7706		7775	
291	✓			5672	✓	7655		7707	✓	7776	
292	✓			5674		7656		7708		7777	
293	✓			5675	✓	7657		7709	✓	7778	
294	✓			5676		7658	✓	7710	✓	7779	✓
295						7659		7711		7780	
296	✓			5679		7660		7712		7781	
297	✓					7661		7713		7782	
298						7662	✓	7714		7783	
299				5936		7663		7715		7784	
300				5937		7664	✓	7716		7785	
301	✓			5938		7665		7717		7786	
302				5939	✓	7666	✓	7718		7787	✓
303	✓			5940		7667	✓	7719		7788	
304				5941	✓	7668		7720		7789	
305	✓			5942		7669		7721	✓	7790	
306	✓			5943		7670		7722		7791	
307				5944		7671	✓	7723	✓	7792	
308	✓			5945		7673	✓	7724		7793	
309				5946		7674		7725	✓	7794	✓
310				5947	✓	7675		7726		7795	
311				5948	✓	7676		7727	✓	7796	✓
312				5949	✓	7677	✓	7728	✓	7797	✓
313				5950		7678	✓	7729		7798	✓
314				5951		7679		7730	✓	7799	✓
315				5952		7680		7731	✓	7800	✓
316				5953		7681		7732		7801	
317				5954		7682	✓	7733		7802	
318				5955	✓	7683		7734		7803	✓
319				5956	✓	7684		7735		7804	
320				5957		7685	✓	7736		7805	✓
321	✓			5958	✓	7686	✓	7737		7806	
322	✓			5959		7687	✓	7738		7807	
323				5960		7688	✓	7739	✓	7808	
324				5961		7689		7740		7809	
325				5962	✓	7690		7741		7810	
326				5963		7691		7742		7811	✓
				5964	✓	7692	✓	7743		7812	
						7693		7744		7813	✓
						7694		7745		7814	
						7695		7746	✓	7815	
						7696	✓	7747	✓	7816	
						7697		7748		7817	
						7698		7749		7818	
						7699		7750		7819	✓

MUST REMOVE:

METRO PLUS $40
COHENS FASHION OPTICAL
WORLDS FAIR ANNIVERSARY

CAN REMOVE:

FREE FITNESS
VAUGHN COLLEGE
HOME SWEET HOME
NY STATE HEALTH
NYC PAID SICK LEAVE
NEED A LIFELINE
PARKINSON UNITY WALK
DOLLAR MENU
RETHINK FOSTER CARE
ASK4UFE.COM
BET AWARDS
HAPPY MEAL
WE AIDS
DISNEY PLANES
SUMMER FOOD
IMMIGRATION
Affordable housing program
AARP
ALPHA CARE
ARE YOU AT RISK
FINDING YOUR ROOTS
ELIGIBLE FOR MEDICARE

5267 ✓

4804 ✓
06 ✓

* ~~115 BUSES~~ *
*121 BUSES *
2 PER BUS
complete

BRAND BUSES
CAN REMOVE:
OWN PHONE

SIGNATURE: [illegible]

DATE: 12/16/15

2015-16 Student Application Form

Required fields are marked with a *

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

Student First Name * :

Student Last Name * :

Gender * :

Student Date of Birth * :

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

Address 1: *

Address 2 / Apt#:

City * :

State * :

Zip * :

School(s) student previously attended:

Parents Name * :

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

Does your child have an IEP? *

How did you hear about our school?

Parent / Guardian phone number * :

Parent / Guardian Email:

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

BROTHER / SISTER (1):

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

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

BROTHER / SISTER (2):

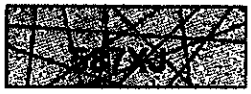
Applying or attending for the 2015/16 school year? - copy:
- Applying
- Attending

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

BROTHER / SISTER (3):

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

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



Verification Code * :

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

Submit

HTCS Elementary Academy
1565 3rd Ave Bronx, NY 10456

HTCS Junior Academy
1176 Franklin Ave Bronx, NY 10456

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

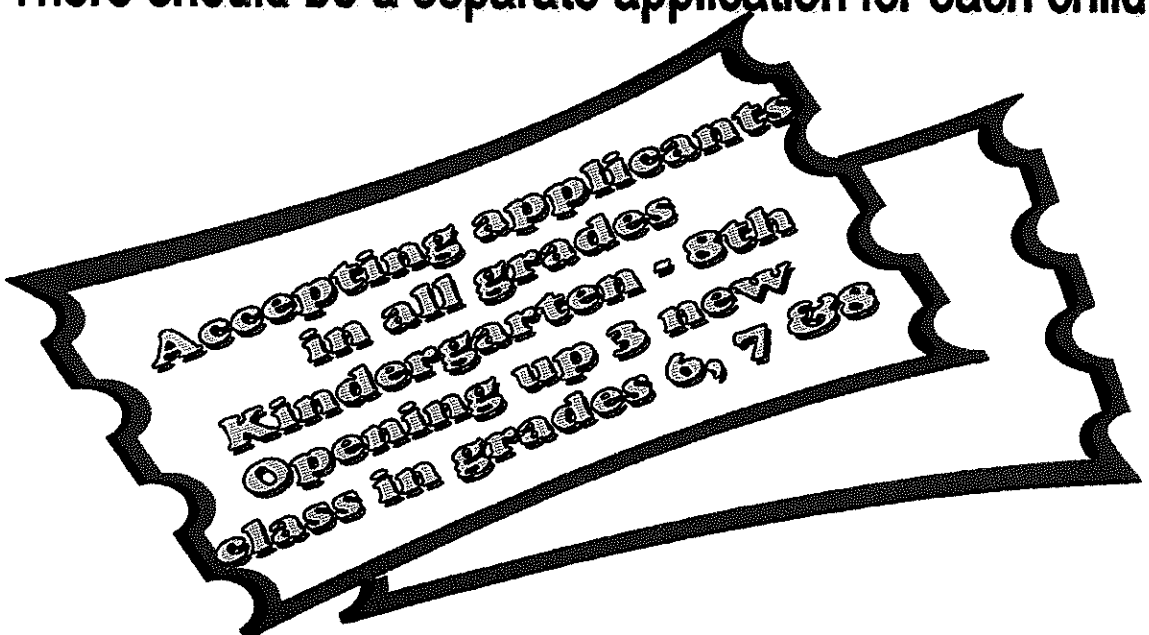
Google Translate Search Text

HARRIET TUBMAN CHARTER SCHOOL

Building Excellence, Building Our Future

LOTTERY APPLICATIONS

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



The Lottery drawing will be held at our school.
Official date to be announced.
All are welcomed to attend.

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

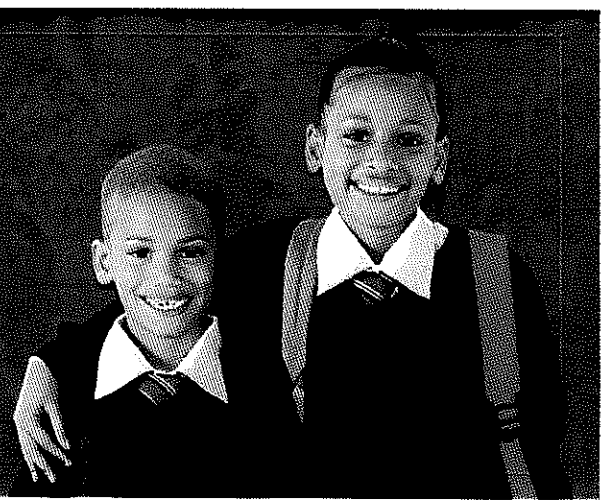
The Hub
The Hub
Westchester Av & White Plains Rd
HARRIET TUBMAN
HARRIET TUBMAN
APPLY NOW!
Building Excellence
Building Our Future
3565 Third Ave.
Bronx, NY 10456
718-537-9912
www.htcsbronx.org
SUBWAY
Westchester Av & White Plains Rd

HARRIET TUBMAN

CHARTER SCHOOL

APPLY NOW! 718-537-9912

3565 Third Ave., Bronx, NY 10456 • www.htcsbronx.org



Invoice

IMPACT marketing solutions

Date	Invoice #
11/27/2015	[redacted]

Bill To	Payable To
Harriet Tubman Charter Schools 3565 Third Street Bronx, NY 10456	Impact Marketing Solutions 106 Seville Chase Drive Winter Springs, FL 32708

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	225 - 11 x 46 Interior car cards 12/14 - 1/10	2,900.00	2,900.00
1	225 - 11 x 46 Interior car cards 1/11 - 2/7	2,900.00	2,900.00
1	225 Bonus interior car cards 12/14 - 2/7	0.00	0.00
1	Creative Production - 450 11 x 46 Interior car cards	2,700.00	2,700.00
5	69 x 47 Bus Illuminated panels - See proposal for approved locations 12/14 - 1/10	1,350.00	6,750.00
5	69 x 47 Bus Illuminated panels - See proposal for approved locations 1/11 - 2/7	1,350.00	6,750.00
5	69 x 47 Bus Illuminated panels Production	160.00	800.00

Payment is due on or before December 11th for processing.

Thank you for your business.

Total $22,800.00

Entry 12 Teacher and Administrator Attrition

Last updated: 07/25/2016

Report changes in teacher and administrator staffing.

Page 1

Instructions for completing the Teacher and Administrator Attrition Tables

The following tables reflect formatting in the online portal required for Regents authorized charter schools. Schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

2015-16 Teacher Attrition Table

	FTE Teachers on June 30, 2015	FTE Teachers Departed 7/1/15 – 6/30/16	FTE Teachers Filling Vacant Positions 7/1/15 – 6/30/16	FTE Teachers Added in New Positions 7/1/15-6/30/16	FTE of Teachers on June 30, 2016
	50	6	17	1	51

2015-16 Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2015	FTE Administrators Departed 7/1/15 – 6/30/16	FTE Administrators Filling Vacant Positions 7/1/15 – 6/30/16	FTE Administrators Added in New Positions 7/1/15-6/30/16	FTE Administrative Positions on June 30, 2016
	3	0	0	0	0

Thank you

Entry 13 Uncertified Teachers

Last updated: 07/25/2016

Page 1

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.

Staff Qualifications (June 30, 2016)

Note: Columns should sum to the FTE count of Teachers on June 30, 2016, and each teacher should be in only one column.

1. FTE Count of Uncertified Teachers (6-30-15)	3
2. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (6-30-15)	2
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-15)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-15)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-15)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories	0
Total	5.0

Thank you.

HARRIET TUBMAN CHARTER SCHOOL
3565 THIRD AVENUE
BRONX, NEW YORK 10456
PHONE: (718) 537-9912 FAX: (718) 537-9858 WWW.HTCSBRONX.ORG

Cleveland Person, *Principal* Cliff Frazier, *Chairman, Board of Trustees*

Staff Directory - Elementary Academy – Revised as of October 21, 2015

"Note: All email addresses begin with "first name.last name," and end with "@htcsbronx.org"

Building Supervisors and Administrators		**Ext.**	**Rm.**
Cleveland Person	Principal	241	B01
Jonathan Maniotis	Elementary Academy Director	326	10
Director of Operations			
	Michael Taylor	313	B15
Office Personnel			
Deborah Stringfellow	Administrative Assistant to the Principal	N/A	N/A
Ayeshia Walker	Human Resources Manager	317	B15
Franklin Branch	Data Owner	312	B06
Vanessa Freytes	Secretary	221	01
Staff Developer			
	Yanique Kirlew	234	15
Elementary Academy Teachers		**Ext.**	**Rm.**
Nicole Entler	K-1	307	06
Lloydette Simms	K-2	306	06B
Melissa Carroll	K-3	239	06
Kalena Lasaponaro	1-1	322	05
Alisha Montoya	1-1 SPED	322	05
Nicole Alicea	1-2	324	04
Yvette Kaminsky	1-3	244	03A
Matthew Moran	2-1 SPED	323	07
Aiesha King	2-1	323	07
Gabrielle Gallinaro	2-2	319	08
Michelle Avila	2-3	320	09
July Martinez	3-1	301	02
Genesis Fender	3-1 SPED	301	02
Zena Nunez	3-2	321	11
Cassandra Caceres	3-3	228	13
Heather Moore	4-1 SPED	250	12
Jane Park	4-1	250	12
Yvette Betances	4-2	222	19
Aileen McGee	4-3	223	14
Bianca Raysor	SETTS / Elementary Academy	227	B12
Ellen Jones	Building Substitute Teacher	226	N/A
Yunery Brito	ELL Teacher	311	B04
Michael Williams	SPED	N/A	N/A
Specials		**Ext.**	**Rm.**
VACANCY	Foreign Language (French)	226	18
Stejha Meekins	Music	237	B14
Sharmita Saha	Dance	329	B 08
Amanda Ostapow	Physical Education	N/A	N/A
Marissa Walsh	Art	224	22
Lauren McGee	AIS Instructor	331	B07
Teacher Assistants		**Ext.**	**Rm.**
Tamer Washington	K-1	307	06
Melissa Rodriguez	K-2	306	06B
Debbie Benedith	K-3	239	06
Zuleika Baez	1-2	324	04
Tanikwah Brown	1-3	224	03A
Gisvet Delgado	2-2	319	08
Justine Colon	2-3	320	09
Alcides Marte	3-2	222	19
Melissa Urena	3-3	228	13
Raquel Pow	4-2	222	19
Tiara Virella	4-3	223	14
Support Personnel		**Ext.**	**Rm.**
Sulaiman Laguda	Technology Manager	327	03
Elizabeth Malave	Social Worker	240	B07
Christina Balbi	Parent Coordinator	JA	N/A
Shannon D'Abreu	Student Activities Coordinator	233	B02
VACANCY	School Nurse	232	B
School Aide			
Tyasia Young	Tanicqua Steele	N/A	N/A
Food Services		**Ext.**	**Rm.**
Gina Lopez	Food Services Coordinator	242	B10
Brenda Savage	Cafeteria School Aide	242	B10
April Coleman	Cafeteria School Aide	242	B10
Billy Johnson	Cafeteria School Aide	242	B10
Security Officers		**Ext.**	**Rm.**
Brandon Ryant, Supervisor	Demencio Huggins John Barnet	251	N/A
Breonie Hopkins	Eric Ansah Jessenia Quinones	251	N/A
Maintenance Personnel		**Ext.**	**Rm.**
Marcus Smith	Mark Haines Anna Batista	N/A	N/A

HARRIET TUBMAN CHARTER SCHOOL
1176 FRANKLIN AVENUE
BRONX, NEW YORK 10456
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Cleveland Person, *Principal* Cliff Frazier, *Chairman, Board of Trustees*

Staff Directory – Junior Academy – Revised 01/20/2016

Note: All email addresses begin with "first name.last name," and end with "@htcsbronx.org"

Building Supervisors and Administrators		**Ext.**	**Rm.**
Cleveland Person	Principal	101	301
Felicia Yarber	Junior Academy Director	102	401
Director of Operations		**Ext.**	**Rm.**
Michael Taylor		103	202
Office Personnel		**Ext.**	**Rm.**
Deborah Stringfellow	Administrative Assistant to the Principal	100	201
Rosalyn Addo	Finance Specialist	121	202
Franklin Branch	ATS Owner	103	202
Staff Developer			
Yanique Kirlew		128	303B
Junior Academy Teachers		**Ext.**	**Rm.**
Marjorie Lewis	5-1, Math (5G)	104	308
Terrell Lowery	5-1, SPED Math/Science (5G & 6G)	104	308
Sharon Garlick	5-2, ELA (5G)	113	309
Zaret Jimenez	5-3, SS (5G & 6G)	112	304
Peter Morris	6-1, ELA (6G)	107	302
Brooke Kunze	6-1 SPED (5G & 6G) ELA/SS	107	302
Renee Irby	6-2, Math (6G)	106	303
Judith Morgan	6-3, Science (5G & 6G)	105	306
Kerian Allen-Sewell	7-1, Math (7G)	117	404
Daniel Garcia	7-1, SPED (7G & 8G) Math/Science	117	404
Odeth Wade	7-2, SS (7G & 8G)	108	402
Walter Knox	7-3, ELA (7G)	109	403
Maribel Cardona	8-1, ELA (8G)	114	409
Sorinica Robinson	8-1, SPED (7G & 8G) ELA/SS	114	409
Everard Brown	8-2, Math (8G)	110	408
Liberty Bennett	8-3, Science (7G & 8G)	111	406
Sofia Nicolas	Building Substitute	N/A	N/A
Karen Asare	AIS	120	205
Laura Rizzo	ELL	118	101
Bianca Raysor	SETSS	130	305/307
Specials		**Ext.**	**Rm.**
Michael McCoy	Physical Education/Health	115	204
Natlee Lewis	Creative Writing	126	407
Noelia Soto	Foreign Language	116	405
Tammy Rodriguez	Music	125	104
Teacher Assistants		**Ext.**	**Rm.**
Jennifer Soto De Marmol	5G Math /Science	112	304
Ferne Nunez	5G ELA/SS	113	309
Tamara Grant	6G Math /Science	106	303
Gloria Johnson	6G ELA/SS	105	306
Sharon Gual	7G ELA/SS	109	403
Jenelle Dunkley	7G Math/Science	108	402
Gaylene Alexis	8G ELA/Math	110	408
Support Personnel		**Ext.**	**Rm.**
Christina Balbi	Parent Coordinator	128	303B
Tonya Rankin-Benton	Guidance Counselor	129	303A
Elizabeth Malave	Social Worker	129	303A
Augustine Rhem	User Service Technician	119	410
Shannon D'Abreu	Student Activities	N/A	100
Jacquie Simon	School Nurse	124	203
School Aide		**Ext.**	**Rm.**
Candice Scarlett-Coy	5G	N/A	310
Elizabeth Guzman	6G	N/A	310
Madeline Santiago	7G & 8G	N/A	310
Food Services		**Ext.**	**Rm.**
Gina Lopez	Food Services Coordinator	131	105
William Dixon	Cafeteria School Aide	131	105
Dolores Crespo	Cafeteria School Aide	131	105
Olufemi Onafuwa	Cafeteria School Aide	131	105
Security Personnel		**Ext.**	**Rm.**
Sherrizette Mason , Supervisor	Shidina Knowings Shanieya Martinez	123	N/A
Jamel DeBerry Carlos Garcia	Shawn Lucus Joey Campbell	123	N/A
Maintenance		**Ext.**	**Rm.**
Ray Dunbar	Harold Jones Heriberto Hernandez	122	102

Harriet Tubman Charter School
2015-2016 Academic Calendar (Revised as of 09/25/15)

*Half-day for Students & Parent-Teacher Conferences - 1 PM to 4 PM and 5 PM to 7 PM

** ½ Day for Students - 11:30 AM

Aug. 17th – Aug. 28th
(Professional Development)

Aug. 31st Staff Reports
Sept. 1st – 4th
(Classroom Setup)

AUGUST '15

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

SEPTEMBER '15

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			

Core Value: RESPECT
9/1 -9/4 – Classroom Setup
9/7 – Labor Day
9/8 – No Students / No Teachers
9/9 – All Students/ Staff Report to School
½ Day for Kindergarten Only
9/10 – ½ Day for Kindergarten Only
9/11 – ½ Day for Kindergarten Only
9/14 & 9/15 – Rosh Hashanah
9/16 – 1st Full Day for Kindergarten – 3:30 p.m.
9/23 – Yom Kippur (No School)
9/24 – Eid al-Adha (No School)
9/30 – ½ Day for Students /PD for Staff**

Core Value: RESPONSIBILITY
10/6 & 10/7 – ELA Mock Assessment #1
10/9 – Progress Report #1
10/12 – Columbus Day (No School)
10/14 – 5:30 p.m. Town Hall Meeting-EA
10/21 – ½ Day for Students /PD for Staff**

OCTOBER '15

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

NOVEMBER '15

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					

Core Value: INTEGRITY
11/3 – Election Day (No School for Students) HTCS PD**
11/4 & 11/5 – Math Mock Assessment #1
11/11 – Veterans Day (No School)
11/13 – End of First Marking Period
11/19 – ½ Day for Students – Parent Teacher Conference **(Report Card 1)***
11/26 - 11/27 – Thanksgiving Recess (No School)

Core Value: HOPE
12/1 & 12/2 – ELA Mock Assessment #2
12/16 – ½ Day for Students /PD for Staff**
12/18 – Progress Report #2
12/ 24-1/1 – Holiday Recess (including Christmas thru New Year's Day –No School)

DECEMBER '15

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		

JANUARY '16

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

Core Value: COURAGE
1/1 – New Year 's Day (No School)
1/6 & 1/7 – Math Mock Assessment #2
1/13 – ½ day for Students -HTCS PD**
1/14 – 5:30 p.m. Town Hall Meeting-JA
1/18 – Dr. Martin Luther King Jr.'s Day (No School)
1/22 – End of Second Marking Period
1/28 – ½ Day for Students – Parent Teacher Conference **(Report Card 2)***

Core Value: JUSTICE
2/2-2/4 – ELA Mock Assessment #3
2/10 – ½ day for Students -HTCS PD**
2/15-2/19 – Midwinter Recess (including Washington's Birthday & Lincoln's Birthday– No School)
2/26 – Progress Report #3

FEBRUARY '16

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					

MARCH '16

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		

Core Value: WISDOM
3/4 – 5:30 p.m. - Town Hall Meeting-JA
3/10 – Harriet Tubman Day
3/2-3/4 – Math Mock Assessment #3
3/16 – ½ day for Students -HTCS PD**
3/15 – 5:30 p.m. Town Hall Meeting-EA
3/24 – End of Third Marking Period
3/25 – Good Friday (No School)
3/31 – ½ Day for Students – Parent Teacher Conference **(Report Card 3)***

Core Value: COMPASSION
4/5 & 4/7 – ELA State Assessment Gr. 3-8
4/12-5/13 – NYSESLAT (Speaking Assessment) – All Grades
4/13-4/15 -- Math State Assessment Gr. 3-8
4/25-4/29 – Spring Recess (Including Passover)

APRIL '16

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

MAY '16

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				

Core Value: RESPONSIBILITY
5/2-5/13 -- NYSESLAT (Listening, Reading & Writing) – All Grades
5/6 – Progress Report #4
5/18 – ½ day for Students -HTCS PD**
5/19 – 5:30 p.m. Town Hall Meeting-JA
5/25-5/31 – Science Performance Assessment Gr. 4 & 8
5/30 – Memorial Day (No School)

Core Value: HOPE
6/1-6/3 – Science Performance Assessment – Gr. 4 & 8
6/6 -- Science Written Assessment – Gr. 4 & 8
6/9 – **No School for Students: Clerical Day**
6/17–End of Fourth Marking Period
6/24–**Kindergarten Graduation**
6/27– **4th Gr. Step Up Ceremony**
6/28– **8th Gr. Graduation**
Last Day for All Students **(Report Card 4)**
6/29 – All Staff Reports
6/30 – Last Day for all Staff

JUNE '16

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		

JULY '16

S	M	T	W	T	F	S
S	U	M	M	E	R	
R	E	C	E	S	S	

Harriet Tubman Charter School Academic Calendar

*****Total # of School Days = 180*****

(2015 – 2016 Semester)

Progress Reports & Marking Periods

Progress Report #1 = October 9th
Progress Report #2 = December 18th
Progress Report #3 = February 26th
Progress Report #4 = May 15th

First Marking Period = September 9th – November 13th
Second Marking Period = November 16th – January 22nd
Third Marking Period = January 25th – March 24th
Fourth Marking Period = March 28th – June 17th

Report Card Dates

Report Card #1 (1/2 day) = November 19th
Report Card #2 (1/2 day) = January 28th
Report Card #3 (1/2 day) = March 31st
Report Card #4 (1/2 day) = June 28th

Parent Teacher Conferences

Conference #1 = (1/2 day) = November 19th
Conference #2 = (1/2 day) = January 28th
Conference #3 = (1/2 day) = March 31st

Professional Development

PD #1 (1/2 day) = September 30th
PD #2 (1/2 day) = October 21st
PD #3 (1/2 day) = November 3rd
PD #4 (1/2 day) = December 16th
PD #5 (1/2 day) = January 13th
PD #6 (1/2 day) = February 10th
PD #7 (1/2 day) = March 16th
PD #7 (1/2 day) = May 18th

School Closings

Rosh Hashanah – September 14th & 15th
Yom Kippur – 9/23
Eid al-Adha – 9/24
Columbus Day – October 12th
Election Day – November 3rd
Veterans Day – November 11th
Thanksgiving Recess – November 26th & November 27th
Winter Recess (including Christmas thru New Year's Day) – December 24th – January 1st
Dr. Martin Luther King Jr.'s Day – January 18th
Midwinter Recess (Including Washington's Birthday & Lincoln's Birthday) – February 15th – February 19th
Good Friday – March 25th
Spring Recess (Including Passover) – April 25th – April 29th
Memorial Day – May 30th
Clerical Day – June 9th

Town Hall Meetings

(Each Meeting will Begin at 5:30 p.m.)

Town Hall Meetings – October 14th, January 14th, March 15th, & May 19th