



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

Created: 07/13/2015

Last updated: 10/31/2015

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

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

HEBREW LANGUAGE ACADEMY CS (NYC CHANCELLOR) 332200860955

### 2. CHARTER AUTHORIZER

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

NYCDOE-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 22

### 4. SCHOOL INFORMATION

|  | PRIMARY ADDRESS                              | PHONE NUMBER | FAX NUMBER   | EMAIL ADDRESS |
|--|--|--------------|--------------|---------------|
|  | 2186 Mill Avenue<br>Brooklyn, New York 11234 | 718-377-7200 | 718-377-7220 |               |

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

|                                       |                |
|---------------------------------------|----------------|
| Contact Name                          | Laura Silver   |
| Title                                 | Head of School |
| Emergency Phone Number (###-###-####) | 347-882-1517   |

### 5. SCHOOL WEB ADDRESS (URL)

[www.hlacharterschool.org](http://www.hlacharterschool.org)

### 6. DATE OF INITIAL CHARTER

2009-01-01 00:00:00

**7. DATE FIRST OPENED FOR INSTRUCTION**

2009-07-01 00:00:00

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

469

**9. GRADES SERVED IN SCHOOL YEAR 2014-15**

Check all that apply

|               |                  |
|---------------|------------------|
| Grades Served | K, 1, 2, 3, 4, 5 |
|---------------|------------------|

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

|  | Yes/No | Name of CMO/EMO              |
|--|--------|------------------------------|
|  | Yes    | Hebrew Charter School Center |

**10a. Please provide the name and contact information for each of the following individuals who are management level personnel associated with the CMO.**

|                                    | Name                      | Work Phone | Alternate Phone | Email Address | Contact this individual also in emergencies |
|------------------------------------|---------------------------|------------|-----------------|---------------|---|
| CEO (e.g., network superintendent) | Dr. Shane Goldstein-Smith |            |                 | .             | Yes   |
| CFO (e.g., network CFO)            | Dr. Shane Goldstein-Smith |            |                 | .             | Yes   |
| Compliance Contact                 | Laura Silver              |            |                 | .             | Yes   |
| Complaint Contact                  | Laura Silver              |            |                 | .             | Yes   |

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**11. FACILITIES**

Will the School maintain or operate multiple sites?

|  |                    |
|--|--------------------|
|  | No, just one site. |
|--|--------------------|

**12. SCHOOL SITES**

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

|                               | Physical Address                               | Phone Number | District/CSD | Grades Served at Site | School at Full Capacity at Site | Facilities Agreement |
|-------------------------------|--|--------------|--------------|-----------------------|---------------------------------|----------------------|
| Site 1 (same as primary site) | 2186 Mill Avenue<br>Brooklyn New York<br>11234 | 718-377-7200 | CSD 22       | K-6                   | No                              | Rent/Lease           |
| Site 2                        |  |              |              |                       |                                 |                      |
| Site 3                        |  |              |              |                       |                                 |                      |

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

|                    | Name              | Work Phone | Alternate Phone | Email Address |
|--------------------|-------------------|------------|-----------------|---------------|
| School Leader      | Laura Silver      |            |                 |               |
| Operational Leader | Michelle Galeotti |            |                 |               |
| Compliance Contact | Laura Silver      |            |                 |               |
| Complaint Contact  | Laura Silver      |            |                 |               |

**13. Are the School sites co-located?**

No

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

No

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

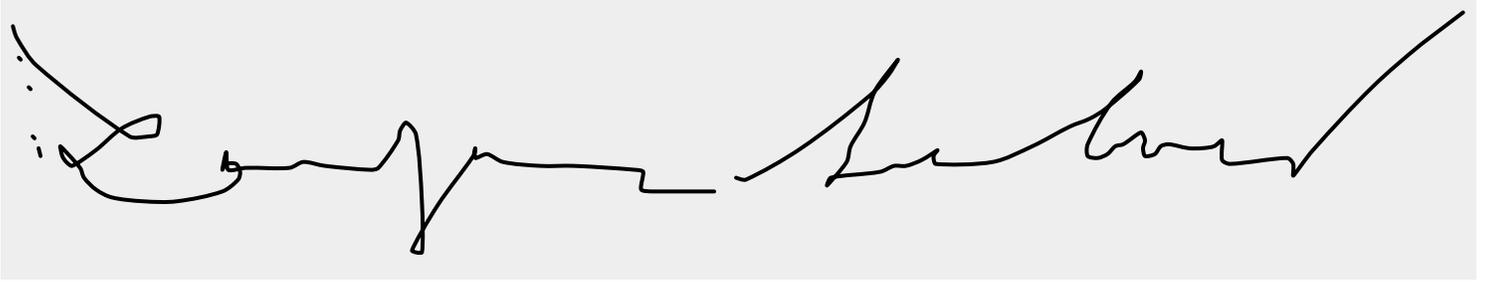
Laura Silver, Head of School

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

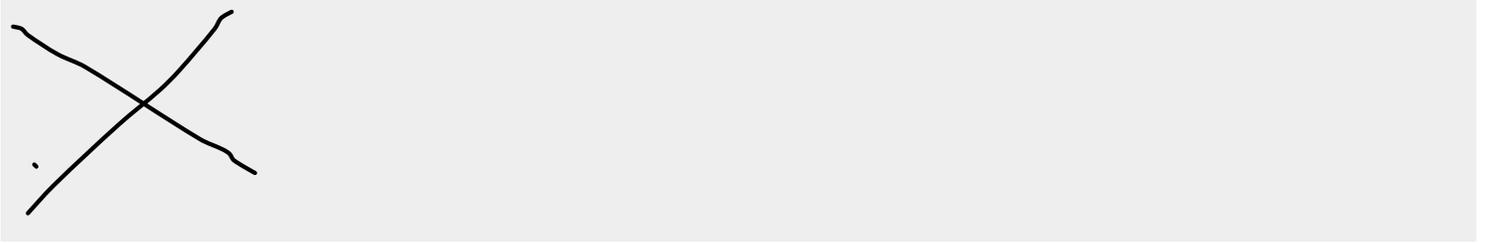
**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Corynne L. [unclear]".

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is a large, stylized 'X' shape.

**Thank you.**

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

Created: 07/13/2015  
Last updated: 07/29/2015

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Page 1

Charter School Name:

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**1. NEW YORK STATE REPORT CARD**

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

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

<http://data.nysed.govhttp://data.nysed.gov/reportcard.php?instid=80000064234&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=>



# Appendix A: Progress Toward Goals

Created: 07/21/2015  
Last updated: 10/31/2015

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Charter School Name:

## 1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

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

<http://data.nysed.gov/http://data.nysed.gov/reportcard.php?instid=800000064234&year=2014&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&nyseslat=1&elemELA=1&>

## 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

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

### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2014-15 Progress Toward Attainment of Academic Goals

|                 | Academic Student Performance Goal  | Measure Used to Evaluate Progress Toward Attainment of Goal                    | 2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met  | If Not Met, Describe Efforts School Will Take  |
|-----------------|--|--|--|--|
| Academic Goal 1 | HLA will show progress towards achieving 75% of 3rd-8th graders who have been enrolled at the school on BEDS day for at least 2 consecutive years perform at or above Level 3 on the NYS ELA examination.      | Grade 3 -NYS State ELA<br>Grade 4 - NYS State ELA<br>Grade 5- NYS State ELA    | Goal Not Met   | Upper school literacy specialist utilized to give support to students who have been identified at level 2 on ELA exam<br>Special education teacher will continue to support students at identified at level 1<br>After school learning lab additional assistance programs will be offered two days per week for identified students.<br>NWEA Learning Continuum will be used to specifically target the Standards and skills students need support with.<br>Leveled Literacy Intervention materials will be used during guided reading sessions with select groups for identified needs.<br>Additional support through Teachers College on-site coaching and through Teachers College calendar days are scheduled. |
| Academic Goal 2 | HLA will show progress towards achieving 75% of 3rd-8th graders who have been enrolled at the school on BEDS day for at least 2 consecutive years perform at or above Level 3 on the NYS Math examination      | Grade 3 -NYS State Math<br>Grade 4 - NYS State Math<br>Grade 5- NYS State Math | Grade 3 - 68% reached level 3 and above (Goal Not Met)<br>Grade 4 - 64% reached level 3 and above (Goal Not Met)<br>Grade 5 - 62% reached level 3 and above (Goal Not Met) | Focused skills and strategy groups will be fluid and will address specific needs identified through formative assessments.<br>After school classes will be offered two days per week for identified students with focused skills and strategy instruction.<br>Upper grade additional math coach to provide professional development for the staff.   |
| Academic Goal 3 | HLA will show progress towards achieving 75% of 3rd-8th graders who have been enrolled at the school on BEDS day for at least 2 consecutive years perform at or above Level 3 on the NYS Science examination   | NYS Science examination  | HLA met this goal  |  |
| Academic Goal 4 | Each grade-level cohort of students will reduce by one-quarter the gap between the percent at or above Level 3 on the previous year's NYS ELA exam and 75% at or above level 3 on the current year's ELA exam. | Grade 3 -NYS State ELA<br>Grade 4 - NYS State ELA<br>Grade 5- NYS State ELA    | Goal Not Met   | Upper school literacy specialist utilized to give support to students who have been identified at level 2 on ELA exam<br>Special education teacher will continue to support students at identified at level 1<br>After school learning lab additional assistance programs will be offered two days per week for identified students.<br>NWEA Learning Continuum will be used to specifically target the Standards and skills students need support with.<br>Leveled Literacy Intervention materials will be used during guided reading sessions with select groups for identified needs.<br>Additional support through Teachers College on-site coaching and through Teachers College calendar days are scheduled. |
| Academic Goal 5 | Each grade-level cohort of students will reduce by one-quarter the gap between the percent at or above Level 3 on the previous year's NYS math and 75% at or above level 3 on the current year's Math exam     | Grade 3 -NYS State Math<br>Grade 4 - NYS State Math<br>Grade 5- NYS State Math | Goal Not Met   | Focused skills and strategy groups will be fluid and will address specific needs identified through formative assessments.<br>After school classes will be offered two days per week for identified students with focused skills and strategy instruction.<br>Upper grade additional math coach to provide professional development for the staff.   |

|                 |  |   |   |   |
|-----------------|--|---|---|---|
| Academic Goal 6 | Each year the percent of students performing at or above Level 3 on the ELA exam in each tested grade will in the majority of grades, exceed the average performance of students tested in the same grades of CSD 22.  | NYS ELA exam                                    | Grade 3 Goal met<br>Grade 4 Did Not meet Goal<br>Grade 5 Goal Met   | Upper school literacy specialist utilized to give support to students who have been identified at level 2 on ELA exam<br>Special education teacher will continue to support students at identified at level 1<br>After school learning lab additional assistance programs will be offered two days per week for identified students.<br>NWEA Learning Continuum will be used to specifically target the Standard and skills students need support with. |
| Academic Goal 7 | Each year the percent of students performing at or above Level 3 on the Math exam in each tested grade will in the majority of grades, exceed the average performance of students tested in the same grades of CSD 22. | NYS Math exam                                   | Grade 3 Goal met<br>Grade 4 Goal met<br>Grade 5 Goal met  |   |
| Academic Goal 8 | 75% of Kindergarten students who were enrolled at the school on BEDS day will perform at or above grade level on the spring administration of the Fountas and Pinnell Benchmark Assessment System.                     | Fountas and Pinnell Benchmark Assessment System | Goal not met -<br>60% of Kindergarten students who were enrolled at the school on BEDS day performed at or above grade level. | Leveled Literacy Intervention groups will be used during guided reading to address specific focused needs.<br>Additional word work through "Words Their Way" to address phonemic awareness and increasing sight vocabulary.   |

**2a1. Do have more academic goals to add?**

Yes

**2014-15 Progress Toward Attainment of Academic Goals**

|                  | Academic Student Performance Goal   | Measure Used to Evaluate Progress Toward Attainment of Goal | Measure Used to Evaluate Progress Toward Attainment of Goal - Met, Partially Met, Not Met                            | If Not Met, Describe Efforts School Will Take |
|------------------|---|---|--|---|
| Academic Goal 9  | 75% of all grades 1-6 children who were enrolled at the school on BEDS day for two consecutive years will perform at or above grade level on the spring administration of the Fountas and Pinnell Benchmark Assessment System.  | Fountas and Pinnell Benchmark System                        | Goal Met - 78%   |   |
| Academic Goal 10 | 75% of all tested students who were enrolled for at least BEDS date for Kindergarten and at least two consecutive BEDS dates for grades 1-8 will perform at or above grade level (NCE=50) on the spring administration of the NWEA MAP Reading Test.  | NWEA Spring results   | Grade K - Goal Not Met<br>Grade 1-5 - Goal Not Met   |   |
| Academic Goal 11 | 75% of all tested students who were enrolled for at least BEDS date for Kindergarten and at least two consecutive BEDS dates for grades 1-8 will perform at or above grade level (NCE=50) on the spring administration of the NWEA MAP Math Test.   | NWEA Spring results   | Grade K - Goal Not Met<br>Grade 1-5 - Goal Not Met   |   |
| Academic Goal 12 | Grade level cohorts of students grades 1-8 will reduce by one quarter the gap between the percent at grade level on the previous spring administration of the NWEA MAP reading test and 75% at or above grade level (NCE=50) in the current spring. If a grade level cohort exceeds 75% at or above grade level (NCE=50) in the previous year, the cohort will remain above 75% at or above grade level (NCE=50) in the current year. | NWEA spring results   | This goal is not applicable because HLA's first administered NWEA MAP Testing in 2014-2015                           |   |
| Academic Goal 13 | Grade level cohorts of students grades 1-8 will reduce by one quarter the gap between the percent at grade level on the previous spring administration of the NWEA MAP math test and 75% at or above grade level (NCE=50) in the current spring. If a grade level cohort exceeds 75% at or above grade level (NCE=50) in the previous year, the cohort will remain above 75% at or above grade level (NCE=50) in the current year.    | NWEA spring results   | This goal is not applicable because HLA's first administered NWEA MAP Testing in 2014-2015 Results not yet available |   |

|                  |  |                                |                           |  |
|------------------|--|--------------------------------|---------------------------|--|
| Academic Goal 14 | At least 75% of students will perform at the proficiency level indicated in the chart below.<br># BEDS DAYS Speaking<br>1 Novice Mid-meet<br>2 Novice Mid-strong<br>3 Novice High-strong<br>4 Intermediate - low emergent<br>5 Intermediate - low mid<br>6 Intermediate -low strong<br>7 Intermediate - mid-emergent<br>8 Intermediate-mid-meet<br>9 Intermediate mid-strong | OPI or modified OPI assessment | Results not yet available | Ongoing professional development in deepening the teachers' understanding of the relationship between effective Second Language Acquisition pedagogy and what characterizes each proficiency level is required. This is especially true for Novice and Year 2 teachers, but is also pertinent to more veteran teachers.<br>Deepening the professional development for department leadership (team leaders) must also be a priority.<br>Students require daily, ongoing and meaningful aural input that is contextualized and has application for daily life.<br>Along with this, they also require ongoing opportunities for oral production in expressive tasks.<br>Hebrew teachers also must fully commit to the school mission and policy of speaking ONLY the target language, not only during Hebrew language class, but during ANY and ALL interactions with students. Signing a pledge to do so, as is customary in the Middlebury College Language Schools will help us further emphasize the critical importance of their compliance and dedication to the mission of the school.<br>Incorporating more frequent alternative assessments and appropriate learning strategies are also important in helping us move forward. |
| Academic Goal 15 | HLA's aggregate performance index on the NYS ELA exam will meet its adequate yearly progress set forth in the state's NCLB accountability system.  | NYS ELA exam results           | Results not available     |  |
| Academic Goal 16 | HLA's aggregate performance index on the NYS math exam will meet its adequate yearly progress set forth in the state's NCLB accountability system.   | NYS Math exam results          | Results not available     |  |

**2a2. Do have more academic goals to add?**

Yes

**2014-15 Progress Toward Attainment of Academic Goals**

|                  | Academic Student Performance Goal                                    | Measure Used to Evaluate Progress Toward Attainment of Goal | 2014-15 Progress Toward Attainment of Goal - Met, Partially Met, Not Met | If Not Met, Describe Efforts School Will Take |
|------------------|--|---|--|---|
| Academic Goal 17 | Each year HLA will be deemed In Good Standing on the NYS Report Card | NYS Report Card   | HLA met that goal  |   |
| Academic Goal 18 |  |   |  |   |
| Academic Goal 19 |  |   |  |   |
| Academic Goal 20 |  |   |  |   |
| Academic Goal 21 |  |   |  |   |
| Academic Goal 22 |  |   |  |   |
| Academic Goal 23 |  |   |  |   |
| Academic Goal 24 |  |   |  |   |
| Academic Goal 25 |  |   |  |   |
| Academic Goal 26 |  |   |  |   |
| Academic Goal 27 |  |   |  |   |
| Academic Goal 28 |  |   |  |   |
| Academic Goal 29 |  |   |  |   |
| Academic Goal 30 |  |   |  |   |

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**2b. ORGANIZATIONAL GOALS**

**2014-15 Progress Toward Attainment of Organizational Goals**

|            | Organizational Goal   | Measure Used to Evaluate Progress   | 2014-15 Progress Toward Attainment   | If Not Met, Describe Efforts School Will Take |
|------------|---|---|--|---|
| Org Goal 1 | a) HLA will have an average daily student attendance rate of at least 95%<br>b) 95% of all students who were enrolled during the school year will return the following September (factoring out students who do not return because they have moved)   | ATS attendance data   | a) Factoring out students who were excused from school for religious observance HLA met this charter goal.<br>b) Results not yet available |   |
| Org Goal 2 | Head of School will present program reports that outline enrollment, attendance, discharge status, IEP and ELL numbers as well as any available testing results at every Board of Trustee meeting.<br>The Head of School and contracted financial consultant will present an up to date financial report. | Board of Trustees meeting minutes<br>Subcommittee membership lists and attendance | Met Charter Goals  |   |

|            |   |                         |                           |  |
|------------|---|-------------------------|---------------------------|--|
| Org Goal 3 | Parents will express satisfaction with the schools program based on the NYCDOE school survey in which the school will receive the scores of 75% or higher in each of the 3 surveyed domains.<br>AT least 50% of parents will participate in the survey.       | NYCDOE School Survey    | Met Charter Goals         |  |
| Org Goal 4 | Teachers will express satisfaction with the school leadership, and professional development opportunities as determined by the teacher section of the NYCDOE School survey in which the school will receive scores of 75% or higher in each of the 3 domains. | NYCDOE School Survey    | Met Charter Goals         |  |
| Org Goal 5 | 85% of teachers who accept offers of renewal of employment at the end of the previous school year will return to teach at HLA on the first day of school the next year.   | Teacher attendance data | Results not yet available |  |

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

No

**2c. FINANCIAL GOALS**

**2014-15 Progress Toward Attainment of Financial Goals**

|                  | Financial Goals   | Measure Used to Evaluate Progress | 2014-2015 Progress Toward Attainment | If Not Met, Describe Efforts School Will Take |
|------------------|---|-----------------------------------|--------------------------------------|---|
| Financial Goal 1 | Enrollment stability - annually student enrollment will be within 15% of full enrollment as defined in the school's contract. | ATS student enrollment            | Met charter goal                     |   |
| Financial Goal 2 | HLA will undergo an independent financial audit that will result in an unqualified opinion and no major findings              | Independent financial audit       | Results not yet available            |   |
| Financial Goal 3 | HLA operates on a balanced budget and maintain a stable cash flow.  | Financial Audit                   | Results not yet available            |   |
| Financial Goal 4 |   |                                   |                                      |   |
| Financial Goal 5 |   |                                   |                                      |   |



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/13/2015

Last updated: 07/29/2015

## Page 1

**Charter School Name:**

### **B. Financial Information**

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

#### **1. Total Expenditures Per Child**

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

|                                  |         |
|----------------------------------|---------|
| Line 1: Total Expenditures       | 7693879 |
| Line 2: Year End Per Pupil Count | 467     |
| Line 3: Divide Line 1 by Line 2  | 16470   |

#### **2. Administrative Expenditures per Child**

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

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

Please note the following:

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

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

|   |        |
|---|--------|
| Line 1: Relevant Personnel Services Cost (Row)        | 273152 |
| Line 2: Management and General Cost (Column)          | 317502 |
| Line 3: Sum of Line 1 and Line 2                      | 590654 |
| Line 4: Year End Per Pupil Count                      | 467    |
| Line 5: Divide Line 3 by the Year End Per Pupil Count | 1264   |

***Thank you.***

**HEBREW LANGUAGE ACADEMY  
CHARTER SCHOOL**

**FINANCIAL STATEMENTS  
AND AUDITOR'S REPORTS**

**JUNE 30, 2015 AND 2014**

**HEBREW LANGUAGE ACADEMY  
CHARTER SCHOOL**

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## Independent Auditor's Report

### **Board of Trustees Hebrew Language Academy Charter School**

#### ***Report on the Financial Statements***

We have audited the accompanying financial statements of Hebrew Language Academy Charter School, which comprise the statement of financial position as of June 30, 2015 and 2014, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

#### ***Management's Responsibility for the Financial Statements***

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

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the 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 misstatement.

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

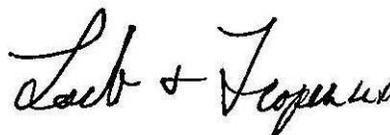
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

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

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2015 on our consideration of Hebrew Language Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hebrew Language Academy Charter School's internal control over financial reporting and compliance.



October 22, 2015

## HEBREW LANGUAGE ACADEMY CHARTER SCHOOL

## STATEMENT OF FINANCIAL POSITION

JUNE 30, 2015 AND 2014

|  | <u>2015</u>                 | <u>2014</u>         |
|--|-----------------------------|---------------------|
| <b>ASSETS</b>                              |                             |                     |
| Current assets                             |                             |                     |
| Cash                                       | \$ 449,546                  | \$ 1,007,640        |
| Grants and contracts receivable            | 48,179                      | 49,167              |
| Prepaid expenses and other assets (Note 8) | <u>742,278</u>              | <u>83,856</u>       |
| Total current assets                       | <u>1,240,003</u>            | <u>1,140,663</u>    |
| Noncurrent assets                          |                             |                     |
| Cash - reserves (Note 2)                   | 70,583                      | 70,442              |
| Fixed assets - net (Note 3)                | <u>289,458</u>              | <u>325,346</u>      |
| Total assets                               | <u>\$ 1,600,044</u>         | <u>\$ 1,536,451</u> |
| <b>LIABILITIES AND NET ASSETS</b>          |                             |                     |
| Current liabilities                        |                             |                     |
| Accounts payable and accrued expenses      | \$ 250,691                  | \$ 236,385          |
| Accrued salaries and related liabilities   | 512,034                     | 539,116             |
| Capital lease payable (Note 4)             | <u>                    </u> | <u>1,440</u>        |
| Total current liabilities                  | 762,725                     | 776,941             |
| Net assets - unrestricted (Exhibit B)      | <u>837,319</u>              | <u>759,510</u>      |
| Total liabilities and net assets           | <u>\$ 1,600,044</u>         | <u>\$ 1,536,451</u> |

See independent auditor's report.

The accompanying notes are an integral part of these statements.

## HEBREW LANGUAGE ACADEMY CHARTER SCHOOL

## STATEMENT OF ACTIVITIES

YEARS ENDED JUNE 30, 2015 AND 2014

|   | <u>2015</u>       | <u>2014</u>       |
|---|-------------------|-------------------|
| Operating revenues                                  |                   |                   |
| State and local per-pupil operating revenues        | \$ 7,179,148      | \$ 7,040,587      |
| Government grants and contracts                     | 376,449           | 416,257           |
| Foundations and corporate contributions             | 20,261            | 21,370            |
| In-kind contributions (Note 5)                      | 99,641            | 158,271           |
| Other revenues                                      | <u>14,852</u>     | <u>12,621</u>     |
| Total operating revenues                            | <u>7,690,351</u>  | <u>7,649,106</u>  |
| Operating expenses (Exhibit C)                      |                   |                   |
| Program services                                    |                   |                   |
| General education                                   | 5,430,805         | 5,362,640         |
| Special education                                   | <u>1,570,219</u>  | <u>948,879</u>    |
| Total program services                              | 7,001,024         | 6,311,519         |
| Supporting services                                 |                   |                   |
| Management and general                              | <u>611,518</u>    | <u>665,559</u>    |
| Total operating expenses                            | <u>7,612,542</u>  | <u>6,977,078</u>  |
| Change in unrestricted net assets (Exhibit D)       | 77,809            | 672,028           |
| Net assets - unrestricted - beginning of year       | <u>759,510</u>    | <u>87,482</u>     |
| Net assets - unrestricted - end of year (Exhibit A) | <u>\$ 837,319</u> | <u>\$ 759,510</u> |

See independent auditor's report.

The accompanying notes are an integral part of these statements.

HEBREW LANGUAGE ACADEMY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEARS ENDED JUNE 30, 2015 AND 2014

|                                     | 2015             |                     |                   |                        |                  | 2014             |                     |                   |                        |                     |
|-------------------------------------|------------------|---------------------|-------------------|------------------------|------------------|------------------|---------------------|-------------------|------------------------|---------------------|
|                                     | No. of Positions | Program Services    |                   | Supporting Services    | Total            | No. of Positions | Program Services    |                   | Supporting Services    | Total               |
|                                     |                  | General Education   | Special Education | Management and General |                  |                  | General Education   | Special Education | Management and General |                     |
| Administrative staff personnel      | 5                | \$ 161,465          | \$ 25,307         | \$ 228,607             | \$ 415,379       | 5                | \$ 126,263          | \$ 19,425         | \$ 281,075             | \$ 426,763          |
| Instructional personnel             | 57               | 2,475,243           | 821,626           | 14,805                 | 3,311,674        | 54               | 2,796,595           | 507,118           |                        | 3,303,713           |
| Non-instructional personnel         | 5                | 127,570             | 21,597            |                        | 149,167          | 4                | 87,740              | 14,223            |                        | 101,963             |
| <b>Total salaries and staff</b>     | <b>67</b>        | <b>2,764,278</b>    | <b>868,530</b>    | <b>243,412</b>         | <b>3,876,220</b> | <b>63</b>        | <b>3,010,598</b>    | <b>540,766</b>    | <b>281,075</b>         | <b>3,832,439</b>    |
| Payroll taxes and employee benefits |                  | 636,810             | 200,084           | 56,075                 | 892,969          |                  | 621,605             | 111,653           | 58,034                 | 791,292             |
| Occupancy                           |                  | 721,622             | 226,732           | 63,544                 | 1,011,898        |                  | 526,863             | 94,635            | 49,189                 | 670,687             |
| Contracted services                 |                  | 432,804             | 79,127            | 114,633                | 626,564          |                  | 220,808             | 36,596            | 112,851                | 370,255             |
| Supplies and equipment              |                  | 308,148             | 55,439            | 20,416                 | 384,003          |                  | 313,596             | 51,246            | 25,581                 | 390,423             |
| Student meal program                |                  | 157,659             | 26,691            |                        | 184,350          |                  | 195,457             | 31,683            |                        | 227,140             |
| Student field trips                 |                  | 18,592              | 3,147             |                        | 21,739           |                  | 22,933              | 3,717             |                        | 26,650              |
| Repairs and maintenance             |                  | 111,164             | 34,928            | 9,789                  | 155,881          |                  | 115,374             | 20,723            | 10,771                 | 146,868             |
| Printing and postage                |                  | 1,616               | 508               | 142                    | 2,266            |                  | 1,160               | 208               | 108                    | 1,476               |
| Professional fees                   |                  | 38,095              | 11,969            | 89,384                 | 139,448          |                  | 34,016              | 6,110             | 112,121                | 152,247             |
| Dues and subscription               |                  | 10,094              | 3,172             | 889                    | 14,155           |                  | 10,431              | 1,874             | 974                    | 13,279              |
| Insurance                           |                  | 31,147              | 9,786             | 2,743                  | 43,676           |                  | 30,299              | 5,442             | 2,829                  | 38,570              |
| Telephone                           |                  | 13,551              | 4,256             | 1,193                  | 19,000           |                  | 16,040              | 2,881             | 1,497                  | 20,418              |
| In-kind services (Note 5)           |                  | 85,214              | 14,427            |                        | 99,641           |                  | 136,194             | 22,077            |                        | 158,271             |
| Staff travel                        |                  |                     |                   | 451                    | 451              |                  |                     |                   | 514                    | 514                 |
| Depreciation and amortization       |                  | 100,011             | 31,423            | 8,807                  | 140,241          |                  | 106,816             | 19,187            | 9,973                  | 135,976             |
| Interest expense                    |                  |                     |                   | 40                     | 40               |                  | 450                 | 81                | 42                     | 573                 |
| <b>Total expenses (Exhibit B)</b>   |                  | <b>\$ 5,430,805</b> | <b>1,570,219</b>  | <b>611,518</b>         | <b>7,612,542</b> |                  | <b>\$ 5,362,640</b> | <b>948,879</b>    | <b>665,559</b>         | <b>\$ 6,977,078</b> |

See independent auditor's report.

The accompanying notes are an integral part of these statements.

## HEBREW LANGUAGE ACADEMY CHARTER SCHOOL

## STATEMENT OF CASH FLOWS

YEARS ENDED JUNE 30, 2015 AND 2014

|   | <u>2015</u>       | <u>2014</u>         |
|---|-------------------|---------------------|
| Cash flows from operating activities  |                   |                     |
| Change in net assets (Exhibit B)  | \$ 77,809         | \$ 672,028          |
| Adjustments to reconcile change in net assets to net cash provided (used) by operating activities |                   |                     |
| Depreciation and amortization   | 140,241           | 135,976             |
| Decrease (increase) in assets   |                   |                     |
| Grants and contracts receivable   | 988               | 225,327             |
| Prepaid expenses and other assets   | (658,422)         | (7,115)             |
| Increase (decrease) in liabilities  |                   |                     |
| Accounts payable and accrued expenses   | 14,306            | (139,423)           |
| Accrued salaries and related liabilities  | (27,082)          | 2,563               |
| Deferred rent   |                   | (250,000)           |
| Net cash provided (used) by operating activities  | <u>(452,160)</u>  | <u>639,356</u>      |
| Cash flows from investing activities  |                   |                     |
| Fixed asset acquisitions  | (104,353)         | (125,232)           |
| Increase in cash reserves   | <u>(141)</u>      | <u>(140)</u>        |
| Net cash used by investing activities   | <u>(104,494)</u>  | <u>(125,372)</u>    |
| Cash flows from financing activities  |                   |                     |
| Principal payments on capital lease   | <u>(1,440)</u>    | <u>(4,309)</u>      |
| Net change in cash  | (558,094)         | 509,675             |
| Cash - beginning of year  | <u>1,007,640</u>  | <u>497,965</u>      |
| Cash - end of year  | <u>\$ 449,546</u> | <u>\$ 1,007,640</u> |
| Supplemental disclosure of cash flow information  |                   |                     |
| Cash paid during the year for interest  | <u>\$ 40</u>      | <u>\$ 573</u>       |

See independent auditor's report.

The accompanying notes are an integral part of these statements.

**HEBREW LANGUAGE ACADEMY CHARTER SCHOOL****NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2015 AND 2014****NOTE 1 - NATURE OF ORGANIZATION**

Hebrew Language Academy Charter School (HLA) is an educational corporation that operates as a charter school in the borough of Brooklyn, New York. On January 13, 2009, the Board of Regents and the Board of Trustees of the University of the State of New York, on behalf of the State Education Department, granted HLA a charter valid for a term of 5 years. The School was issued a renewal to the original charter in January 2014 for one and a half years which is renewable upon expiration. In March 2015 the charter was renewed and will expire on June 30, 2019. HLA was organized to increase learning opportunities for students through innovative educational programs and to enable parents to be more involved in their children's education. In fiscal years 2015 and 2014, HLA operated classes for 467 students in grades K-5 and 472 students in grades K-5, respectively.

Hebrew Language Academy Charter School is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. HLA is supported primarily by state and local per-pupil operating revenues.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Basis of accounting*** - The financial statements are prepared on the accrual basis of accounting.

***Use of estimates*** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

***Cash - reserves*** - Deposits represent funds held aside for contingency purposes as required by the New York City Department of Education.

***Allowance for doubtful accounts*** - Bad debt expense is charged if a receivable is determined to be uncollectible based on periodic review by management. Factors used to determine whether an allowance should be recorded include the age of the receivable and a review of payments subsequent to year end. Management has determined that no allowance is necessary as of June 30, 2015 and 2014.

-continued-

**HEBREW LANGUAGE ACADEMY CHARTER SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2015 AND 2014**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

***Prepaid expenses and other assets*** - Payments made to vendors that cover future periods are recorded as prepaid expenses and other current assets.

***Fixed assets*** - Fixed assets are recorded at cost. Items with a cost of \$500 or more with an estimated useful life of greater than one year are capitalized. Depreciation and amortization are provided on the straight-line basis over the estimated following useful lives of assets:

|                                   |             |
|-----------------------------------|-------------|
| Furniture, fixtures and equipment | 3 - 5 years |
|-----------------------------------|-------------|

***Accrued salaries and related liabilities*** - Accrued salaries and related liabilities consist of payroll and merit pay earned by staff during the school year but paid out over the summer months and/or following fiscal year.

***Deferred rent*** - HLA recognizes rent expense using the straight-line method over the lease term, including lease renewal option periods that can be reasonably assured at the inception of the lease. Deferred rent is recorded when there are differences between the fixed payment and the rent expense.

***State and local per-pupil revenues*** - Revenues from the state and local governments in accordance with HLA's charter status is based on the number of students enrolled and are recorded when services are performed in accordance with the charter agreement. These funds are recorded by HLA when services are rendered.

***Government grants and contract revenues and receivables*** - Revenues from government grants and contracts to which HLA is entitled are recognized primarily on student enrollment. Some grants are provided for specific educational endeavors which are not based on student enrollment and are recorded when related expenditures are incurred by HLA. Receivables are recorded when revenue is earned.

***Contributions*** - Unconditional contributions, including promises to give cash and other assets, are reported at fair value at the date the contribution is received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donors. The gifts are reported as temporarily or permanently 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 as unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met within the same year as received are reported as unrestricted contributions in the accompanying financial statements.

-continued-

**HEBREW LANGUAGE ACADEMY CHARTER SCHOOL**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2015 AND 2014**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

***In-kind contributions*** - In-kind contributions are recorded at fair value at the date of donation.

***Unrestricted net assets*** - Unrestricted net assets include funds having no restrictions as to use or purpose imposed by donors.

***Functional allocation of expenses*** - The costs of providing the programs and other activities of HLA have been summarized on a functional basis in the statement of activities, which include all expenses incurred for the year. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management in accordance with grant provisions and/or other equitable bases.

***Fund raising*** - Fund-raising services are performed by volunteers (primarily the Board of Trustees). No amounts are reflected in the accompanying financial statements for such services as they do not meet the criteria for recognition as contributions.

***Uncertainty in income taxes*** - HLA has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements. Periods ending June 30, 2012 and subsequent remain subject to examination by applicable taxing authorities.

***Subsequent events*** - Subsequent events have been evaluated through October 22, 2015, which is the date the financial statements were available to be issued.

**NOTE 3 - FIXED ASSETS**

|   | <b>2015</b> | <b>2014</b> |
|---|-------------|-------------|
| Furniture, fixtures and equipment         | \$ 862,094  | \$ 757,741  |
| Accumulated depreciation and amortization | (572,636)   | (432,395)   |
|   | \$ 289,458  | \$ 325,346  |

**NOTE 4 - CAPITAL LEASE PAYABLE**

During 2010, HLA entered into a capital lease agreement with Xerox Corporation for two copiers. The lease expired in January of 2015. The lease had an interest rate of 13.5%. The cost of capital lease assets is \$35,227, with amortization of \$1,172 and \$7,046 for the years ended June 30, 2015 and 2014, respectively, and accumulated amortization of \$35,227 as of June 30, 2015.

-continued-

**HEBREW LANGUAGE ACADEMY CHARTER SCHOOL****NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2015 AND 2014****NOTE 5 - IN-KIND CONTRIBUTIONS**

HLA received donated services from a not-for-profit organization called National Center for Hebrew Language Charter School Excellence and Development, Inc. (HCSC). Services paid for directly by HCSC amounted to \$99,641 and \$158,271 in 2015 and 2014, respectively.

**NOTE 6 - PENSION PLAN**

HLA has a defined contribution retirement plan which covers substantially all full-time employees. HLA contributed a dollar-to-dollar match up to 3% of the employees' compensation. Pension expense under this plan was \$59,339 and \$59,064 for the employer match and \$2,572 and \$1,988 for administrative fees for 2015 and 2014, respectively.

**NOTE 7 - CONTINGENCIES AND CONCENTRATIONS**

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.

Financial instruments that potentially subject HLA to a concentration of credit risk are cash accounts with financial institutions in excess of FDIC insurance limits.

A significant portion of HLA's operating revenue is paid by the New York City Department of Education.

**NOTE 8 - LEASE COMMITMENT/EXPENSE RECOGNITION**

HLA had a lease agreement for space which expired on June 30, 2014. Rent was recorded on the straight-line basis over the life of the lease. For the year ended June 30, 2014, rent expense amounted to \$600,000. HLA entered into a new lease, as of July 1, 2014, for space which expired on July 15, 2015. For the year ended June 30, 2015, rent expense amounted to \$954,200. HLA entered into a new one-year lease as of July 1, 2015 which will expire on June 30, 2016. HLA was required to provide a security deposit of \$199,498 and prepaid rent of \$ 395,000 as of June 30, 2015. Future minimum payments are as follows:

|      |                     |
|------|---------------------|
| 2016 | \$ <u>1,605,650</u> |
|------|---------------------|



**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**

**Independent Auditor's Report**

**Board of Trustees  
Hebrew Language Academy 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 Hebrew Language Academy Charter School, which comprise the statement of financial position as of June 30, 2015 and 2014, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 22, 2015.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered Hebrew Language Academy Charter 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 Hebrew Language Academy Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Hebrew Language Academy Charter School's internal control.

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

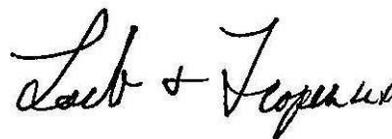
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

### ***Compliance and Other Matters***

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

### ***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.



October 22, 2015

**HEBREW LANGUAGE ACADEMY  
CHARTER SCHOOL**

**MANAGEMENT LETTER**

**JUNE 30, 2015**

**Board of Trustees  
Hebrew Language Academy Charter School**

In planning and performing our audit of the financial statements of Hebrew Language Academy Charter School (“HLA”) as of and for the year ended June 30, 2015 in accordance with auditing standards generally accepted in the United States of America, we considered HLA’s internal control over financial reporting (internal control) as a basis for designing 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 HLA’s internal control. Accordingly, we do not express an opinion on the effectiveness of HLA’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 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.

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

We wish to make the following observation and recommendation for consideration by management:

**Conflict of Interest**

As part of the New York State Nonprofit Revitalization Act, all members of the Board of Trustees, as well as the executive team, are required to annually disclose any potential conflicts of interest or related-party transactions with its employees. During our review of the conflict of interest forms, we noted that there were three board members for which conflict of interest forms were not provided. We recommend that the signed forms be reviewed to make sure that the Board is in compliance with its requirement.

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

*Loeb & Troper LLP*

October 22, 2015

# New York State Education Department

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

### 2015-16 Budget & Cash Flow Template

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

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|          |  |
|----------|--|
| <b>1</b> | Complete ALL SIX columns in <b>BLUE</b>  |
| <b>2</b> | Enter information into the <b>GRAY</b> cells   |
| <b>3</b> | Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item  |
| <b>4</b> | Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . 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.           |
| <b>5</b> | 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. |

**Hebrew Language Academy Charter School**

**PROJECTED BUDGET FOR 2015-2016**

| PROJECTED BUDGET FOR 2015-2016   |  |                   |                |                  |                      |                | Assumptions   |
|--|--|-------------------|----------------|------------------|----------------------|----------------|---|
| July 1, 2015 to June 30, 2016  |  |                   |                |                  |                      |                | DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable  |
| 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  | 8,125,009  | 1,038,384         | -              | -                | 510,220              | 9,673,613      |   |
| Total Expenses   | 7,297,931  | 1,695,248         | -              | -                | 623,641              | 9,616,820      |   |
| Net Income   | 827,078  | (656,864)         | -              | -                | (113,422)            | 56,793         |   |
| Actual Student Enrollment  | 569  | 76                |                |                  |                      | 569            |   |
| Total Paid Student Enrollment  | 569  | 76                |                |                  |                      | 569            |   |
|  | PROGRAM SERVICES   |                   |                | SUPPORT SERVICES |                      |                |   |
|  | REGULAR EDUCATION  | SPECIAL EDUCATION | OTHER          | FUNDRAISING      | MANAGEMENT & GENERAL | TOTAL          |   |
| <b>REVENUE</b>   |  |                   |                |                  |                      |                |   |
| <b>REVENUES FROM STATE SOURCES</b>   |  |                   |                |                  |                      |                |   |
| Per Pupil Revenue  | CY Per Pupil Rate  |                   |                |                  |                      |                |   |
| District of Location   | \$13,877.00  | 7,390,719         | -              | -                | 505,294              | 7,896,013      |   |
| School District 2 (Enter Name)   |  | -                 | -              | -                | -                    | -              |   |
| School District 3 (Enter Name)   |  | -                 | -              | -                | -                    | -              |   |
| School District 4 (Enter Name)   |  | -                 | -              | -                | -                    | -              |   |
| School District 5 (Enter Name)   |  | -                 | -              | -                | -                    | -              |   |
|  |  | 7,390,719         | -              | -                | 505,294              | 7,896,013      |   |
| Special Education Revenue  |  | -                 | 872,782        | -                | -                    | 872,782        |   |
| Grants   |  | -                 | -              | -                | -                    | -              |   |
| Stimulus   |  | -                 | -              | -                | -                    | -              |   |
| Other  |  | -                 | -              | -                | -                    | -              |   |
| Other State Revenue  |  | 320,458           | 49,027         | -                | -                    | 369,485        |   |
| <b>TOTAL REVENUE FROM STATE SOURCES</b>  |  | 7,711,178         | 921,809        | -                | -                    | 505,294        | 9,138,280   |
| <b>REVENUE FROM FEDERAL FUNDING</b>  |  |                   |                |                  |                      |                |   |
| IDEA Special Needs   |  | -                 | 48,000         | -                | -                    | 48,000         |   |
| Title I  |  | 161,005           | 24,632         | -                | -                    | 185,637        |   |
| Title Funding - Other  |  | 7,505             | 1,148          | -                | -                    | 8,653          |   |
| School Food Service (Free Lunch)   |  | 137,767           | 21,077         | -                | -                    | 158,844        |   |
| Grants   |  | -                 | -              | -                | -                    | -              |   |
| Charter School Program (CSP) Planning & Implementation   |  | -                 | -              | -                | -                    | -              |   |
| Other  |  | -                 | -              | -                | -                    | -              |   |
| Other Federal Revenue  |  | -                 | -              | -                | -                    | -              |   |
| <b>TOTAL REVENUE FROM FEDERAL SOURCES</b>  |  | 306,277           | 94,857         | -                | -                    | -              | 401,134   |
| <b>LOCAL and OTHER REVENUE</b>   |  |                   |                |                  |                      |                |   |
| Contributions and Donations, Fundraising   |  | 1,735             | 265            | -                | -                    | 2,000          |   |
| Erate Reimbursement  |  | 57,833            | 14,104         | -                | 4,918                | 76,855         |   |
| Interest Income, Earnings on Investments,  |  | 90                | 22             | -                | 8                    | 120            |   |
| NYC-DYCD (Department of Youth and Community Developmt.)  |  | -                 | -              | -                | -                    | -              |   |
| Food Service (Income from meals)   |  | 8,673             | 1,327          | -                | -                    | 10,000         |   |
| Text Book  |  | 39,223            | 6,001          | -                | -                    | 45,224         |   |
| Other Local Revenue  |  | -                 | -              | -                | -                    | -              |   |
| <b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>  |  | 107,554           | 21,719         | -                | 4,926                | 134,199        |   |
| <b>TOTAL REVENUE</b>   |  | 8,125,009         | 1,038,384      | -                | -                    | 510,220        | 9,673,613   |
| <b>EXPENSES</b>  | <i>List exact titles and staff FTE's ( Full time equivalent)</i> |                   |                |                  |                      |                |   |
| <b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>  | No. of Positions   |                   |                |                  |                      |                |   |
| Executive Management   | 1.00   | 135,253           | 20,808         | -                | 52,020               | 208,081        | Head of School  |
| Instructional Management   | -  | -                 | -              | -                | -                    | -              |   |
| Deans, Directors & Coordinators  | 3.00   | 224,880           | 129,404        | -                | -                    | 354,284        | Director of Curriculum & Instruction, Director of Hebrew Curriculum & Instruction, Student Support Services Coordinator |
| CFO / Director of Finance  | -  | -                 | -              | -                | -                    | -              |   |
| Operation / Business Manager   | 1.00   | -                 | -              | -                | 77,868               | 77,868         | Operations Manager  |
| Administrative Staff   | 3.00   | -                 | -              | -                | 162,683              | 162,683        | Office Manager, Bookkeeper, Parent Coordinator  |
| <b>TOTAL ADMINISTRATIVE STAFF</b>  | <b>8</b>   | <b>360,133</b>    | <b>150,212</b> | <b>-</b>         | <b>292,571</b>       | <b>802,916</b> |   |
| <b>INSTRUCTIONAL PERSONNEL COSTS</b>   |  |                   |                |                  |                      |                |   |
| Teachers - Regular   | 41.00  | 2,117,964         | 175,380        | -                | -                    | 2,293,344      | General Studies - 18, Hebrew Studies - 18, Middle School Core - 5   |
| Teachers - SPED  | 7.00   | 52,125            | 317,218        | -                | -                    | 369,343        | SpEd Teachers - 6, Hebrew Support SpEd  |
| Substitute Teachers  | -  | -                 | -              | -                | -                    | -              |   |

**Hebrew Language Academy Charter School**

**PROJECTED BUDGET FOR 2015-2016**

| PROJECTED BUDGET FOR 2015-2016   |                   |                   |                  |                  |                      |                  | Assumptions  |
|--|-------------------|-------------------|------------------|------------------|----------------------|------------------|--|
| July 1, 2015 to June 30, 2016  |                   |                   |                  |                  |                      |                  | DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable |
| 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  | 8,125,009         | 1,038,384         | -                | -                | 510,220              | 9,673,613        |  |
| Total Expenses   | 7,297,931         | 1,695,248         | -                | -                | 623,641              | 9,616,820        |  |
| Net Income   | 827,078           | (656,864)         | -                | -                | (113,422)            | 56,793           |  |
| Actual Student Enrollment  | 569               | 76                |                  |                  |                      | 569              |  |
| Total Paid Student Enrollment  | 569               | 76                |                  |                  |                      | 569              |  |
|  | PROGRAM SERVICES  |                   |                  | SUPPORT SERVICES |                      |                  |  |
|  | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER            | FUNDRAISING      | MANAGEMENT & GENERAL | TOTAL            |  |
| Teaching Assistants  | 2.00              | 77,426            | 11,845           | -                | -                    | 89,271           | Hebrew Floater, General Studies Floater                              |
| Specialty Teachers   | 11.00             | 522,240           | 79,897           | -                | -                    | 602,137          | Music - 2, Art, PE - 3, Math - 2, Reading - 2, ELL                   |
| Aides  | 5.00              | 130,997           | 17,782           | -                | 10,090               | 158,868          | Aides - 3, Bus Matrons - 2   |
| Therapists & Counselors  | 1.00              | -                 | 70,000           | -                | -                    | 70,000           | Social Worker  |
| Other - Instructional Personnel Costs  |                   | 298,074           | 45,602           | -                | -                    | 343,676          | Bonus, Sick Time Payout, Training Stipends                           |
| <b>TOTAL INSTRUCTIONAL</b>   | <b>67</b>         | <b>3,198,826</b>  | <b>717,723</b>   | <b>-</b>         | <b>10,090</b>        | <b>3,926,639</b> |  |
| <b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>   |                   |                   |                  |                  |                      |                  |  |
| Nurse  | -                 | -                 | -                | -                | -                    | -                |  |
| Librarian  | -                 | -                 | -                | -                | -                    | -                |  |
| Custodian  | -                 | -                 | -                | -                | -                    | -                |  |
| Security   | -                 | -                 | -                | -                | -                    | -                |  |
| Other - Non-Instructional Personnel Costs  | -                 | -                 | -                | -                | -                    | -                |  |
| <b>TOTAL NON-INSTRUCTIONAL</b>   | <b>-</b>          | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>             | <b>-</b>         |  |
| <b>SUBTOTAL PERSONNEL SERVICE COSTS</b>  | <b>75</b>         | <b>3,558,959</b>  | <b>867,935</b>   | <b>-</b>         | <b>302,661</b>       | <b>4,729,555</b> |  |
| <b>PAYROLL TAXES AND BENEFITS</b>  |                   |                   |                  |                  |                      |                  |  |
| Payroll Taxes  |                   | 292,084           | 71,232           | -                | 24,839               | 388,155          |  |
| Fringe / Employee Benefits   |                   | 507,573           | 123,783          | -                | 43,165               | 674,521          |  |
| Retirement / Pension   |                   | 64,061            | 15,623           | -                | 5,448                | 85,132           |  |
| <b>TOTAL PAYROLL TAXES AND BENEFITS</b>  |                   | <b>863,718</b>    | <b>210,638</b>   | <b>-</b>         | <b>73,452</b>        | <b>1,147,808</b> |  |
| <b>TOTAL PERSONNEL SERVICE COSTS</b>   |                   | <b>4,422,677</b>  | <b>1,078,573</b> | <b>-</b>         | <b>376,113</b>       | <b>5,877,363</b> |  |
| <b>CONTRACTED SERVICES</b>   |                   |                   |                  |                  |                      |                  |  |
| Accounting / Audit   |                   | -                 | -                | -                | 67,100               | 67,100           |  |
| Legal  |                   | -                 | -                | -                | 15,000               | 15,000           |  |
| Management Company Fee   |                   | 169,704           | 41,386           | -                | 14,432               | 225,522          |  |
| Nurse Services   |                   | -                 | -                | -                | -                    | -                |  |
| Food Service / School Lunch  |                   | -                 | -                | -                | -                    | -                |  |
| Payroll Services   |                   | 4,139             | 1,009            | -                | 352                  | 5,500            |  |
| Special Ed Services  |                   | -                 | -                | -                | -                    | -                |  |
| Titlement Services (i.e. Title I)  |                   | -                 | -                | -                | -                    | -                |  |
| Other Purchased / Professional / Consulting  |                   | 242,627           | 40,778           | -                | 3,424                | 286,829          |  |
| <b>TOTAL CONTRACTED SERVICES</b>   |                   | <b>416,470</b>    | <b>83,174</b>    | <b>-</b>         | <b>100,307</b>       | <b>599,951</b>   |  |
| <b>SCHOOL OPERATIONS</b>   |                   |                   |                  |                  |                      |                  |  |
| Board Expenses   |                   | -                 | -                | -                | -                    | -                |  |
| Classroom / Teaching Supplies & Materials  |                   | 185,374           | 28,360           | -                | -                    | 213,734          |  |
| Special Ed Supplies & Materials  |                   | -                 | -                | -                | -                    | -                |  |
| Textbooks / Workbooks  |                   | 137,923           | 21,101           | -                | -                    | 159,024          |  |
| Supplies & Materials other   |                   | -                 | -                | -                | -                    | -                |  |
| Equipment / Furniture  |                   | -                 | -                | -                | -                    | -                |  |
| Telephone  |                   | 14,982            | 3,654            | -                | 1,274                | 19,910           |  |
| Technology   |                   | 13,010            | 1,990            | -                | -                    | 15,000           |  |
| Student Testing & Assessment   |                   | 7,036             | 1,077            | -                | -                    | 8,113            |  |
| Field Trips  |                   | 867               | 133              | -                | -                    | 1,000            |  |
| Transportation (student)   |                   | 26,149            | 4,001            | -                | -                    | 30,150           |  |
| Student Services - other   |                   | 30,486            | 4,664            | -                | -                    | 35,150           |  |
| Office Expense   |                   | 40,514            | 9,880            | -                | 3,445                | 53,840           |  |
| Staff Development  |                   | 75,319            | 11,985           | -                | 432                  | 87,736           |  |
| Staff Recruitment  |                   | 11,287            | 2,753            | -                | 960                  | 15,000           |  |
| Student Recruitment / Marketing  |                   | 43,366            | 6,634            | -                | -                    | 50,000           |  |
| School Meals / Lunch   |                   | 155,509           | 23,791           | -                | -                    | 179,300          |  |
| Travel (Staff)   |                   | 58,087            | 8,924            | -                | 35                   | 67,046           |  |

**Hebrew Language Academy Charter School**

**PROJECTED BUDGET FOR 2015-2016**

| PROJECTED BUDGET FOR 2015-2016   |                          |                          |                       |                  |                      |                  | Assumptions  |
|--|--------------------------|--------------------------|-----------------------|------------------|----------------------|------------------|--|
| July 1, 2015 to June 30, 2016  |                          |                          |                       |                  |                      |                  | DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable |
| 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  | 8,125,009                | 1,038,384                | -                     | -                | 510,220              | 9,673,613        |  |
| Total Expenses   | 7,297,931                | 1,695,248                | -                     | -                | 623,641              | 9,616,820        |  |
| Net Income   | 827,078                  | (656,864)                | -                     | -                | (113,422)            | 56,793           |  |
| Actual Student Enrollment  | 569                      | 76                       |                       |                  |                      | 569              |  |
| Total Paid Student Enrollment  | 569                      | 76                       |                       |                  |                      | 569              |  |
|  | PROGRAM SERVICES         |                          |                       | SUPPORT SERVICES |                      |                  |  |
|  | REGULAR EDUCATION        | SPECIAL EDUCATION        | OTHER                 | FUNDRAISING      | MANAGEMENT & GENERAL | TOTAL            |  |
| Fundraising  | -                        | -                        | -                     | -                | -                    | -                |  |
| Other - School Operations  | 38,163                   | 9,307                    | -                     | -                | 3,245                | 50,715           |  |
| <b>TOTAL SCHOOL OPERATIONS</b>   | <b>838,073</b>           | <b>138,253</b>           | <b>-</b>              | <b>-</b>         | <b>9,392</b>         | <b>985,718</b>   |  |
| <b>FACILITY OPERATION &amp; MAINTENANCE</b>  |                          |                          |                       |                  |                      |                  |  |
| Insurance  | 39,678                   | 9,676                    | -                     | -                | 3,374                | 52,729           |  |
| Janitorial   | -                        | -                        | -                     | -                | -                    | -                |  |
| Building and Land Rent / Lease   | 1,188,939                | 289,951                  | -                     | -                | 101,110              | 1,580,000        |  |
| Repairs & Maintenance  | 124,014                  | 30,244                   | -                     | -                | 10,546               | 164,804          |  |
| Equipment / Furniture  | -                        | -                        | -                     | -                | -                    | -                |  |
| Security - Facility Operation  | 40,194                   | 9,802                    | -                     | -                | 3,418                | 53,414           |  |
| Utilities  | 107,229                  | 26,150                   | -                     | -                | 9,119                | 142,498          |  |
| <b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>  | <b>1,500,054</b>         | <b>365,823</b>           | <b>-</b>              | <b>-</b>         | <b>127,568</b>       | <b>1,993,445</b> |  |
| DEPRECIATION & AMORTIZATION  | 120,657                  | 29,425                   | -                     | -                | 10,261               | 160,343          |  |
| DISSOLUTION ESCROW & RESERVES / CONTIGENCY   | -                        | -                        | -                     | -                | -                    | -                |  |
| <b>TOTAL EXPENSES</b>  | <b>7,297,931</b>         | <b>1,695,248</b>         | <b>-</b>              | <b>-</b>         | <b>623,641</b>       | <b>9,616,820</b> |  |
| <b>NET INCOME</b>  | <b>827,078</b>           | <b>(656,864)</b>         | <b>-</b>              | <b>-</b>         | <b>(113,422)</b>     | <b>56,793</b>    |  |
| <b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>   | <b>REGULAR EDUCATION</b> | <b>SPECIAL EDUCATION</b> | <b>TOTAL ENROLLED</b> |                  |                      |                  |  |
| District of Location   | 569                      | 76                       | 569                   |                  |                      |                  |  |
| School District 2 (Enter Name)   |                          |                          | -                     |                  |                      |                  |  |
| School District 3 (Enter Name)   |                          |                          | -                     |                  |                      |                  |  |
| School District 4 (Enter Name)   |                          |                          | -                     |                  |                      |                  |  |
| School District 5 (Enter Name)   |                          |                          | -                     |                  |                      |                  |  |
| <b>TOTAL ENROLLMENT</b>  | <b>569</b>               | <b>76</b>                | <b>569</b>            |                  |                      |                  |  |
| <b>REVENUE PER PUPIL</b>   | <b>14,279</b>            | <b>13,753</b>            | <b>-</b>              |                  |                      |                  |  |
| <b>EXPENSES PER PUPIL</b>  | <b>12,826</b>            | <b>22,454</b>            | <b>-</b>              |                  |                      |                  |  |



# Audited Financial Statement Checklist

Last updated: 10/28/2015

Page 1

**Charter School Name:**

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

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

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

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

**Thank you.**



# Appendix E: Disclosure of Financial Interest Form

Created: 07/13/2015

Last updated: 10/30/2015

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Page 1

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

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

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

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

Yes

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Thank you.



# Appendix F: BOT Membership Table

Created: 07/13/2015

Last updated: 07/27/2015

## Page 1

### 1. Current Board Member Information

|   | Trustee Name        | Email Address | Committee Affiliation(s)  | Voting Member? (Y/N) | Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)     | Number of Terms Served and Length of Each (Include election date and term expiration)              |
|---|---------------------|---------------|---------------------------|----------------------|---|--|
| 1 | Sara Berman         |               | Chair/Board President     | Yes                  | Fundraising, governance, public relations   | 3 terms since 2009. Re-elected June 2013. Term expires June 2016                                   |
| 2 | Karim Camara        |               | Trustee/Member            | Yes                  | Governance, outreach, advocacy, church/state compliance                               | 3 Terms since 2009. Re-lected June 2013, and re-elected June 2015. Current terms expires June 2018 |
| 3 | Charles Capetanakis |               | Trustee/Member            | Yes                  | Legal, financial governance   | 3 terms since 2009. Re-elected June 2013 . Cuirrent term expires June 2016                         |
| 4 | Stacie Feldman      |               | Trustee/Member            | Yes                  | Legal, fundraising  | 2 terms since 2012. Elected June 2012, re-elected June 2015. Current terms expires June 2018       |
| 5 | David Gedzelman     |               | Vice Chair/Vice President | Yes                  | Governance, curriculum development, advocacy, non-profit management, public relations | 3 terms since 2009. Re-elected June 2013. Current term expires June 2016                           |
| 6 | Norman Green        |               | Trustee/Member            | Yes                  | Education, curriculum development, school administration                              | 3 terms since 2009. Re-elected June 2012 and June 2015. Current term expires June 2018             |

|    |                   |  |                |     |  |   |
|----|-------------------|--|----------------|-----|--|---|
| 7  | Eli Schaap        |  | Trustee/Member | Yes | Financial, governance, accountability, non-profit management, curriculum development | Elected June 2013. Current term expires June 2016   |
| 8  | Hindie Weissman   |  | Trustee/Member | Yes | Education, curriculum development, professional development                          | 3 terms since 2009. Re-elected June 2014. Current term expires June 2017                            |
| 9  | Ella Zalkind      |  | Secretary      | Yes | Legal, governance, parent outreach, public relations                                 | 3 terms since 2009. Re-elected June 2012, and re-elected June 2015. Current term expires June 2018. |
| 10 | Allyson Galishoff |  | Trustee/Member | Yes | Youth guidance, counseling , parent engagement, non-profit governance                | Elected June 2014, re-elected June 2015. Current term expires June 2018                             |
| 11 |                   |  |                |     |  |   |
| 12 |                   |  |                |     |  |   |
| 13 |                   |  |                |     |  |   |
| 14 |                   |  |                |     |  |   |
| 15 |                   |  |                |     |  |   |
| 16 |                   |  |                |     |  |   |
| 17 |                   |  |                |     |  |   |
| 18 |                   |  |                |     |  |   |
| 19 |                   |  |                |     |  |   |
| 20 |                   |  |                |     |  |   |

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

0

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

0

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

15

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

12

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

12

**Thank you.**

## Enrollment and Retention Efforts Appendix H

HLA's recruitment process for the 2014-15 and 2015-16 school years involved a wide range of activities targeting families in Community School District (CSD) 22 as well as neighboring CSDs that would attract a diverse pool of applicants, including English language learners (ELLs), students with disabilities (SWDs), and students eligible for Free and Reduced Priced lunch (FRL). HLA recognized its policy of equitable admissions access to SWDs and ELLs in every phase of its admissions process.

This year HLA's charter was renewed for an additional four years, effective July 1, 2015. Additionally, HLA was granted an expansion to include grades 6-8. Recruitment efforts this year included the anticipation of incoming 6<sup>th</sup> grade students. HLA's recruitment took on special efforts to ensure a diverse pool of applicants for this grade. In addition to all the recruitment efforts listed below, our Parent/Community Liaison reached out to Parent Coordinators at CSD 22 public schools to hold information sessions

In order to reach out to families for whom English was not their first language and to ensure that the school's admissions process was highly accessible to families of diverse backgrounds, HLA engaged in an extensive media campaign with advertisements online, in print and on the radio in multiple languages. Among the community-based newspapers in which HLA placed advertisements in foreign languages were: Flatbush Life, Caribbean Life, Kings Courier, Sheepshead Bites, Mill Basin Courier, The Reporter, Yediot, Net Cost Market, and on radio stations such as DaNu Radio, Davidzon Radio, and Kol Hashalom Radio. In addition to the media campaign, HLA reached out to many community-based organizations (CBOs) including all the YW-YMCA and YW-YMHA's. HLA also reached out to NYCHA tenant organization leaders as well as many Head Start, Pre-K and daycare programs. HLA held information sessions at these venues during their respective parent events. Applications were distributed to all attendees. HLA also conducted a door-to-door campaign at many daycare centers and pre-schools throughout CSD 22 to distribute its brochures. HLA publishes its marketing materials in the dominant languages of the community in order to proactively reach immigrant families. HLA posts its lottery application on its website in Spanish, Chinese and Creole in addition to Russian, Hebrew and English. Importantly, HLA's recruitment efforts targeting parents of ELLs included information about HLA's ELL program, how it supports children's acquisition of English and how the study of a third language, that of Hebrew, would positively impact their child's ability to become secure in English.

The strategies described above were also implemented in HLA's outreach to parents of SWDs and FRL. In order to reach parents of SWD, HLA's efforts included information about its robust and comprehensive special education program and staffing to support SWD and its commitment to educating children in an inclusive environment. This past year, HLA's special education services included related services such as speech, counseling, OT, PT, APE, SETSS and ICT classrooms in various grades. These ICT classes provided enhanced special education services for HLA's student population, allowed new admits to receive mandated IEP services and enabled HLA to provide a continuum of services for the current student population as children's needs changed. In addition, school year 2015-16 will bring a new position to HLA, the Director of Student Special (DSSS). This Director will ensure special education compliance and support special education services, oversee ELL programs, and ensure HLA's compliance with state and federal laws and regulations. The DSSS will also oversee the Title I program. HLA's full time DSSS will work with parents, general studies teachers and special education teachers to facilitate initial referral and ensure compliance with IEP mandates. The School's comprehensive special education program allows HLA to continue attract, retain and support its SWD population.

In recruiting families eligible for FRL, HLA informed prospective parents of its Reading Specialists, one for lower grades and one for upper grades, to support student struggling in literacy and the range of Academic Intervention Services provided throughout the year to support struggling learners in achieving benchmark levels, in addition to highlighting its ELL and special education program. A full-time ESL teacher provided pull out and push in ESL services to those children entitled to services, throughout the school year. This service will continue for school year 2015-16.

In addition to these specific strategies to attract these special populations, each year, HLA conducts two mass mailings of its brochure, which includes its application, to about 2,000 addresses with zip codes in CSD 22 secured from NYCDOE. HLA also conducts an in-house mailing of approximately 23,000 addresses secured from various sources, including its CBO parent contacts. HLA also continues to have a personalized approach to recruitment including conducting Open Houses at the school and making its staff available to meet with families to learn about HLA and to review the School's expectations.

HLA has met its charter goal of demonstrating good faith efforts to attract, retain and meet or exceed enrollment and retention targets as prescribed by the Board of Regents through the State Education of students with disabilities (SWD), English language learners (ELLs), and students are eligible applicants for the free and reduced price lunch (FRL). Each year HLA has consistently been successful in enrolling an increasing percentage of ELLs, SWD and FRL, thus making progress towards meeting and ultimately exceeding its enrollment targets. HLA's proportions of ELLs, SWD, and FRL have increased during the past and current charter term as a result of focused recruitment efforts. HLA has consistently had a percentage of SWD that exceeded that of CSD 22 and the CSI target, and has continued to work towards the percentage of ELLs and FRL in the district. It should be noted that during the current charter term, 97.5% of the ELLs, 93.7% of SWD and 96% of FRL who were enrolled in HLA at the end of 2013-14 school year returned to HLA in September 2014.

HLA's outreach and recruitment efforts were clearly successful in securing a student body of great diversity during the 2014-15 school year. HLA's SWD population represented 15% of its student body. Additionally some children required the support of a 504 accommodation plan to succeed in school. This year the overall school rate for FRL was 63.6%. The overall ELL population at HLA during the 2014-15 school year was 9.5%. The incoming kindergarten class consisted of 51 out of 84 children whose Home Language Survey reflected a language other than English in the home, resulting in the percent of ELLs in Kindergarten class of 15.4%. Consistent with past years, we expect the bulk of these students to be declassified by the beginning of the following academic year, leading to an overall school percentage of ELL's lower than the percentage of our incoming students.



# Appendix I: Teacher and Administrator Attrition

Created: 07/13/2015

Last updated: 07/29/2015

Report changes in teacher and administrator staffing.

Page 1

**Charter School Name:**

## **Instructions for completing the Teacher and Administrator Attrition Tables**

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

### **2013-14 Teacher Attrition Table**

|  | FTE Teachers on June 30, 2014 | FTE Teachers Additions 7/1/14 – 6/30/15 | FTE Teacher Departures 7/1/14 – 6/30/15 |
|--|-------------------------------|---|---|
|  | 48                            | 21                                      | 13                                      |

### **2013-14 Administrator Position Attrition Table**

|  | FTE Administrator Positions On 6/30/2014 | FTE Administrator Additions 7/1/14 – 6/30/15 | FTE Administrator Departures 7/1/14 – 6/30/15 |
|--|--|--|---|
|  | 3  | 3  | 0   |

**Thank you**



# Appendix J: Uncertified Teachers

Created: 07/21/2015

Last updated: 07/29/2015

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

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

## Page 1

**Charter School Name:**

### Note Definition of FTE:

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

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

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

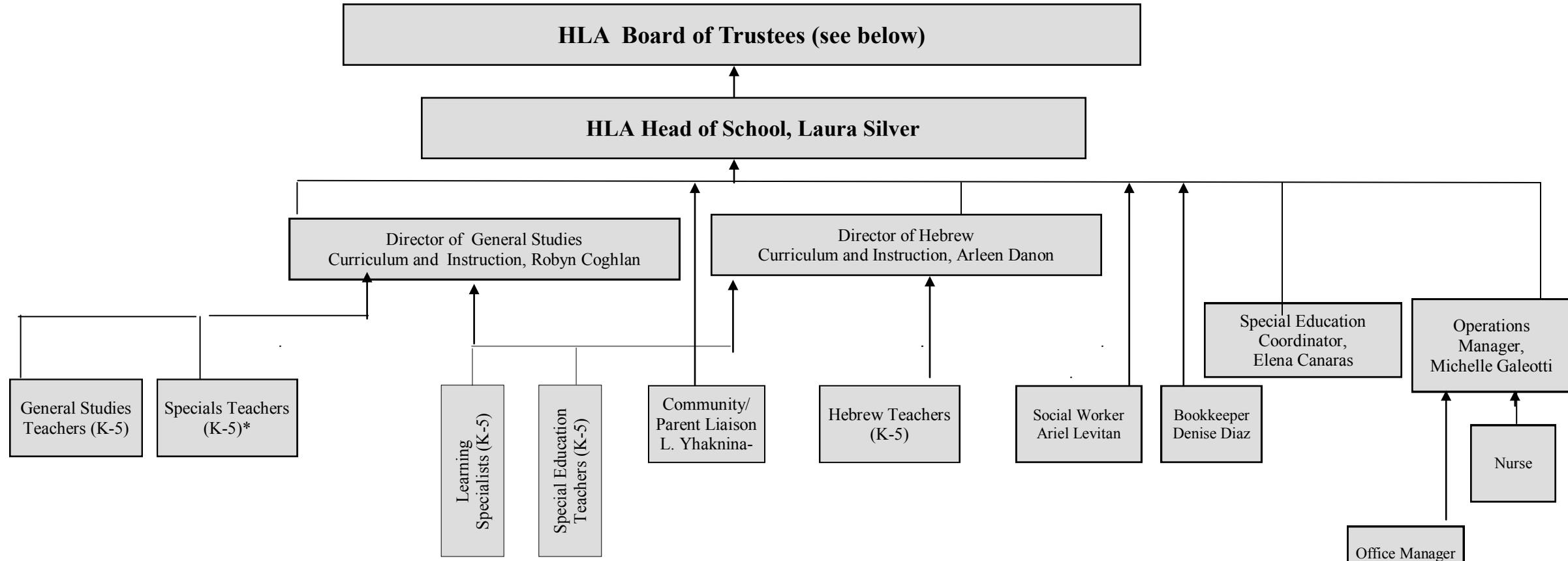
|   | FTE - (June 30, 2015) |
|---|-----------------------|
| (i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience | 7                     |
| (ii) individuals who are tenured or tenure track college faculty  | 0                     |
| (iii) individuals with two years satisfactory experience through Teach for America                                  | 0                     |
| (iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience         | 0                     |
| FTE count of uncertified teachers who do not fit into any of the four statutory categories                          | 4                     |
| <b>Total</b>  | <b>11.0</b>           |

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

36

**Thank you.**

# HLA Organizational Chart



\* Specials Teachers include:

- Phys Ed Teachers
- Art Teachers
- Music Teachers

\*\*\*\*K-5 Learning Specialists Include

- ELL Teachers
- Reading Specialists
- Math Specialist (K-5)

Board of Trustees  
 Sara Berman, Board Chair  
 David Gedzelman, Vice Chair  
 Karim Camara  
 Charles Capetenakis  
 Stacie Feldman  
 Norman Green  
 Eli Schaap  
 Hindie Weissman  
 Ella Zalkind

School Aides  
 Bus Matron and Aide

The Hebrew Language Academy Charter School (“HLA”) is a nurturing yet rigorous K-8 dual language school committed to academic excellence as well as to fostering a high degree of Hebrew language proficiency. At HLA, students achieve a sophisticated knowledge of English Language Arts, mathematics, the sciences, and social studies. This rich and innovative curriculum is enhanced by art, music, technology and physical education, all of which will incorporate Hebrew language instruction, using a partial immersion proficiency model. Students at HLA develop a strong sense of social and civic responsibility through the integration of community service and service learning into their classroom studies. Our students will graduate with a solid foundation for further academic learning and continuous personal development as ethical citizens in an increasingly global community.

HLA’s distinctive program reflects eight key elements, which continue to serve as the cornerstones of its quality instructional program in its renewal charter term as it grows from a K-5 to K-8 learning community. These components distinguish the School’s unique model, and embody the spirit of the charter movement in providing the families of CSD 22 with an innovative, highly accountable, and superior educational option that improves student achievement for all learners. They are: 1) Dual language instruction that incorporates Modern Hebrew utilizing the Proficiency Approach for language acquisition, as well as instruction in traditional subjects that include ELA, math, science, social studies, art, music, and physical education; 2) The study of the culture and history of Israel and its immigrant communities to increase the depth and breadth of students’ synthesis of the learned language; 3) Incorporation of a service-learning component as a means to teach values of social responsibility to students as citizens of a global community; 4) A commitment to serving a diverse student body reflective of its community; 5) The use of a co-teaching model and the workshop framework during

core instruction to facilitate a balanced approach to learning and greater differentiation to meet the needs of all learners; 6) Job-embedded professional development to provide ongoing support of the growth of the instructional team and teacher effectiveness; 7) A commitment to data driven decision-making and a culture of holding all instructional staff accountable for student achievement; and 8) An extended day and school year that increases learning opportunities for students, particularly those at-risk.

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

Created Monday, October 12, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/079022d931454c621>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Linda      | Aristondo |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
|--|
|  |
|--|

### 5. \*E-mail Address:

|  |
|--|
|  |
|--|

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

- 
- Other, please specify...: Trustee
- 

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Julie A. [unclear]". The signature is written in a cursive style with a horizontal line extending from the end.

**Thank you.**

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

Created Thursday, October 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/71d6564f60a257ddd>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | William    | Allen     |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
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|--|

### 5. \*E-mail Address:

|  |
|--|
|  |
|--|

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

- 
- Vice Chair/Vice President
- 

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a series of connected, fluid strokes that form the rest of the name. The signature is written on a light gray background.

**Thank you.**

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

Created Thursday, October 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/bc31ceb42402ce1a4>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Basil      | Smikle    |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
|--|
|  |
|--|

### 5. \*E-mail Address:

|  |
|--|
|  |
|--|

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

|                      |
|----------------------|
| <i>No, I am not.</i> |
|----------------------|

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

|   |
|---|
| <i>HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034</i> |
|---|

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

(check all that apply)

- 
- Other, please specify...: Trustee
- 

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

No

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

No

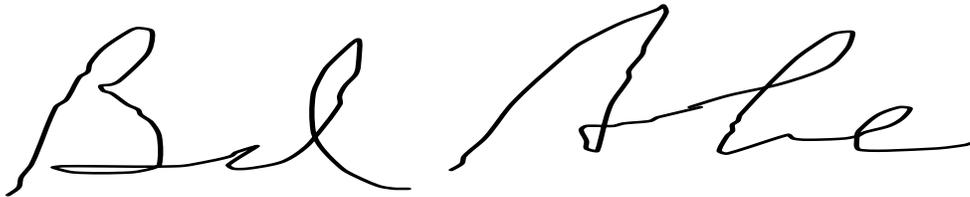
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "B. A. He". The signature is written in a cursive style with large, sweeping letters.

**Thank you.**

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

Created Thursday, October 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/ef83a3d26e6044bc8d>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Daniel     | Cohen     |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
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|  |
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### 5. \*E-mail Address:

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

---

- Treasurer
- 

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

No

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

No

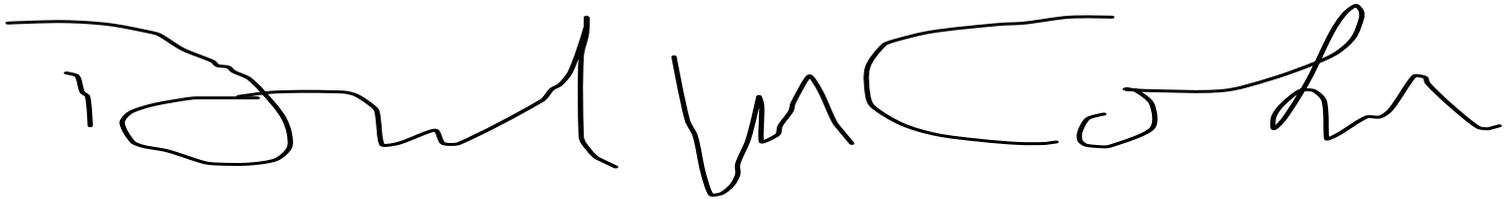
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Don McArthur". The signature is written in a cursive style with a horizontal line above it.

**Thank you.**

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

Created Thursday, October 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/67c879f2a0db9ae54f>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Giovanna   | Delucchi  |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
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### 5. \*E-mail Address:

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

- 
- Other, please specify...: Trustee
- 

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, reading "Swann Debus". The signature is written in a cursive style with a large, prominent 'S' at the beginning and a distinct 'D' in the middle.

**Thank you.**

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

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/8963ea4e0c2c4f9b88>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Michael    | Walrond   |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
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### 5. \*E-mail Address:

|  |
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|--|

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

- 
- Other, please specify...: Trustee
- 

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

No

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

No

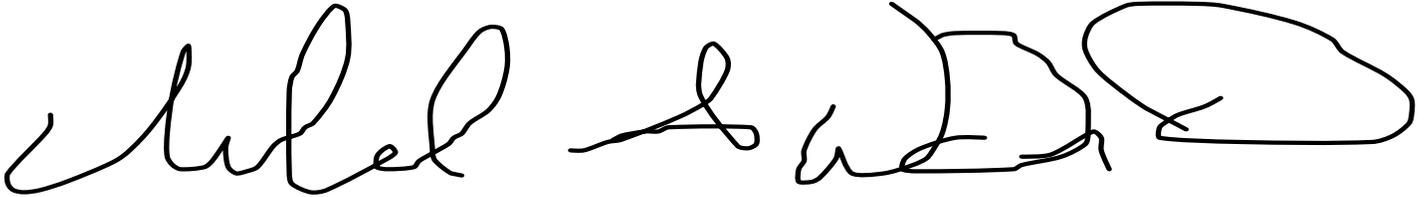
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of several cursive loops and a long horizontal stroke at the end.

**Thank you.**

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

Created Friday, October 30, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/6e60e0fc14064c2385>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Andrew     | Suzman    |

### 2. \*Your Home Address:

|   |  |  |
|---|--|--|
| 2. *Your Home Address:   Street Address |  |  |
| 2. *Your Home Address:   City/State     |  |  |
| 2. *Your Home Address:   Zip            |  |  |

### 3. \*Your Business Address

|  |  |  |
|--|--|--|
| 3. *Your Business Address   Street Address |  |  |
| 3. *Your Business Address   City/State     |  |  |
| 3. *Your Business Address   Zip            |  |  |

### 4. \*Daytime Phone Number:

|  |
|--|
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### 5. \*E-mail Address:

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

|                      |
|----------------------|
| <i>No, I am not.</i> |
|----------------------|

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

|   |
|---|
| <i>HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034</i> |
|---|

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

(check all that apply)

- 
- Other, please specify...: Trustee
- 

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Andrew S. Green". The signature is written in a cursive, flowing style.

**Thank you.**

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

Created Tuesday, November 03, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/0ae1403f1ddd9e1c7f>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Celia      | Wickham   |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
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|--|

### 5. \*E-mail Address:

|  |
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|--|

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

- 
- Other, please specify...: Trustee
- 

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "Delia Wickham". The signature is written in a cursive style with a long, sweeping underline.

**Thank you.**

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

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/3d3293733be912155>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | Sara       | Berman    |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
|--|
|  |
|--|

### 5. \*E-mail Address:

|  |
|--|
|  |
|--|

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

- 
- Chair/President
- 

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

*No*

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

No

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

No

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

Yes

12a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

|   | Organization Conducting Business with the School         | Nature of Business Conducted       | Approximate Value of the Business Conducted | Name of Trustee and/or Immediate Family Member with Interest | Steps Taken to Avoid Conflict of Interest   |
|---|--|------------------------------------|---|--|---|
| 1 | Friends of Hebrew Language Academy Charter Schools, Inc. | Facilities Rental                  | 699,966                                     | Sara Berman  | Disclosed membership on FOHLA board and recused self from any relevant votes  |
| 2 | Friends of Hebrew Language Charter Schools, Inc.         | Grant                              | 400,000                                     | Sara Berman  | Disclosed membership on FOHLA board to Harlem Hebrew Board; recused self from any votes or actions related to FOHLA |
| 3 | Friends of Hebrew Language Academy Charter Schools, Inc. | In-kind Grant of Real Estate taxes | 55,708                                      | Sara Berman  | Disclosed membership on FOHLA board to Harlem Hebrew Board; recused self from any votes or actions related to FOHLA |

|   |                              |   |         |             |  |
|---|------------------------------|---|---------|-------------|--|
| 4 | Hebrew Charter School Center | In-kind grant of professional development and curriculum development services and student data tracking and analysis software | 188,000 | Sara Berman | Disclosed role as Board Officer for HCSC to Harlem Hebrew board; recused self from any votes or actions related to HCSC. |
|---|------------------------------|---|---------|-------------|--|

5

Signature of Trustee

A handwritten signature in black ink, appearing to read 'Sara Berman', written in a cursive style.

**Thank you.**

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

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/8f31cae1e895d819db>

## Page 1

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

### 1. TRUSTEE NAME

|              | First Name | Last Name |
|--------------|------------|-----------|
| Trustee Name | David      | Gedzelman |

### 2. \*Your Home Address:

|   |  |
|---|--|
| 2. *Your Home Address:   Street Address |  |
| 2. *Your Home Address:   City/State     |  |
| 2. *Your Home Address:   Zip            |  |

### 3. \*Your Business Address

|  |  |
|--|--|
| 3. *Your Business Address   Street Address |  |
| 3. *Your Business Address   City/State     |  |
| 3. *Your Business Address   Zip            |  |

### 4. \*Daytime Phone Number:

|  |
|--|
|  |
|--|

### 5. \*E-mail Address:

|  |
|--|
|  |
|--|

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

*No, I am not.*

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

*HARLEM HEBREW LANGUAGE ACADEMY CS (REGENTS) 310300861034*

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

(check all that apply)

- 
- Secretary
- 

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

No

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

No

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

No

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

Yes

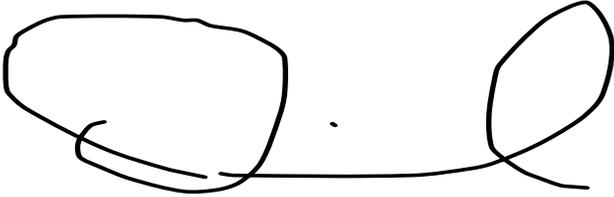
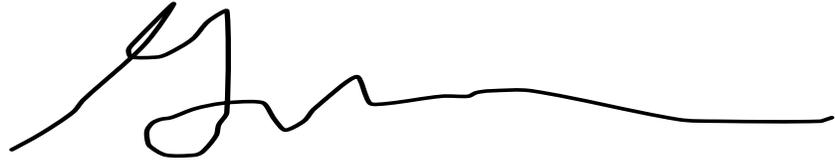
12a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

|   | Organization Conducting Business with the School         | Nature of Business Conducted       | Approximate Value of the Business Conducted | Name of Trustee and/or Immediate Family Member with Interest | Steps Taken to Avoid Conflict of Interest   |
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|   |                              |   |         |                 |  |
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|---|------------------------------|---|---------|-----------------|--|

5

Signature of Trustee

A handwritten signature consisting of a large, rounded initial 'D' followed by a horizontal line and a smaller, looped initial 'G'.A handwritten signature that appears to be 'David Gedzelman', written in a cursive style with a long horizontal tail.

**Thank you.**